



## Careers Programme 2021/22

New College is committed to providing students with a high quality Careers Education and Guidance Service. Our aims include helping students to make informed and realistic decisions about their education and employment plans.

You will find careers support throughout the curriculum, and progression-related activities will be a key focus as part of your time with us. Progress Tutors support you as you plan your next steps after leaving college, whether you plan to go to university, an apprenticeship, or employment. They will encourage you to research your options and support you along the way.

**In addition to teachers, the following staff have key roles in the planning and co-ordination of the Careers Programme:**

- Jeff Finnegan – Trust Manager for Careers (NCLT)
- Daniel Wood – Assistant Principal and College Careers Lead (NCD)
- Scott Faulkner – Assistant Principal (NCD)
- Sally Small – Senior Progress Tutor (NCD)
- Chris Whittaker – Progress Tutor and UCAS and Employability Co-ordinator (NCD)
- Sharon West – Personal Development Manager, Careers Advisor and Work-Experience Coordinator (NCD)

## CAREERS PROGRAMME 2021/22

The Careers Programme is made up of four strands:

<p style="text-align: center;"><b>1</b></p> <p style="text-align: center;"><b>SUBJECT SPECIFIC EMPLOYER AND HE ENCOUNTERS</b></p> <p>Subject areas are expected to integrate at least one employer encounter and one HE encounter for all students who study their course. This usually takes the form of a trip, workshop or visiting speaker.</p>	<p style="text-align: center;"><b>2</b></p> <p style="text-align: center;"><b>EMPLOYABILITY SKILLS (OPTIC)</b></p> <p>Subject areas are expected to provide students opportunities to develop their <b>organisation, problem solving, teamwork, initiative and communication skills</b>, and ensure that students reflect on and are aware of when these skills are developed.</p>	<p style="text-align: center;"><b>3</b></p> <p style="text-align: center;"><b>PERSONAL GUIDANCE</b></p> <p>All students have the opportunity to meet with a Careers Advisor for one-to-one careers appointments.</p> <p>In addition, we regularly survey student career intentions and aspirations which allows us to provide appropriate individual guidance, intervention and support as the need arises.</p>	<p style="text-align: center;"><b>4</b></p> <p style="text-align: center;"><b>CORE PROGRAMME OF CAREER ACTIVITIES</b></p> <p>This encompasses a wide range of activities and events that take place outside of subject lessons, including tutorials aimed at supporting students to make informed decisions and supporting them in making applications to higher education, apprenticeships or employment. Details of the core programme are over the page.</p>
---	--	---	---

## CORE PROGRAMME OF ACTIVITIES

**Please note:** This programme is subject to change. Students will be notified of events at appropriate times in the year. Students should continue to check their College emails, the TV screens and Social Media for updates and important information about College events.

### AUTUMN TERM

Pre-Enrolment	Year 12	Year 13	College Leavers
<p><b>Open Saturday</b> BENCHMARK 3</p> <p>If you are considering your options at college and beyond you can speak to subject staff, Progress Tutors, and careers Advisers at our open Saturday in October.</p> <p><b>Open Evening</b> BENCHMARK 3</p> <p>If you are considering your options at college and beyond you can speak to subject staff, Progress Tutors, and careers Advisers at our open evening in November</p> <p><b>College Interviews</b> BENCHMARK 3</p> <p>Late in the Autumn Term, we begin interviews for those who have made an application to college. At your interview, your interviewer can provide information advice and guidance (IAG) about your subject choices.</p>	<p><b>Enrolment</b> BENCHMARK 3</p> <p>At your Enrolment interview, your interviewer can provide information advice and guidance about your subject choices.</p> <p><b>Tutorials</b> BENCHMARK 3</p> <p>The Y12 tutorial programme introduces the importance of developing employability skills and how work experience and the enrichment programme can support the development of these skills. Students will have regular contact with their Progress Tutor to discuss any aspect of their career plans.</p> <p><b>Higher Education Widening Participation Programmes</b> BENCHMARK 3, 7</p> <p>Includes the University of Leeds Reach for Excellence scheme, Discover Sheffield (including SOAMS and ADOPT), the Social Mobility Foundation, and the Realising Opportunities programme. If you fit the eligibility criteria, you will be encouraged to consider these schemes, which are a great addition to your UCAS application and supports you into higher education.</p> <p><b>Sutton Trust Pathways &amp; Summer Schools</b> BENCHMARK 3, 7</p> <p>Students who fit the eligibility criteria are encouraged to apply for Sutton Trust Pathways, and the Summer School. These programmes, ran by the Sutton Trust Charity, aim to raise student aspirations.</p>	<p><b>Tutorials</b> BENCHMARK 3</p> <p>Tutorials include a refresher on the UCAS process and next steps for students looking to secure an apprenticeship. In November, tutorials then switch to ‘Application Support Workshops’ with support students with their applications to UCAS or searching and applying for apprenticeships and employment.</p> <p><b>Year 13 Parent’s Evening</b> BENCHMARK 3</p> <p>Parents can speak to Progress Tutors and the College Careers Adviser regarding progression options. The University of Hull will also have stands for drop-in questions and answers.</p> <p><b>‘Next Steps Evening 2’ for Parents</b> BENCHMARK 2, 3, 5, 7</p> <p>All Y13 parents are invited to our second ‘Next Steps’ evening, with information for UCAS students about what happens after the application is submitted and student finance, and with information for employment / apprenticeship students about how college will continue to support student applications and how parents can continue to help.</p> <p><b>Higher Education Widening Participation Programmes</b> BENCHMARK 3 BENCHMARK 7</p> <p>Includes Newcastle University’s PARTNER scheme and the University of Leeds Access to Leeds programme. If you fit the eligibility criteria, you will be encouraged to consider these schemes, which are a great addition to your UCAS application and supports you into higher education.</p>	<p><b>Results Day &amp; Clearing</b> BENCHMARK 8</p> <p>Students are provided with support from the College Career Advisers on the day, particularly those that are looking at clearing, or are re-considering their options beyond college.</p> <p><b>College Alumni</b> BENCHMARK 5</p> <p>Leavers are able to join the official College Alumni, providing them with opportunities to come back into College to support future students, and network with other employers and employees through College events.</p>

