



Southport
Education
Group

Careers & Employability Programme

16-19 and High Needs

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Pre-Entry - Activities are available throughout the year:

Activity	What's Involved	Who	Where
School Activity: class sessions, parent's evenings, careers and options events. (Activities are school dependant).	Participants can receive information and advice about their GCSE options and post-16 opportunities. High Needs Learners will be able to work with the local authority, and school Special Needs Co-ordinator (SENCO), and college to prepare their career pathway, and arrange for transition as identified in their Educational Health Care Plan (EHCP). The college offers enhanced transition support for any learner who would benefit from this level of support	School Liaison Team	In High School. Activities are school dependant
Years 9, 10 and 11 Open Events and College Tours.	Participants can receive subject related and progression information from course tutors. Members of the Careers team are available for anyone requiring Information Advice and Guidance about options and future career plans. High Needs Learners can also talk to the Learning Support Team about their planned pathway.	Course tutors School Liaison Learning Support Careers Team	Southport College & KGV Sixth Form College
Year 11 College Interviews.	Prospective students attend Admissions Interviews where they are provided with information and advice about their chosen subject (s). A referral to the Careers Team is available to give additional Information, Advice and Guidance if required. For High Needs Learners , the Learning Support team are available to offer any specialist advice and guidance to ensure that learners are supported onto the right programme that will support them in achieving their goal as specified in their EHCP.	Course tutors School Liaison Learning Support Careers Team	Southport College & KGV Sixth Form College
Year 10 Taster Days and Year 11 New Student Days.	Participants will find out about the college experience as well and take part in lessons and workshops in various subject areas. They	Course tutors School Liaison Learning Support	Southport College & KGV Sixth Form College

	will also receive subject related and progression information from course tutors.	Careers Team	
Impartial pre-entry advice and guidance.	The Careers Team can support individuals with personalised information, advice and guidance to explore your post-16 options and career options and pathways. Labour Market Information is available via Pathways on individual course pages on the college website to support in career decision making. Prospective students can explore this further, alongside further careers related resources on the dedicated Careers Hub page of the website.	Careers Team	Southport College & KGV Sixth Form College
Transition Activity for High Needs learners.	The local authority and school Special Needs Co-ordinator (SENCO) will work with individuals to prepare your career pathway. From this an identified transition plan in the Educational Health Care Plan (EHCP) can be arranged. These can involve bespoke tours, taster sessions and specialist advice and guidance.	Learning Support with School staff/Local Authority and Careers Team/Course tutors where needed	In high school Southport College & KGV Sixth Form College
Enrolment	Curriculum staff are available to give subject specific and general information, advice and guidance during enrolment with support from the Careers Team if any additional guidance is needed on the day.	Course tutors Careers Team Learning Support teams	Southport College & KGV Sixth Form College

On Programme - Activities are available throughout the year:

Activity	What's Involved	Who	Target Group
Personalised impartial advice and guidance one-to-one	All learners have access to support from the Careers Team for personalised Information, Advice and Guidance to explore progression options beyond college.	Careers team Progress Tutors	All students
Mock job and university interviews	The college offers individualised mock interview support via the Careers Team as well as dedicated Mock Interview Days where participants can experience in what an interview for the workplace or University might be like. This supports learners in the development of key skills to support their transition to their next step or future career after college.	Careers team Progress Tutors	All students
One-to-one Progress Tutor Support	Learners will meet regularly with their Progress Tutor to discuss their career goals and ambitions on a 1:1 basis. During 1:1 Progress Reviews, the Progress Tutor will support the learner in identifying goals and targets and help them monitor progress towards these. A minimum of three 1:1s will take place to monitor and track learner's short term and long-term career goals and intended destinations for once they have finished their course. Further appointments with the Careers Team can be arranged if additional Information Advice and Guidance is required. High Needs Learners will receive support from their Progress Tutor, course tutors and delivery team. Employability and independent living skills will be included as part of the Curriculum For Life to prepare the learner for life outside college	Progress Tutors Careers team	All students

<p>Job search skills e.g., CV development and interview techniques</p>	<p>Advice and help searching and applying for jobs including hints and tips on interviewing and resources to help with all of aspects of getting that job.</p>	<p>Careers team Study Skills Mentors</p>	<p>All students</p>
<p>Work Placement</p>	<p>Learners on vocational programmes are supported in finding, applying for and completing a work placement or work experience relevant to their course. High Needs Learners will be supported to apply for work experience that is in line with their needs, the course, and the outcomes on their EHCP. Learners will be supported to make meaningful interactions with employers to ensure that they have positive experiences of the workplace to support their career aspirations.</p>	<p>Employer Engagement Team Course tutors</p>	<p>All vocational students</p>
<p>Dedicated Careers-Related Sessions as part of learner's timetables</p>	<p>During weekly group tutorial sessions, Progress Tutors cover topics linked to Citizenship and Social Responsibility, Health and Wellbeing, Life Skills and Finances, Careers, Employability and Skills, Relationships, Safety and Identity and Smart Choices and Bright Futures. During sessions on Careers and Employability, learners are guided through options available to them post college. Sessions are linked to Labour Market Information, skills development and supporting learners to make aspirational and informed decisions and develop their career readiness. The Scheme of Learning for these sessions supports the college's Careers-related Learning Outcomes.</p>	<p>Progress Tutors</p>	<p>All Students</p>

