

BSix College**Careers Programme 2021-2022**

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 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 Jennifer Smith, UCAS and Careers Adviser, jsmith@bsix.ac.uk. Providers and employers are welcome at our careers and progression fair 30th April 2022.

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Level 1 & 2 Study Programmes

When	What	Activities	CDI Framework
Level 1 & 2 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	<ul style="list-style-type: none"> • Self-Awareness • Investigating jobs and labour market information (LMI)
	BSix Study Programme Award	Students begin work on Identify, Values and Belonging	<ul style="list-style-type: none"> • Self-Awareness • Valuing equality, diversity and inclusion • Showing initiative and enterprise
	Provide work placement and work-related learning for students	<p>Work Experience coordinator to provide help and advice to students from Level 2 to find their placements.</p> <p>Students will attend assemblies with professionals from different sectors to discuss the pathways to enter on their professions.</p> <p>Provide students 'getting ready for work experience' workshop and industry days</p>	<ul style="list-style-type: none"> • Self-improvement as a learner • Investigating work and working life • Learning about safe working practices and environments • Understanding business and industry
	Skills London 2021 Online Event	<p>Students to gain insight into the UK's biggest jobs and careers by a range of employers</p> <p>Students will get to explore different a wide range of exciting opportunities from more than 200 of the capital's leading employers and further education establishments.</p>	<ul style="list-style-type: none"> • Investigating jobs and labour market information (LMI)
Level 1 & 2 Spring Term	Curriculum Industry Days	Virtual and physical industry insight days delivered as part of curriculum intent across all vocational industry sectors	<ul style="list-style-type: none"> • Showing initiative and enterprise • Investigating jobs and labour market information (LMI)

	Students to develop key employability skills Resources: <ul style="list-style-type: none"> • START Programme 	Tutors to deliver the START modules through the tutorial programme	<ul style="list-style-type: none"> • Preparing for employability • Planning and deciding • Developing personal financial capability
	Internal / External Progression Resources: <ul style="list-style-type: none"> • START Programme 	Tutors undertake 1:1 progression interview discussing options for internal progression and options for external destinations	<ul style="list-style-type: none"> • Identifying choices and opportunities • Planning and deciding • Handling applications and selection
Level 1 & 2 Summer Term	Duke of Edinburgh Award	Develop students' skills in volunteering and employability	<ul style="list-style-type: none"> • Self-determination • Self-improvement as a learner • Learning about safe working practices and environments • Valuing equality, diversity and inclusion
	Internal / External Progression	Internal progression transition weeks for those progressing onto the next stage of their study programme. 1:1 Careers interviews for those not internally progressing	<ul style="list-style-type: none"> • Managing changes and transitions • Self-improvement as a learner • Making the most of careers information, advice and guidance
	Students receive advice on apprenticeships, job applications and interview skills Resources: <ul style="list-style-type: none"> • Job centre Plus Hackney • START Programme 	Careers team arranges programme of apprenticeship preparation workshops and insights. 1:1 information, advice and guidance are also available to assist them in completing CV's, job applications and preparing for interviews.	<ul style="list-style-type: none"> • Understanding business and industry • Investigating jobs and labour market information (LMI) • Preparing for employability • Handling applications and selection • Managing changes and transitions

Year 12 Programme

When	What / Resources available	Activities	CDI Framework
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	<ul style="list-style-type: none"> • Self-Awareness • Investigating jobs and labour market information (LMI)
	Students to be informed about the Careers support they can access Resources: <ul style="list-style-type: none"> • Student Handbook 	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	<ul style="list-style-type: none"> • Self-Awareness • Investigating jobs and labour market information (LMI)
	Students to be informed about the value of work experience Resources: <ul style="list-style-type: none"> • Get ready for work experience workshop • Industry Talks • Industry Visits 	Work Experience coordinator to provide help and advice to students Students will attend assemblies with professionals from different sectors to discuss the pathways to enter on their professions. Students will visit onsite organisations to understand the type of Jobs available. Students will apply to WEXP opportunities.	<ul style="list-style-type: none"> • Investigating work and working life • Understanding business and industry • CV development • Explore the Labour Market • Exploring the breadth of jobs to inform a careers journey. • Work Experience - How to find the right experience and make the most of it. • Applying for Jobs - Understanding recruitment, selection and the art of 'selling yourself'
	BSix Study Programme Award Resources: <ul style="list-style-type: none"> • Student Mindset booklet 	The award is Accredited by Sussex University Students begin work on Identify, Values and Belonging.	<ul style="list-style-type: none"> • Self-Awareness • Showing initiative and enterprise • Developing personal financial capability • Handling applications and selection • Self-determination

