



NEW COLLEGE PONTEFRACT

Careers Programme 2020/21

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 will be a key focus as part of your course. 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 Progress Tutors, we have the following staff available to support your progression beyond college:

Jeff Finnigan: Manager of Resources and Careers, Trust Careers & Progression, and Trust Data Protection

Helen Lonsdale: Careers Lead, and Excellence Academy Tutor

Emma Chappell-Davies: Careers Adviser and Excellence Academy Progress Tutor

Jayne Ramskill: Work Placement Coordinator

Brian Coughlan: Oxbridge Coordinator

Jane Rolfe: Higher Education Progression Officer (Go Higher West Yorkshire)



PLEASE NOTE: This programme is subject to change, especially given the difficult circumstances relating to the global Coronavirus pandemic. Every effort will be made to ensure students are given opportunities to make informed decisions, to gain meaningful experiences and encounters, and to receive support in preparation for their next steps.

The Careers Programme is made up four main strands:

1

SUBJECT-SPECIFIC EMPLOYER AND HE ENCOUNTERS/OPTIC

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.

2

TUTORIALS

Much of the careers programme is delivered through tutorials, where students can receive support on searching for potential career paths, and completing university and apprenticeship applications

3

PERSONAL GUIDANCE

All students have the opportunity to meet with a Careers Advisor for one-to-one careers appointments.

4

CORE PROGRAMME OF CAREER ACTIVITIES

This encompasses a wide range of activities and events that take place outside of subject lessons, including tutorials aimed at supporting students make informed decisions and supporting them in making applications to higher education, apprenticeships or employment. Details of the core programme are detailed over the page.

CAREERS PROGRAMME 2020/21

At each stage in your learner journey, you will be supported and encouraged to consider your career options beyond college. Our Careers Programme lists just some of the main events that you may encounter in your time at New College, in addition to any employability and career-focused events in subject areas:

	Pre-Enrolment	Year 12	Year 13	College Leavers	Parents & Carers
AUTUMN TERM	<p>Open Saturday/Open Evenings BENCHMARK 8</p> <p>If you are considering your options at college and beyond you can speak to subject staff, Progress Tutors, and careers Advisers at these events.</p>	<p>Enrolment BENCHMARK 8</p> <p>At your Enrolment interview, your interviewer can provide information advice and guidance about your subject choices.</p> <p>Y12 Tutorials BENCHMARK 1</p> <p>The Y12 tutorial programme introduces a progression focus. You will have regular contact with your Progress Tutor to discuss any aspect of your career plans.</p> <p>Work Experience Tutorials BENCHMARK 6</p> <p>All students are informed about how to apply for work experience placements. For some students work experience will be essential to their career aims, or as an integral part of their course.</p> <p>Medicine, Dentistry and Veterinary Science Applicants Lunchtime Session BENCHMARK 3 BENCHMARK 7</p>	<p>UCAS Apply Tutorials BENCHMARK 1</p> <p>Students are introduced to the UCAS process in their first tutorials in Year 13. The tutorial programme for the remainder of the term is focused on supporting you with your UCAS application.</p> <p>Higher Education Widening Participation Talks 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>University Open Day visits BENCHMARK 7</p> <p>Students are provided with opportunities to attend organised trips to University Open Days.</p> <p>Admissions Test Exams (UCAT, BMAT, LNAT)</p>	<p>Results Day & Clearing 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>Job & Apprenticeship Vacancy Information BENCHMARK 2</p> <p>The Careers Blog continues to provide college leavers with current vacancies in the final weeks of summer, and current vacancies are sent out on mailing lists to students still looking for employment.</p> <p>College Alumni 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>Welcome Evening for Year12 Parents & Carers BENCHMARK 7 BENCHMARK 8</p> <p>Parents & Guardians of Year 12 students are invited to attend a Welcome Evening event, enabling them to understand college systems and provide them with an opportunity to ask questions. Go Higher West Yorkshire and the University of Hull, in partnership with the college, all have stands for parents and students to discuss options on the evening. Progress Tutors and our College Career Advisers are also on hand to discuss options as well.</p>

