

## North Kent College Careers Programme 2023 – 2024

2023-2024	Activities	Impact	Parents/Carers
Pre-Enrolment	School Visits	The Marketing Team carry out visits to schools, with support from the Careers Team, providing information and advice to potential students on the options for continuing their education.	Parents/Carers are encouraged to participate in campus tours and open days where careers advisers will be available to discuss choices.  Careers team work closely with parents/carers about their child's options and career ideas.
	Information, Advice & Guidance	Pre-entry guidance for potential students to explore their course options. Interviews can take place over the telephone, by email, online or in person.	
	Taster Days	Taster days are run in most curriculum areas. They give a potential student the opportunity to gain a greater understanding of the course and subject area.	
	Campus Tours	An opportunity for potential students to experience the College campuses, observe the facilities available and meet staff, careers team and students.	
	Open Days	Potential students can visit our campuses with parents/carers and talk with curriculum and support staff, as well as current students. Careers Advisers will be on hand to provide information, advice, and guidance.	
Enrolment	Post Results Day Advice	Careers Advisers are available on and after results days for those considering alternative courses including Higher Education options.	Careers Advisers are available during enrolment to provide advice and guidance.
	One to One Guidance during Enrolment	The Careers team work closely with curriculum colleagues to ensure students who require advice and guidance receive support with their options which ultimately can lead to suitable course choice.	

2023-2024	Activities	Impact	Parents/Carers
<b>Term 1</b>	Introduction to Careers Support through Induction sessions	<p>Careers Advisers will introduce the support they offer on topics including Higher Education, Apprenticeships, Employment and Jobsearch. Students will know how to and where to receive support about their career ideas. They will know how to book a careers appointment and be introduced to the MyDay or Moodle platforms, career software packages such as, EClips and Unifrog. They will know how to access relevant Labour Market Information.</p> <p>Careers libraries providing up to date careers information are available in Learning Technology Centres.</p>	<p>Careers Team are available throughout the year, parents can request to attend careers meetings with the student.</p> <p>Parents can contact Careers Team with any careers queries they may have.</p>
	42-day Curriculum Review	Students who are unsure if they have made the right course choice are offered impartial one-to-one career guidance. The Careers Department work closely with curriculum staff to assist students and can organise a transfer to alternative course subject to availability.	
	HE Progression	Presentations and group sessions on UCAS and personal statements. Intensive one-to-one support is available to all students completing personal statements.	
	<ul style="list-style-type: none"> <li>-One-to-one interviews</li> <li>-Phone/Email</li> <li>-CV Workshops</li> <li>-One-to-one CV Support</li> <li>-Application support</li> </ul>	Ensure current and potential students at the College choose the progression route most suitable to them to support retention and achievement rates. Support students to complete successful applications for apprenticeships within the national time scale.	
	Introduction to WEX & the Industry Placements Team	Students on certain courses can apply to participate in an extended industry placement (up to 50 days during the academic year) with approved College placement providers. This includes pre-placement intensive employability training.	
	Ongoing support for students with Additional Needs	Students with Additional Needs are supported on an ongoing basis throughout the year, working alongside the Learning Support and Inclusion Team. The Careers Team are available to attend EHCP annual reviews.	

2023-2024	Activities	Impact	Parents/Carers
<b>Term 2</b>	Information, Advice Guidance	One-to-one careers guidance is available for all students to provide them with the opportunity to explore their aims and aspirations with a qualified Careers Advisers. This can be delivered face-to-face or virtually.	Careers Team are available throughout the year, parents can request to attend careers meetings with the student.  Parents can contact Careers Team with any careers queries they may have.
	Personal Tutorials	Tutorial programme includes a progression focus. Students have regular contact with a designated tutor to discuss their employment and/or Higher Education plans. The Careers Teamwork alongside curriculum and compliment the work of tutors.	
	Passport to Employability	A range of activities focussed on understanding employability, self-reflection, challenging stereotypes, equality in the workplace, and understanding the labour market is delivered. Students are supported with developing a thorough knowledge of the employment market they are keen to enter.	
	National Apprenticeship Week	Students learn about the positive impact that apprenticeships make to individuals, businesses, and the wider economy.	
	National Careers Week	Students will be able to research their career plans using up to date labour market information	
	Careers & HE Fairs	All campuses run bespoke careers fairs with representatives from Employers, Universities and Training providers linked to the relevant to curriculum areas.	
	Individual and group CV Interview Technique sessions and Mock Interviews	Targeted CVs are developed with students during workshops & one-to-one sessions. Students are provided with advice on interview tips and techniques and are encouraged to prepare for and participate in a mock interview with feedback.	

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Term 3	Information, Advice Guidance	One-to-one careers guidance is available for all students to provide them with the opportunity to explore their aims and aspirations with a qualified Careers Adviser. This can be delivered face-to-face or virtually.	Careers Team are available throughout the year, parents can request to attend careers meetings with the student.  Parents can contact Careers Team with any careers or progression queries they may have.
	Passport to Employability Employability in lessons	A range of activities focussed on understanding employability, self-reflection, challenging stereotypes, and equality in the workplace, understanding the labour market etc. Students are supported with developing a thorough knowledge of the employment market they are keen to enter.	
	Introduction to UCAS	Level 3, year 1 students are introduced to UCAS process through group works and each student will be supported with creating a UCAS Hub account. Advice is given on researching HE options, student finance, beginning the personal statement and deadlines.	
	Internal Progression Meetings	Led by curriculum staff, students not progressing are advised of careers support and offered one-to-one career guidance to look at alternative options/pathways	
	Individual and group CV sessions & Mock Interviews	Targeted CVs are developed with students during groupworks or one-to-one sessions. Students are encouraged to prepare for and participate in a mock interview with feedback provided.	
Post Course Completion	Ongoing Support	Careers advice and guidance is available to support leavers and alumni with progression pathways	Alumni and their parents/carers can receive ongoing support from the careers team.

Throughout the year, the Careers Programme is further complemented by a broad range of educational visits, inspirational guest speakers from industry and employer insight events. These are organised by Careers, Curriculum and Industry Placements team.