			<ul style="list-style-type: none"> Valuing equality, diversity and inclusion
	<p>START Programme</p> <p>Start is a digital careers platform with the information, advice and tools to help your students to explore and plan for their future</p> <p>Resources: Student Mindset booklet Start digital platform</p>	<p>Students sign up for START online platform.</p> <p>Student’s Start Profile, built throughout the academic journey to evidence their career development, informing and supporting their successful transition to future study and employment.</p> <p>Tutor lead during tutorials.</p>	<ul style="list-style-type: none"> Self-Awareness - Helping students to make better choices by understanding their interests and motivations. Skills - Understanding the different types of skills and how to evidence and keep track of their development. Moments of Choice - Ensuring that students are prepared to make an informed choice. Explore the Labour Market - Exploring the breadth of jobs to inform a careers journey. Work Experience - How to find the right experience and make the most of it. Applying for Jobs - Understanding recruitment, selection and the art of 'selling yourself'

	<p>Provide work placement and work-related learning</p> <p>Provide one-week planned placement schedule on the students' Study programme</p> <p>Provide Industry insight visits</p>	<p>The work experience coordinator organises:</p> <p>Getting ready for work experience workshops:</p> <p>Topics: Research organisations Prepare a CV and Cover Letter Application to placements Get ready for interviews</p> <p>Assemblies with Guest speakers from different Industries</p>	<ul style="list-style-type: none"> ● Self-improvement as a learner ● Investigating work and working life ● Learning about safe working practices and environments ● Understanding business and industry ● decide what career path they want to follow ● Development soft skills that are essential for the workplace such as Work ethic, Communication, Organisation and resilience.
<p>Year 12 Spring Term</p>	<p>Students to develop key employability skills</p> <p>Resources: START programme</p>	<p>Tutors to deliver the START programme. Start is a digital careers platform modules through the tutorial programme</p>	<ul style="list-style-type: none"> ● Self Awareness - Helping students to make better choices by understanding their interests and motivations. ● Skills - Understanding the different types of skills and how to evidence and keep track of their development. ● Moments of Choice - Ensuring that students are prepared to make an informed choice. ● Explore the Labour Market - Exploring the breadth of jobs to inform a careers journey. ● Work Experience - How to find the right experience and make the most of it. ● Applying for Jobs - Understanding recruitment, selection and the art of 'selling yourself'

	Provide advice on applying to university Resources: <ul style="list-style-type: none"> • UCAS Discovery • UCAS PPT/Resources 	Tutors to deliver resources on the benefits of HE, how to start researching courses and the cost of going to university	<ul style="list-style-type: none"> • Self-determination • Exploring careers and career development • Making the most of careers information, advice and guidance
	Provide advice on apprenticeships, job applications and interview skills Resources: <ul style="list-style-type: none"> • ASK amazing apprenticeship • BSix Careers Fair 2022 • Job Centre Plus - Hackney 	The Careers team arrange a HE and Progression Fair including 1:1 workshop on CV writing, job research and interview skills. Over 50 institutions and organisations take part.	<ul style="list-style-type: none"> • Self-determination • Exploring careers and career development • Valuing equality, diversity and inclusion • Preparing for employability
	Students to be informed about attending taster days and open days Resources: <ul style="list-style-type: none"> • UCAS Discovery Day • ASK amazing apprenticeship 	London taster school programme promoted, Sutton Trust, Uniq, Open Days, insight days and summer schools – UAL and York	<ul style="list-style-type: none"> • Exploring careers and career development • Making the most of careers information, advice and guidance • Identifying choices and opportunities
	Students to be informed about higher level apprenticeship programmes: Resources: <ul style="list-style-type: none"> • ASK amazing apprenticeship • BSix Careers Fair 2022 • Get My First Job 	Students' research information regards to Level 4 Apprenticeships Some organisations are: PWC Apprenticeship Programme The Renault Apprenticeship Programme Deloitte Apprenticeship Programme The Microsoft Apprenticeship Programme	<ul style="list-style-type: none"> • Self-improvement as a learner • Understanding business and industry • Preparing for employability • Identifying choices and opportunities
Year 12 Summer Term	Students to receive information about the UCAS application process and writing a personal statement.	Tutors to deliver Career research: how to apply through UCAS, step by step instructions, how to write a personal statement.	<ul style="list-style-type: none"> • Self-determination • Showing initiative and enterprise • Planning and deciding