		<p>Applications to study Medicine, Dentistry, or Veterinary Science are highly competitive. Students interested in careers in these areas are invited to a lunchtime session, which helps them to understand what is involved in applying for these courses.</p> <p>Medicine and Dentistry WP Programmes, including Sheffield University Programmes SOAMS & ADOPT</p> <p>BENCHMARK 3 BENCHMARK 7</p> <p>If students are looking to study either medicine or dentistry, they will be introduced to schemes that support them into these courses. Students are encouraged to check that they fit the eligibility criteria for these programmes before applying.</p> <p>Social Mobility Foundation Talk</p> <p>BENCHMARK 3 BENCHMARK 7</p> <p>Students who fit the eligibility criteria are encouraged to apply for Social Mobility Foundation Programmes. These programmes aim to raise student aspirations and support students in applying to competitive courses, universities and professional occupations.</p>	<p>BENCHMARK 7</p> <p>Students looking to study courses or at universities where there is a requirement to sit an admissions test will sit their exams early in the Autumn Term.</p>		
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		<p>Higher Education Widening Participation Talks BENCHMARK 3 BENCHMARK 7</p> <p>Includes the University of Leeds Reach for Excellence scheme and the University of York's Next Steps York 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>			
OCTOBER HALF TERM					
AUTUMN TERM	<p>College Interviews BENCHMARK 8</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>Sutton Trust Pathways & Summer School BENCHMARK 3 BENCHMARK 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>Mock Interviews BENCHMARK 7</p> <p>All students have the opportunity of mock interviews. Events take place geared towards supporting students interested in studying Medicine, Nursing, Midwifery or Primary Teaching, or applying to Oxford or Cambridge.</p> <p>Medicine, Dentistry and Veterinary Science Applicants Skills Session and Mock Interviews BENCHMARK 3 BENCHMARK 7</p> <p>Students interested in careers in Medicine, Dentistry and Veterinary Science are invited to a skills session with a current medical practitioner, which helps them to develop the skills required in applying for these courses.</p>		<p>Year 13 Parents Evening BENCHMARK 8</p> <p>Parents can speak to Progress Tutors and career Advisers, Go Higher West Yorkshire and the University of Hull have stands for drop-in questions and answers.</p>

			<p>School Leaver Fairs BENCHMARK 5 Students can discover more about school leaver programmes and apprenticeships from locally-based employers.</p>		
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	Pre-Enrolment	Year 12	Year 13	College Leavers	
SPRING TERM	<p>College Interviews BENCHMARK 8 College interviews for applicants continue into the Spring Term</p>	<p>Spring Talks Programme BENCHMARK 7 The Spring Talks Programme includes a range of talks that encourage students to start considering their options beyond college. Talks are delivered by universities, employers and apprenticeship providers, and local organisations.</p> <p>Medicine, Dentistry and Veterinary Science Applicants Support Session BENCHMARK 3 BENCHMARK 7 Students interested in careers in these areas are invited to a support session involving a number of ex-students currently studying either Medicine, Dentistry or Veterinary Science.</p> <p>Level 2 Tutorials – “Planning your Next Steps” BENCHMARK 1</p>	<p>Employability Tutorials BENCHMARK 1 BENCHMARK 2 Students who are wanting to apply for apprenticeships or job vacancies beyond college have a full programme of tutorials to attend that include CV writing, interview preparation and support in writing job applications.</p> <p>Student Finance Talk to Y13 BENCHMARK 1 Students applying to HE are provided with information and support in applying for students finance.</p>	<p>College Alumni BENCHMARK 5 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>Year 12 Parent’s Evening BENCHMARK 8 Parents can speak to Progress Tutors and the College Careers Advisers, Go Higher West Yorkshire and the University of Hull have stands for drop-in questions and answers.</p> <p>Apprenticeship Evening BENCHMARK 2 BENCHMARK 5 Students interested in applying for apprenticeships after college can come along with parents to find out more information.</p>

		<p>One of our College Careers Advisers leads a tutorial on supporting our Level 2 students with their plans beyond their 1-year course. Level 2 students are encouraged to book a 1:1 Careers Guidance Interview with one of our Careers Advisers, especially any who are not planning to progress to Level 3.</p> <p>Mid Yorkshire Trust Volunteering BENCHMARK 5 BENCHMARK 6 Students interested in health related courses are encouraged to consider volunteering with the Mid Yorkshire NHS Trust.</p> <p>Y12 Kudos Tutorial BENCHMARK 1 BENCHMARK 2 Year 12 students are introduced to Kudos, a platform and resource that encourages students to consider their career options and to help them stay informed about their choices beyond college.</p>			
FEBRUARY HALF TERM					

