

Careers Programme 2021-22 Level 2

Careers Information, Advice and Guidance	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments/ Resources
Introduction to College Careers Team	1	A		x						x					Introduction to college careers team and Moodle/other resources available. To be covered during induction or designated slot in tutorial programme
Personal Careers Guidance Appointments/ Drop in	3,8	A,B,K		x	x	x	x	x	x	x	x	x	x	x	Students can book with careers team/ tutors can refer students for 1:1 appointment
EHCP Reviews	3,8	J,K								x	x	x	x		Support with EHCPs is available from specialist (Connexions) Careers Adviser
email/ telephone support	3,8	J	x	x	x	x	x	x	x	x	x	x	x	x	Students can email the Careers Team/ linked careers advisers with queries throughout the year
Introduction to College Careers Team	1	A		x	x	x	x	x	x	x	x	x	x	x	Introduction to college careers team and Moodle/other resources available

Work Experience	Gatsby Benchmark		Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments/ Resources
Work experience within curriculum areas	5,6	F											x		Preparation and reflection materials available on Moodle/Sharepoint.
Virtual work experience activities	5,6	F,G		x	x	x	x	x	x	x	x	x	x	x	Opportunities to be advised by Careers/ Wexp team. Students to book on to activities and record attendance.

Encounters with Employers	Gatsby Benchmark		Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments/ Resources
Employer talks, visits, etc. within curriculum areas	2,4,5,6	D,E,G		x	x	x	x	x	x	x	x	x	x		
Careers Fairs	2,4,5,6	E,G								x					
Aim Higher events/ activities	2,4,5,6	E,G								x					

Employability	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments/ Resources
CV Sessions	3,4	B,C							x	x	x	x			Sessions can be booked with linked Careers Team staff. Session delivered by Careers Team or DWP staff. PPT presentation, guidelines and activities available on Moodle/ Sharepoint.
CV checking	3,4,8	B,C		x	x	x			x	x	x	x	x		Students can book with careers team/ tutors can refer students for 1:1 appointment.
Employability skills (various topics)	2,3,4	C,E								x	x	x	x		Sessions can be booked with linked Careers Team staff. Session delivered by Careers Team.
Progression Interviews	3,8	B,D,J,K								x	x	x	x	x	Students at risk of not making successful transition can be referred for or can book 1:1 appointment with Careers Team
Looking for Employment and Apprenticeships presentation and guide available on Cadbury Moodle	2,3,4	C	x	x	x	x	x	x	x	x	x	x	x	x	PPT presentation, booklet, guidelines and activities available on Moodle/ Sharepoint.
CVs Presentation, templates and examples available on Cadbury Moodle	2,3	B,C	x	x	x	x	x	x	x	x	x	x	x	x	PPT presentation, guidelines and activities available on Moodle/ Sharepoint.
Youth Employment UK - Young Professional Training (Journey to Work)	2,3,4	B,C	x	x	x	x	x	x	x	x	x	x	x	x	Students sign up and complete online courses will help students explore strengths, needs, and future progression options
Youth Employment UK - Young Professional Looking for Work	2,3,4	B,C		x	x	x	x	x	x	x	x	x	x	x	Interactive booklet available online. Students can access independently

Events	Gatsby Benchmark	Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Careers advice during enrolment	3,7,8	D,K	x	x										
Open days/ Evenings	3,7,8	D,K			x	x		x		x			x	
Careers Fairs/ Aim Higher activities	2,3,5	D,G			x	x			x	x	x	x	x	

Careers activities delivered within college

Online/ Interactive presentations

Online courses/ self-directed learning

Careers Programme 2021-22 Lower 6th

Careers Information, Advice and Guidance	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments/ Resources
Introduction to College Careers Team	1	A		x											Introduction to college careers team and Moodle/other resources available. To be covered during induction or designated slot in tutorial programme
Personal Careers Guidance Appointments/ Drop in	3,8	A,B,K		x	x	x	x	x	x	x	x	x	x	x	Students can book with careers team/ tutors can refer students for 1:1 appointment
email/ telephone support	3,8	J	x	x	x	x	x	x	x	x	x	x	x	x	Students can email the Careers Team/ linked careers advisers with queries throughout the year
EHCP Reviews	3,8	J,K		x	x	x	x	x	x	x	x	x	x		Support with EHCPs is available from specialist (Connexions) Careers Adviser
Introduction to College Careers Team	1	A		x	x			x							Introduction to college careers team available on Cadbury Moodle/ Student central
Cadbury Careers Page on Cadbury Moodle	1	A	x	x	x	x	x	x	x	x	x	x	x	x	