	<p>Student to register for UCAS in June and draft their UCAS personal statement over the summer</p> <p>Resources:</p> <ul style="list-style-type: none"> • UCAS Discovery • START Programme • UCAS PPT/Resources 	<p>Attend the BSix Careers and Apprenticeship Fair 2022</p>	
	<p>Students have the opportunity to attend individual interviews about HE choices, especially early applicants Oxbridge and Medicine</p> <p>Resources:</p> <ul style="list-style-type: none"> • AIM – Achievers Programme • UCAS PPT/Resources 	<p>One to one interview with UCAS Careers Adviser</p>	<ul style="list-style-type: none"> • Exploring careers and career development • Valuing equality, diversity and inclusion
	<p>Students applying to Russell Group Universities to have individual interviews to check preparation for UCAS</p>	<p>One to one interview with UCAS Careers Adviser. Attend the BSix Careers Fair 2022 and research universities and apprenticeship companies</p>	<ul style="list-style-type: none"> • Planning and deciding • Managing changes and transitions
	<p>Students to receive advice on student finance for university</p> <p>Resources:</p> <ul style="list-style-type: none"> • BSix Careers Fair 2022 • UCAS Discovery • START Programme 	<p>Careers team organises student finance assemblies hosted by universities.</p>	<ul style="list-style-type: none"> • Making the most of careers information, advice and guidance • Developing personal financial capability • Planning and deciding
	<p>Students receive advice on apprenticeships, job applications and interview skills</p> <p>Resources:</p>	<p>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.</p>	<ul style="list-style-type: none"> • Understanding business and industry • Investigating jobs and labour market information (LMI) • Preparing for employability

	<ul style="list-style-type: none">• ASK amazing apprenticeship• BSix Careers Fair 2022• Job Centre Plus		<ul style="list-style-type: none">• Handling applications and selection• Managing changes and transitions
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Year 13 Programme

When	What	Activities	CDI Framework
Year 13 Autumn Term	Students can access individual advice and support with their UCAS application Resources: <ul style="list-style-type: none"> • UCAS Discovery PPT • UCAS HUB PPT 	1:1 interviews with the UCAS Careers Adviser and help and support from their Tutor on a weekly basis	<ul style="list-style-type: none"> • Self-awareness • Self-determination
	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.	<ul style="list-style-type: none"> • Exploring careers and career development • Making the most of careers information, advice and guidance
	Oxbridge and medicine applicants are supported with their early applications to meet October deadline Resources <ul style="list-style-type: none"> • AIM – Achievers PrograMme 	Early applicants are identified and supported as a priority.	<ul style="list-style-type: none"> • Showing initiative and enterprise • Identifying choices and opportunities • Handling applications and selection
	Applicants applying for Russell group Universities and competitive courses should apply to UCAS by October half term. Resources: <ul style="list-style-type: none"> • UCAS HUB • UCAS Discovery 	The Careers team provide advice and support on course choice and personal statements. The UCAS deadline is 15 th January. Oxbridge and medicine applicants as well as applicants for vocational courses such as nursing, pharmacy, primary education are offered a mock interview.	<ul style="list-style-type: none"> • Managing changes and transitions