<p><b>Taster Days</b>  <b>BENCHMARK 3</b>  Year 10/11 students from our main feeder schools will be invited into college for a Taster Day. If you attend this day, you will receive subject related information about progression within each subject. As part of the event programme, you will also have a choice of career talks to attend in the afternoon.</p>	<p><b>Medicine, Dentistry and Veterinary Medicine Group</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b>  Applications to study Medicine, Dentistry, or Veterinary Science are highly competitive. Students interested in careers in these areas are invited to join the ‘Aspiring Medics, Dentists and Vets’ group, which begins in November and continues throughout Year 12 and into Year 13.</p> <p><b>Oxbridge Group</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b>  Applications to study at the University of Oxford and the University of Cambridge are highly competitive. Students who are aiming for A and A* grades are invited to join the Oxbridge Group, which begins in November and continues throughout Year 12 and into Year 13.</p>	<p><b>University Open Days</b>  <b>BENCHMARK 7</b>  Students are signposted to Open Events offered by local and national universities.</p> <p><b>Mock Interviews</b>  <b>BENCHMARK 3, 7</b>  Students applying for Oxford and Cambridge have the opportunity to take part in a mock interview in preparation for their possible interview in December.</p> <p><b>Mock Interviews for applicants for Medicine, Dentistry and Veterinary Medicine</b>  <b>BENCHMARK 3, 7</b>  Students applying for Medicine and Dentistry have the opportunity to attend a mock multiple mini-interview (MMI) in preparation for their university interviews for these courses.</p> <p><b>Mock Interviews for applicants for Nursing, Midwifery and Allied Health courses</b>  <b>BENCHMARK 3, 7</b>  Students applying for Nursing, Midwifery and other Health-Related Careers have the opportunity to attend a mock multiple mini-interview (MMI) in preparation for their university interviews for these courses.</p> <p><b>Mock Interviews for applicants for Primary Teaching</b>  <b>BENCHMARK 3, 7</b>  Students applying for Primary Teaching have the opportunity to attend a Mock Interview in preparation for their university interviews for these courses.</p> <p><b>Admissions Tests (UCAT, BMAT, TMUA and Oxbridge Pre-Interview Tests)</b>  <b>BENCHMARK 3</b>  Students looking to study courses or at universities where there is a requirement to sit an admissions test will be able to sit these in college in the Autumn Term.</p>	
--	---	--	--

## SPRING TERM

Pre-Enrolment	Year 12	Year 13	College Leavers
<p><b>Taster Days</b> BENCHMARK 3 Year 10/11 students from our main feeder schools will be invited into college for a Taster Day. If you attend this day, you will receive subject related information about progression within each subject. As part of the event programme, you will also have a choice of career talks to attend in the afternoon.</p> <p><b>College Interviews</b> BENCHMARK 3 College interviews for applicants continue into the Spring Term.</p>	<p><b>Year 12 Parent's Evening</b> BENCHMARK 8 Students and parents can speak to Progress Tutors and the College Careers Adviser regarding progression options. The University of Hull will also have stands for drop-in questions and answers.</p> <p><b>Tutorials</b> BENCHMARK 1, 3 The Y12 tutorial programme takes a progression focus, with tutorials focused on researching their next steps, planning for their progression, considering different factors, familiarisation with the UCAS Hub and the Kudos careers platform. Students are also reminded of the importance of work experience and how to apply for this.</p> <p><b>Spring Talks Programme</b> BENCHMARKS 2, 5, 7 The Spring Talks Programme includes talks from a range of providers regarding progression options for after Year 13.</p> <p><b>Doncaster Careers Week</b> BENCHMARKS 2, 5, 7 Activities take place inside and outside of the classroom to raise the profile of careers planning.</p> <p><b>Opportunities Doncaster Live</b> BENCHMARK 2, 5 Students have the opportunity to attend a free college trip to Doncaster's biggest careers event.</p> <p><b>National Careers Week &amp; National Apprenticeship Week</b> BENCHMARK 2 Both are national events aimed at providing a careers guidance focus. Activities take place inside and outside of the classroom to continue to raise the profile of careers planning.</p>	<p><b>Apprenticeship and Employment Drop-Ins</b> BENCHMARK 2 Students applying for apprenticeships and/or employment can attend drop-in session to get help and support with their applications.</p> <p><b>Spring Talks Programme</b> BENCHMARKS 2, 5, 7 The Spring Talks programme includes information for Year 13 students, including Students applying to HE are provided with information and support in applying for students finance.</p> <p><b>"Preparing for Employment" sessions</b> BENCHMARK 2, 5 Additional targeted support from external providers, giving their advice and support to specific groups of students.</p> <p><b>Opportunities Doncaster Live</b> BENCHMARK 2, 5 Students who are interested in applying for jobs or apprenticeships are invited on a free college trip to Doncaster's biggest careers event.</p> <p><b>Work Experience Week 1</b> BENCHMARK 6 Students can use this week to undertake in a work experience placement with an approved College Placement Provider. Should Covid guidelines at the time not permit work experience, then students will be signposted to relevant virtual work-experience or insight experiences.</p> <p><b>Apprenticeship Fair</b> BENCHMARK 2, 5 Students who are interested in applying for apprenticeships are invited on a college trip to the main Apprenticeship Fair in Leeds.</p>	