<p>SPRING TERM</p>	<p>Taster Days BENCHMARK 8 Year 10 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>Volunteering Fair BENCHMARK 6 Students interested in volunteering opportunities to enhance their skills and experiences outside of lessons can visit the Volunteering Fair in the Students Union in the Spring Term, and find out more information from local and national volunteering organisations.</p> <p>National Careers Week & National Apprenticeship Week BENCHMARK 2 Both are national events aimed at providing a careers guidance focus. Activities take place inside and outside of the classroom to raise the profile of careers planning.</p> <p>Work Experience Week 1 BENCHMARK 6 Students use this week to partake in a work experience placement with an approved College Placement Provider.</p> <p>Work Experience Tutorial (Reminder for June Placements) BENCHMARK 6</p>	<p>Apprenticeship Fair BENCHMARK 5 Students who are interested in applying for apprenticeships are invited on a college trip to the main Apprenticeship Fair in Leeds.</p> <p>School Leaver Fairs BENCHMARK 5 Students can discover more about school leaver programmes and apprenticeships from locally-based employers.</p> <p>“Preparing for Employment” session BENCHMARK 2 BENCHMARK 5 Additional targeted support from external providers, giving their advice about how to write CVs and job applications, and preparing for interviews.</p> <p>Starting Your Own Business Workshop NEW BENCHMARK 2 BENCHMARK 5 Workshop for students considering starting up their own business, offering practical support from external guests who have experience in setting up and running their own business.</p>		
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		Students are reminded through tutorials about applying for work experience placements, in preparation for the June placements.			
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	Pre-Enrolment	Year 12	Year 13	College Leavers	
SUMMER TERM	<p>Taster Days BENCHMARK 8 A number of Taster Days take place in the Summer Term.</p> <p>Induction Day BENCHMARK 8 You will receive subject related information about progression within each subject at your induction day. As part of your programme for the day, you will also have a choice of career talks to attend.</p>	<p>UCAS Apply – Early Registration BENCHMARK 1 Those students who are looking to apply for courses with an early deadline (i.e. Medicine, Dentistry, Veterinary Science, Oxbridge, etc.) will receive a tutorial introducing them to the UCAS process and allows them to register. Students are encouraged to complete drafts of their personal statements.</p>	<p>UCAS Applications BENCHMARK 8 Support is available for any students who are responding to their offers, and those who are late applying to UCAS.</p>	<p>College Alumni BENCHMARK 5 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>HE Evening for Parents BENCHMARK 1 BENCHMARK 7 All Y12 parents are invited to a HE Evening, with speakers covering the benefits of going to university, the UCAS process and student finance.</p>
MAY HALF TERM					
SUMMER TERM		<p>Careers and HE Day BENCHMARK 2 BENCHMARK 5 BENCHMARK 7 This large careers event features over 80 speakers from a range of</p>	<p>Job Club BENCHMARK 2 BENCHMARK 3 Year 13 students who are seeking employment are encouraged to</p>		

		<p>employers and universities. This day includes a HE fair with all of the local HE and FE institutions represented.</p> <p>Admissions Test Registration (UCAT, BMAT, LNAT) BENCHMARK 7 Students looking to study courses or at universities where there is a requirement to sit an admissions test will be encouraged to register and will be provided with support to prepare for these tests.</p> <p>University Open Day BENCHMARK 7 All Year 12s are offered the opportunity to attend a local university Open Day in the Summer Term.</p> <p>BTEC Pathways Day BENCHMARK 3 BENCHMARK 7 BTEC students are invited to attend at the University of Hull to take part in workshops and talks relating their current college subjects.</p> <p>Progression & Results Day BENCHMARK 8 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.</p>	<p>attend a number of sessions in the Summer Term to support them with searching and applying for vacancies. Current and local vacancies are promoted through the Careers blog.</p>		
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		Work Experience Week 2 BENCHMARK 6 Students use this week to partake in a work experience placement with an approved College Placement Provider.			
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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 for updates and important information about College events. The Careers Programme is reviewed annually in the Summer Term.

FEEDBACK

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 jeff.finnigan@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/policy-documents/>.