HE and UCAS	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments/ Resources
Student Finance Presentations/ Costs of Studying	3,7	I								x	x				Talks from local universities can be arranged through the Careers Team (alternative/additional activity to Aspire to HE Activity 4)
Great Minds Bus (Staffordshire University)	3,7	I									x				Staffordshire University Great Minds bus (university life/ raising aspirations)
UCAS Application Sessions	3,8	B,D,I											x		
HE Fair	3,7	H											x		Live/ Virtual Careers Fair arranged by Careers Team for students at Cadbury
Cadbury Careers page on Cadbury Moodle UCAS presentations and information	3,8	I	x	x	x	x	x	x	x	x	x	x	x	x	
Virtual HE Fairs	3,8	H		x	x	x	x	x	x	x	x				

Work Experience	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments/ Resources
Work experience	5,6	F											x		Preparation and reflection materials available on Moodle/Student Central.
Virtual work experience activities	5,6	F,G	x	x	x	x	x	x	x	x	x	x	x	x	Opportunities to be advised by Careers/ Wexp team. Students to book on to activities and record attendance.

Encounters with Employers	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments/ Resources
Employer talks, visits, etc. within curriculum areas	2,4,5,6	G		x	x	x	x	x	x	x	x	x	x		
Careers Fairs, Professional Pathways Evenings, Aim Higher events	2,4,5,6	D,G								x	x				Students have access to online careers fairs eg. CEC Expo events. Info to be sent out by Careers Team.

Employability	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments/ Resources
NCFE Employability/ Work Skills L2	2,3,4	C,E				x	x								Assignment Packs / Presentation and interviews (Cadbury/CSM Tutorial Programme)
CV Sessions	3,4	B,C							x	x	x	x			Sessions can be booked with linked Careers Team staff. Session delivered by Careers Team or DWP staff. PPT presentation, guidelines and activities available on Moodle/ Sharepoint.
CV checking	3,4,8	B,C		x	x	x			x	x	x	x	x		Students can book with careers team/ tutors can refer students for 1:1 appointment. Not limited availability for this activity (for individuals not whole tutor/subject groups)
Employability skills (various topics)	2,3,4	C,E							x	x	x	x	x		Sessions can be booked with linked Careers Team staff. Session delivered by Careers Team.
Progression Interviews	3,8	B,D,J,K								x	x	x	x	x	Students at risk of not making successful transition can be referred for or can book 1:1 appointment with Careers Team
Looking for Employment and Apprenticeships presentation and guide available on Cadbury Moodle	2,3,4	C	x	x	x	x	x	x	x	x	x	x	x	x	PPT presentation, booklet, guidelines and activities available on Moodle/ Sharepoint.
CVs Presentation, templates and examples available on Cadbury Moodle	2,3	B,C	x	x	x	x	x	x	x	x	x	x	x	x	PPT presentation, guidelines and activities available on Moodle/ Sharepoint.
Youth Employment UK - Young Professional Training (Journey to Work)	2,3,4	B,C	x	x	x	x	x	x	x	x	x	x	x	x	Students sign up and complete online courses will help students explore strengths, needs, and future progression options
Youth Employment UK - Young Professional Looking for Work	2,3,4	B,C		x	x	x	x	x	x	x	x	x	x	x	Interactive booklet available online. Students can access independently

Events	Gatsby Benchmark	Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Careers Fair	2,3,5	D,G							x	x				
Aim Higher support/ activities	3,4,5	C,D,H,I,J		x	x	x			x	x	x	x	x	