	<p><b>Work Experience Week 1</b>  <b>BENCHMARK 6</b>  Students can use this week to undertake in a work experience placement with an approved College Placement Provider. Should Covid guidelines at the time not permit work experience, then students will be signposted to relevant virtual work-experience or insight experiences.</p>		
--	--	--	--

## SUMMER TERM

Pre-Enrolment	Year 12	Year 13	College Leavers
<p><b>Induction Day</b>  <b>BENCHMARK 3</b>  You will receive subject related information about progression within each subject at your induction day.</p>	<p><b>Tutorials</b>  <b>BENCHMARK 3</b>  The Y12 tutorial programme continues with a progression focus, with tutorials focused on the UCAS process, writing personal statements, building CVs and reflecting on skills and experiences gained so far.</p> <p><b>‘Next Steps Evening 1’ for Parents</b>  <b>BENCHMARK 2, 3, 5, 7</b>  All Y12 parents are invited to our first ‘Next Steps evening’, with information about how college will continue to support students in planning for their next steps, be it Higher Education, Apprenticeships or Employment, and how parents can help too.</p> <p><b>University Open Days</b>  <b>BENCHMARK 7</b>  Students are signposted to Open Events offered by local and national universities.</p> <p><b>Careers and HE Day</b>  <b>BENCHMARK 2, 3, 5, 7</b>  This large careers event features a large number of speakers from a range of employers and universities. This day includes a HE fair with all of the local HE institutions represented.</p>	<p><b>Job Matching Scheme</b>  <b>BENCHMARK 2</b>  Students who are still to find employment or an apprenticeship are invited to join our Job Matching Scheme. This is where we share your CV with local employers who are interested in recruiting college leavers from particular subject areas.</p> <p><b>UCAS Applications</b>  <b>BENCHMARK 8</b>  Support is available for any students who are responding to their offers, and those who are late applying to UCAS.</p>	<p><b>College Alumni</b>  <b>BENCHMARK 5</b>  Leavers are able to join the official College Alumni, providing them with opportunities to come back into College to support future students, and network with other employers and employees through College events.</p>

**Work Experience Week 2****BENCHMARK 6**

Students can use this week to undertake in a work experience placement with an approved College Placement Provider.

**Admissions Test Registration (UCAT,BMAT,LNAT and Oxbridge Pre-Interview Exams)****BENCHMARK 3**

Students looking to study courses or at universities where there is a requirement to sit an admissions test will be encouraged to register for these tests. Attendance at the 'Aspiring Medics, Dentists and Vets' and/or 'Oxbridge' groups throughout will have helped students to become familiar with and to prepare for these tests.

**Progression Day****BENCHMARK 3**

Students receive their Progression Exam results. Students have the option to speak to subject staff and Progress Tutors about their career aims, particularly if you need to reconsider your career options.

**Summer Tasks****BENCHMARK 2, 3**

Students intending to apply to university will be required to register for UCAS and complete the Personal Details, Education and Employment section. Students will also be encouraged to attend University Open Events and narrow down their course choices. Students intending to secure apprenticeships and/or employment will need to write the first draft of a 'Skills and Experiences' statement.

## **FEEDBACK**

The Careers Programme is reviewed annually in the Summer Term.

Therefore, feedback from students, parents, staff, trust directors and external partners is important for the development of this programme.

**If you have any comments, queries or suggestions about the Careers Programme, please email [daniel.wood@nclt.ac.uk](mailto:daniel.wood@nclt.ac.uk)**

## **POLICIES**

For further information about our approach to Careers, please see our *Careers Education, Information and Guidance (CEIAG) Policy*, and our *External Provider Policy* <https://nclt.ac.uk/policies/>