	<p>All other applicants are needed to complete their application by the end of November</p> <p>Resource:</p> <ul style="list-style-type: none"> • UCAS HUB 	Mock interviews with members of SMT.	<ul style="list-style-type: none"> • Preparing for employability
	<p>For those not applying to university they can access individual advice on applying for apprenticeships</p> <p>Resource:</p> <ul style="list-style-type: none"> • BSix Careers Fair 2022 • Job Centre Plus • Ask apprenticeship 	Organisations such as ASK Apprenticeship will deliver workshops and assemblies students in applying for apprenticeships	<ul style="list-style-type: none"> • Preparing for employability • Valuing equality, diversity and inclusion • Learning about safe working practices and environments
	<p>Opportunities to attend employer talks, insight days and work experience</p> <p>Resource:</p> <ul style="list-style-type: none"> • Tutorial session about Employability skills 	Curriculum managers organise regular employer presentations and promote volunteering and work experience opportunities	<ul style="list-style-type: none"> • Investigating work and working life • Understanding business and industry
Year 13 Spring Term	UCAS Deadline 26 th January	The Careers team ensures that all applications are submitted and by the UCAS deadline	<ul style="list-style-type: none"> • Handling applications and selection • Managing changes and transitions
	<p>Applicants advised about UCAS Extra</p> <p>Resources:</p> <ul style="list-style-type: none"> • UCAS Discovery • UCAS HUB 	UCAS Extra begins mid-February – students informed and offered advice	<ul style="list-style-type: none"> • Managing changes and transitions • Identifying choices and opportunities

	<p>Applicants advised about replying to their offers</p> <p>Resources:</p> <ul style="list-style-type: none"> • UCAS Discovery 	<p>Students informed by tutors and offered advice</p>	<ul style="list-style-type: none"> • Handling applications and selection • Managing changes and transitions
	<p>Applicants advised about student finance</p> <p>Resources:</p> <ul style="list-style-type: none"> • UCAS Discovery • UCAS HUB 	<p>Meetings held to inform students about applying for student finance and advice offered</p> <p>University talks about Student Finance application</p>	<ul style="list-style-type: none"> • Developing personal financial capability
	<p>Applicants reminded to apply for student accommodation</p> <p>Resources:</p> <ul style="list-style-type: none"> • UCAS Discovery • UCAS HUB 	<p>Students informed by tutors and offered advice</p>	<ul style="list-style-type: none"> • Developing personal financial capability
	<p>For those not applying for university they can access individual advice on applying for apprenticeships</p> <p>Resource:</p> <ul style="list-style-type: none"> • BSix Careers Fair 2022 • START Programme • BSix Careers Opportunity bulletins 	<p>Students to attend Mock interviews for applying for apprenticeships</p>	<ul style="list-style-type: none"> • Investigating jobs and labour market information (LMI) • Identifying choices and opportunities • Planning and deciding
	<p>Students informed about apprenticeship and College Leaver schemes</p> <p>Resources:</p>	<p>Talks and presentations held at the Career Fair 2022.</p> <p>Weekly apprenticeship and college leaver bulletins are emailed to students.</p>	<ul style="list-style-type: none"> • Making the most of careers information, advice and guidance

	<ul style="list-style-type: none"> • BSix Careers Fair 2022 • START Programme • BSix Careers Opportunity bulletins 		
Year 13 Summer Term	<p>Students applying for apprenticeships are supported by the Careers team</p> <p>Resources:</p> <ul style="list-style-type: none"> • BSix Careers Fair 2022 • START Programme 	1:1 interview with Careers adviser	<ul style="list-style-type: none"> • Making the most of careers information, advice and guidance • Handling applications and selection • Managing changes and transitions
	UCAS applicants are informed about Results day, Clearing and Adjustment	Information on what happens on Results day is emailed to students	<ul style="list-style-type: none"> • Handling applications and selection • Managing changes and transitions
	Students receive A-Level and Vocational results	The Careers team provides a results day service to support students applying through Clearing and Adjustment	<ul style="list-style-type: none"> • