**BSix College**

**Careers Programme 2018-19**

All students will have the opportunity to:

* Access Careers Advice and Guidance during College hours staffed by a team of advisors
* Have a 1:1 appointment with a professionally trained impartial careers advisor
* Attend an annual Careers and Progression Fair supported by up to 50 Universities and employers
* Receive information and advice on applying to University and preparing for the world of work at key points of the year via their tutor
* Explore undertaking work experience or volunteering organised by the Work Experience Coordinator and DofE lead
* Access information and resources from the library
* Attend insight days and careers events with a range of employers
* Attend a wide variety of in-house HE and employer talks throughout the year
* Receive regular information about opportunities to attend a range of University taster courses and masterclasses
* Access Labour Market information via the College website
* Receive a weekly bulletin on apprenticeships and college leaver schemes
* Feedback their views on the quality of the careers programme

All Parents can expect:

* To be able to make an appointment to discuss their son or daughter’s career options
* To be invited to careers related events
* To be informed about opportunities that their son or daughter can access
* To receive important information about UCAS
* To have the opportunity to feedback their views on the quality of the careers programme

Provider access requests:

A provider wishing to request access should contact Kola Gbadebo, UCAS and Careers Adviser, kgbadebo@bsix.ac.uk. Providers and employers are welcome at our careers and progression fair in April.

Contents:

* Year 12 Programme Page 2
* Year 13 Programme Page 4

**Year 12 Programme**

|  |  |  |
| --- | --- | --- |
| **When**  | **What**  | **Activities**  |
| **Year 12 Autumn Term** | Provide advice during the enrolment and first weeks of teaching  | Interviews with tutors using the right choice review model to check subject choices fit career aspirations  |
| Students to be informed about the Careers support they can access | Tutors to show the Careers Office to students during induction/first 2 weeks of term and go through the Careers Service in the Student Handbook  |
| Students to be informed about the value of work experience | Work Experience officer to provide help and advice to students |
| HUE Programme  | Students with high APS to sign up for Hackney University Extension Programmes  |
| Provide work placement and work related learning for all students  | The work experience coordinator arranges work placement for vocational level 3 students and ‘getting ready for work experience’ industry days for Level 1 and 2 students. |
| **Year 12 Spring Term** | Students to develop key employability skills  | Tutors to deliver the Skills for Success Academy modules through the tutorial programme |
| Provide advice on applying to university  | Tutors to deliver resources on the benefits of HE, how to start researching courses and the cost of going to university  |
| Provide advice on apprenticeships, job applications and interview skills  | The Careers team arrange a HE and Progression Fair including 1:1 workshops on CV writing, job research and interview skills. Up to 50 institutions and organisations take part.  |
| Students to be informed about attending taster days and open days  | London taster school programme promoted, Sutton Trust, Uniq, Open Days, insight days and summer schools – UAL and York |
| Students to be informed about higher level apprenticeship programmes  | KPMG to deliver an assembly, site visit and mentoring for students applying for the KPMG 360 programme |
| **Year 12 Summer Term** | Students to receive information about the UCAS application process and writing a personal statement. Student to register for UCAS in June and draft their UCAS personal statement over the summer | Tutors to deliver Career research: how to apply through UCAS, step by step instructions, how to write a personal statement. |
| Students have the opportunity to attend individual interviews about HE choices, especially early applicants (Oxbridge and Medicine)  | One to one interview with UCAS Careers Adviser  |
| Students applying to Russell Group Universities to have individual interviews to check preparation for UCAS | One to one interview with UCAS Careers Adviser |
| Students to receive advice on student finance for University  | Careers team organises student finance assemblies hosted by Universities. |
| Students receive advice on apprenticeships, job applications and interview skills  | Careers team arranges programme of apprenticeship preparation workshops and insights with Inspire. 1:1 information, advice and guidance is also available to assist them in completing CV’s, job applications and preparing for interviews.  |

**Year 13 Programme**

|  |  |  |
| --- | --- | --- |
| **When**  | **What**  | **Activities**  |
| **Year 13 Autumn Term** | Students can access individual advice and support with their UCAS application  | 1:1 interviews with the UCAS Careers Adviser and help and support from their Tutor on a weekly basis |
| University talks on how to choose a course, writing a personal statement and student finance  | The College has close links with several Universities including Kings, UCL, Oxford, Cambridge, Queen Mary and York who provide advice sessions on the UCAS application process.  |
| Oxbridge and medicine applicants are supported with their early applications to meet 15th October deadline  | Early applicants are identified and supported as a priority.  |
| Applicants applying for Russell group Universities and competitive courses should apply to UCAS by October half term. All other applicants are encourage to complete their application by the end of November to beat the December rush. | The Careers team provide advice and support on course choice and personal statements. The UCAS deadline is 15th January. After this date, universities are not obliged to consider applications.  |
| Oxbridge and medicine applicants as well as applicants for vocational courses such as nursing, pharmacy, primary education are offered a mock interview.   | Mock interviews with members of SMT. |
| For those not applying to University they can access individual advice on applying for apprenticeships | Careers team deliver an eight-week programme to support individual students in applying for apprenticeships  |
| Opportunities to attend employer talks, insight days and work experience  | Curriculum mangers organise regular employer presentations and promote volunteering and work experience opportunities  |
| **Year 13 Spring Term** | UCAS Deadline 15th January  | The Careers team ensures that all applications are submitted and by the UCAS Deadline of the 15th January |
| Applicants advised about UCAS Extra  | UCAS Extra begins mid February – students informed and offered advice  |
| Applicants advised about replying to their offers  | Students informed by tutors and offered advice  |
| Applicants advised about student finance  | Meetings held to inform students about applying for student finance and advice offered  |
| Applicants reminded to apply for student accommodation  | Students informed by tutors and offered advice |
| For those not applying for University they can access individual advice on applying for apprenticeships | Careers team offers 1:1 interviews for students applying for apprenticeships |
| Students informed about apprenticeship and College Leaver schemes | Talks and presentations held at the Career and Progression Fair. Weekly apprenticeship and college leaver bulletins are emailed to students. |
| **Year 13 Summer Term** | Students applying for apprenticeships are supported by the Careers team | 1:1 interviews with Careers advisers |
| UCAS applicants are informed about Results day, Clearing and Adjustment  | Information on what happens on Results day is emailed to students |
| Students receive A-Level and Vocational results  | The Careers team provides a results day service to support students applying through Clearing and Adjustment  |