Careers activities delivered within college
[Online/ Interactive presentations](#)
[Online courses/ self-directed learning](#)

Careers Programme 2020-21 Upper 6th

Careers Information, Advice and Guidance	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Comments/ Resources
Personal Careers Guidance Appointments/ Drop in	3,8	K,B,D		x	x	x	x	x	x	x	x	x	x	x		Students can book with careers team/ tutors can refer students for 1:1 appointment. Additional support available through Aim Higher
email/ telephone support	3,8	J	x	x	x	x	x	x	x	x	x	x	x	x		Students can email the Careers Team/ linked careers advisers with queries throughout the year
EHCP Reviews	3,8	B,D,J,K		x	x	x	x	x	x	x	x	x				Support with EHCPs is available from specialist (Connexions) Careers Adviser
Cadbury Careers Page on Cadbury Moodle																

HE and UCAS	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Comments/ Resources
UCAS Application Sessions	3,8	B,D,I		x								x	x			
Personal Statement Writing Workshops/ 1:1 support	3,7	B,I		x	x	x	x									Support available from Careers Advisers/ Aim Higher and universities
UCAS Application Checking	3,7,8	I,J,K		x	x	x	x	x								Support available from Careers Advisers/ Aim Higher and universities
Student Finance Presentations	3,7	H,I,J							x	x	x					Talks from universities
HE Fair	3,7	D,H,I											x			
UCAS Clearing Advice: drop in & appointments	3,8	D,I,J,K	x	x												Support available from Careers Adviser
Not Going to Uni Presentations	3,7	D,E								x						Live Zoom session
Other encounters with HE providers	3,7	H			x	x	x	x	x	x	x	x	x			
Cadbury Careers page on Cadbury Moodle UCAS presentations and information	3,8	I	x	x	x	x	x	x	x	x	x	x	x	x		
Virtual HE Fairs	3,8	H	x	x	x	x	x	x	x	x	x					UCAS discovery days/ other online events

Work Experience	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Comments/ Resources
Work experience within curriculum areas	5,6	F			x	x	x	x	x	x	x	x	x			Preparation and reflection materials available on Moodle/Sharepoint.
Work experience placement opportunities	5,6	F											x		Preparation and reflection materials available on Moodle/Sharepoint.	
Virtual work experience activities	5,6	F,G	x	x	x	x	x	x	x	x	x	x	x			Opportunities to be advised by Wexp team. Students to book on to activities and record attendance.

Encounters with Employers	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Comments/ Resources
Employer talks, visits, etc. within curriculum areas	2,4,5,6	G,E		x	x	x	x	x	x	x	x	x	x			
Careers Fair	2,4,5,6	G,E								x						Timed slots for careers fair on site. Students have access to online careers fairs. Info to be sent out by Careers Team
Mock Interviews	5	C				x										

Employability	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Comments/ Resources
NCFE Work Skills L2	2,3,4	C,E									x	x	x			
CVs Interactive Presentation	2,3	C	x	x	x	x	x	x	x	x	x	x	x	x		
Amazing Apprenticeships - interactive Guide	2,3,4	C	x	x	x	x	x	x	x	x	x	x	x	x		
Progression Interviews	3,8	J,D,K								x	x	x	x	x		Students at risk of not making successful transition can be referred for or can book 1:1 appointment with Careers Team
Looking for Employment and Apprenticeships Interactive Presentation	2,3,4	C,D	x	x	x	x	x	x	x	x	x	x	x	x		PPT presentation, booklet, guidelines and activities available on Moodle/ Sharepoint.
CVs Interactive Presentation	2,3	C	x	x	x	x	x	x	x	x	x	x	x	x		PPT presentation, guidelines and activities available on Moodle/ Sharepoint.
Amazing Apprenticeships - interactive Guide	2,3,4	C	x	x	x	x	x	x	x	x	x	x	x	x		Online interactive booklet for students seeking Higher and degree apprenticeships
Youth Employment UK - Young Professional Training (Journey to Work)	2,3,4	B,C	x	x	x	x	x	x	x	x	x	x	x	x		Students sign up and complete online courses will help students explore strengths, needs, and future progression options
Youth Employment UK - Young Professional Looking for Work	2,3,4	B,C		x	x	x	x	x	x	x	x	x	x	x		Interactive booklet available online. Students can access independently

