



Southport
Education
Group

Careers & Employability Programme

Adults

Written by:

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Academic Year:

2024/2025

Pre-Entry - Activities are available throughout the year:

Activity	What's Involved	Who	Where
Information, Advice and Enrolment Events	Participants can receive information and advice on courses available through the college and via the college website. Careers IAG is also available via the Student Guidance Team and the Careers Team where required.	Course Tutors Student Services Careers Team	Southport College External Venues in the Community
Impartial pre-entry advice and guidance	Information, advice and guidance is available to help individuals to choose their next steps towards achieving their chosen goals and destination.	Course Tutors Student Services Careers Team	Southport College External Venues in the Community
Course Interviews for Access to HE, Counselling, ESOL and AAT	Participants take part in Course interviews where they are provided with information and advice about their chosen course, it's content and it's suitability to support learners achieving their goals. The Careers team are available to give additional Information Advice and Guidance if required. The Learning Support Team are available to give additional information Advice and Guidance if required.	Course Tutors Student Services Careers Team Learning Support	Southport College External Venues in the Community
Enrolment sector specific information, advice and guidance	Subject specific information and advice available from course tutors. Additional Information, Advice and Guidance is available at request or as required.	Course Tutors Student Services Careers Team Learning Support	Southport College External Venues in the Community
Internal Student Progression Talks	Information is available to students on progressing to Higher Level Qualifications or adult provision within the college and external providers via a bespoke programme of talks, workshops and progress lessons.	Course Tutors Student Services Careers Team Learning Support Marketing Department Schools Liaison Progress Tutors	Southport College External Venues in the Community
Internal Progression Applications	Information and advice on adult provision courses and what they involve for learners already attending college on a full-time course.	Careers Team Progress Tutors	Southport College & KGV Sixth Form College



Individual IAG is provided during applications via Progress Tutors.
Further IAG is available from the Careers Team where required.

On Programme - Activities are available throughout the year:

Activity	What's Involved	Who	Where
Subject and sector specific information, advice and guidance	At induction and throughout the course, learners receive subject related information about progression into their chosen field.	Course Tutors Curriculum Leaders	Southport College External Venues in the Community
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 their apprenticeship.	Careers team	Southport College Teams
Support with Work Placements	Where relevant to the course, the learner will be supported in looking for and securing their work placement.	Course Tutors Employer Partnerships Team	Southport College
Adult Drop In Sessions	Weekly Information and Advice drop in sessions are available to apprentices. Information is provided to current apprentices on their progression as well as prospective apprentices.	Progress Tutors Careers Team	Southport College Teams
Employability skills	Where relevant, teachers provide meaningful encounters with employers. Mock interviews and other employability skills are developed as part of the curriculum offer.	Course Tutors	Southport College External Venues in the Community
Personal Development Programme	A selection of personal development topics, including career development is available to adults via Teams. Information on key safeguarding and mental health topics is available to all adults via Teams and curriculum tutors.	Course Tutors Careers Team	Southport College Teams
Careers Related Resources	A pick and mix of resources is available for all learners to support their career progression and progress on programme. This includes podcasts, websites and 'Grab and Go' employability resources.	Progress Tutors Careers Team	Southport College Teams

On Request


Activity	What's Involved	Who	Where
Personalised progression impartial advice and guidance one-to-one	All learners are able to access support from the Careers Team for personalised Information, Advice and Guidance to explore progression options beyond the apprenticeship. This can be face to face, by telephone or on Teams as and when required.	Careers Team Progress Tutors	Southport College External Venues in the Community Teams Telephone
Higher Education Support	Adults on Level 3 courses and above will be given information about Higher Education opportunities and offered a face-to-face, Teams or telephone appointment with the Careers team if additional Information Advice and Guidance is required.	Careers Team Course Tutors	Southport College External Venues in the Community Teams Telephone

In addition, the following activities take place across the College Group at various points throughout the academic year which will be open to adults as appropriate to their future plans.

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 Unifrog: 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	Employer Relations Team Curriculum Teams

		Vocational and A Level year 1	
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 national 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 the benefits and process of applying for Higher and Degree Level Apprenticeships	Parents of A Level year 1 and Level 3 year 1 Vocational	Careers Team Progress Tutors
May-August	Introduction to Unifrog: introduction to this e-resource and its uses in destination planning.	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