Special themed activities

Activity	What's Involved	Who	Target Group
Industry Insights	Throughout the year, curriculum teams invite industry experts and employers relating to particular fields to speak to learners so that they can find out more about their chosen sectors and inform their career decision making.	Curriculum teams Employers Higher Education speakers	Level 2, Level 3 year 1 and year 2 Vocational
National Careers Week	Dedicated week of activities during the year where learners can find out information about a variety of different career opportunities including apprenticeships, Further and Higher Education, volunteering and meeting with local and national employers. The Careers Team and Learning Support team are available for additional Information Advice and Guidance.	Curriculum teams Employers Higher Education speakers	All students
Boss It Week	A dedicated week for students to undertake a period of meaningful work experience to support their career development and gain valuable experience for future applications. Students who do not undertake work experience have the opportunity to undertake live employer set projects within college to develop key skills to support them in transition to the workplace.	Curriculum teams Employers External speakers	A Level year 1
Internal Progression Applications	For students applying internally for their next level of course, pre-programme Information, Advice and Guidance is provided during individual Progression Meetings with Progress Tutors. These are recorded internally for relevant staff to refer to in supporting the transition of internally progressing students. The Careers Team and Learning Support team are available for additional Information Advice and Guidance for learners where required.	Curriculum Teams Progress Tutors Careers Team Learning Support Team	Entry Level, Level 1 and Level 2

In addition, the following activities take place at various points throughout the academic year

Month	Activity	Target Groups	Who
September	Careers Induction: information on the Careers Hub, resources available and how to contact the team.	Entry, Level 1, Level 2, Level 3 year 1 Vocational and A Level year 1	Careers Team Progress Tutors
	Introduction to GroFar: introduction to this e-resource and its uses in destination planning.	Entry, Level 1, Level 2, Level 3 year 1 Vocational and A Level year 1	Progress Tutors
	Competitive Applications: Finalising and submitting competitive applications for University of Oxford, University of Cambridge, Medicine or Veterinary Science.	A Level Year 2	Careers Team
	Your Future: Post Level 3 Options recap: refresher of planned chosen destination and how it is going to be achieved.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors
	UCAS Application Support: how to apply for a university place and the process involved.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors Higher Education Speakers
	Higher Education Application Support: help available to successfully apply for a Higher Education place.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors Careers Team Higher Education Speakers
	Placement Readiness Programme: how to apply for and secure a placement for your course and the process to follow.	Entry, Level 1, Level 2, Level 3 year 1 Vocational and A Level year 1	Employer Relations Team Curriculum Teams

October - December	Higher Education Application Support: help available to successfully apply for a Higher Education place.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors Careers Team
	Higher and Degree Apprenticeship Support: help to apply for and secure a Higher or Degree Apprenticeship	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors Careers Team
	Competitive Applications: Interview support including interview prep and mock interviews.	A Level year 2	Progress Tutors Careers Team
	Competitive Applications Launch: An introduction to competitive applications to University of Oxford, University of Cambridge, Medicine or Veterinary Science.	A Level year 2	Progress Tutors Careers Team
January	Goal setting Tutorial: Learners will explore and create careers related goals for the New Year to support their achievement and next steps after college.	All Students	Progress Tutors
	Next Steps Tutorial: discussions with Progress Tutors on what you would like to do after your course has finished.	Entry, Level 1 and Level 2	Progress Tutors
	UCAS: What Next? Information sessions on the next steps following the application process.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors
February	National Apprenticeship Week: Information on Apprenticeships, what is involved and activities including external speakers highlighting the benefits of Apprenticeships.	All groups	Careers Team, Employer Relations Team External apprenticeship speakers
	Internal Progression Applications: Individual Progression Meetings with Progress Tutors to apply for the next level of course internally	Entry, Level 1 and Level 2	Progress Tutors

	Internal Progression Course Discussions: available to all students who are changing curriculum area to discuss with curriculum teams the new courses.	Entry, Level 1 and Level 2	Progress Tutors Curriculum Tutors
March	National Careers Week: activities, sessions, speakers and resources designed to help you consider what your next steps after college will be and how to achieve your planned destination.	All groups	Careers Team External apprenticeship Higher Education Employer speakers Progress Tutors
	Student Finance Tutorial: information about applying for student finance to support you through Higher Education and what is involved.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors
March-May	Student Finance one-to-one support: additional help for learners wanting to apply for financial support to study in Higher Education.	A Level year 2 and Level 3 year 2 Vocational	Careers Team
	Careers Fair: A chance for students to meet with representatives from a wide variety of universities as well as local and nation employers and training providers to discuss options and applications.	All level 2 and level 3 year 1 students	Higher Education providers External speakers Employers Progress Tutors Careers Team
	Your Future: Post Level 3 Options: information on things to consider and resources available to help students consider their next steps following the completion of their course.	A Level year 1 and Level 3 year 1 Vocational	Progress Tutors Careers Team
April	Parent Progression Advice Event: information on the benefits and process of applying to University and Student Finance as well as	Parents of A Level year 1 and Level 3 year 1 Vocational	Careers Team Progress Tutors

	the benefits and process of applying for Higher and Degree Level Apprenticeships		
May-August	GroFar updating to finalise CVs and map careers engagement in activities across the academic year.	A Level year 1 and Level 3 year 1 Vocational	Progress Tutors
	A Level, Level 3 Results Day and Clearing: information, advice and guidance for students following their results.	Level 3 year 2 students progressing to Higher Education	Careers Team