Events	Gatsby Benchmark	Link to Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
HE Fair	2,3,5	D,H											x	
Progression Week	2,3	B,D,J,K										x		

Careers activities delivered within college
[Online/ Interactive presentations](#)
[Online courses/ self-directed learning](#)

Careers Programme Aims

- A. Students at all levels should be made aware of the careers information, advice and guidance support available to them during their studies
- B. Students are encouraged to reflect on their strengths and development needs and relate these to their course and future careers plans
- C. Students are supported to gain relevant “job seeking/ employability” skills
- D. Students are made aware of all relevant progression routes beyond their current course and supported to access these
- E. Students are able to research and use career and Labour Market Information (LMI) and understand different types of career pathway
- F. Students have the opportunity to learn from relevant work experience
- G. Students have opportunities to learn from employers in addition to work experience
- H. Level 3 students have opportunities for encounters with HE providers
- I. Level 3 students are informed about all aspects of researching and applying to HE
- J. Students’ individual needs in relation to careers and progression within and beyond college are identified and met (including students with SEND, p)
- K. Students have access to personal guidance from appropriately qualified* careers professionals

ersonal, financial and other support needs)

Encounters with Employers	Gatsby Benchmark	Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Employer talks, visits, etc. within curriculum areas	2,4,5,6	D,E,G		x	x	x	x	x	x	x	x	x	x	
Careers Fairs/ professional Pathways/ STEM event	2,4,5,6	E,G							x	x	x	x	x	

Employability	Gatsby Benchmark	Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
CV Sessions	3,4	B,C							x	x	x			
CV checking	3,4,8	B,C		x	x	x			x	x	x	x	x	
NCFE Work Skills L2	2,3,4	C,E							x	x	x	x	x	
Looking for Employment and Apprenticeships presentation and guide available on Cadbury Moodle	2,3,4	D,E	x	x	x	x	x	x	x	x	x	x	x	x
CVs Presentation, templates and examples available on Cadbury Moodle	2,3	B,C	x	x	x	x	x	x	x	x	x	x	x	x
Youth Employment UK - Young Professional Training (Journey to Work)	2,3,4	B,C,D,E,J	x	x	x	x	x	x	x	x	x	x	x	x
Youth Employment UK - Young Professional Looking for Work	2,3,4	B,C		x	x	x	x	x	x	x	x	x	x	x
Student Apprenticeship Guide (interactive guide)	2,3,4	B,C,D,E,J		x	x	x	x	x	x	x	x	x	x	x

Events	Gatsby Benchmark	Careers Programme Aims	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Careers advice during enrolment	3,7,8	D,K	x	x										
Open days/ Evenings	3,7,8	D,K			x	x		x		x			x	
Careers Fair	2,3,5	D,G								x				
Aim Higher support/ activities	3,4,5	C,D,H,I,J		x	x	x			x	x	x	x	x	
Progression Week	2,3	B,D,J										x		

Careers activities delivered within college

Online/ Interactive presentations

Online courses/ self-directed learning

Careers Programme Aims

- A. Students at all levels should be made aware of the careers information, advice and guidance support available to them during their studies
- B. Students are encouraged to reflect on their strengths and development needs and relate these to their course and future careers plans
- C. Students are supported to gain relevant “job seeking/ employability” skills
- D. Students are made aware of all relevant progression routes beyond their current course and supported to access these
- E. Students are able to research and use career and Labour Market Information (LMI) and understand different types of career pathway
- F. Students have the opportunity to learn from relevant work experience
- G. Students have opportunities to learn from employers in addition to work experience
- H. Level 3 students have opportunities for encounters with HE providers
- I. Level 3 students are informed about all aspects of researching and applying to HE
- J. Students’ individual needs in relation to careers and progression within and beyond college are identified and met (including students with SEND, personal, financial and other support needs)
- K. Students have access to personal guidance from appropriately qualified* careers professionals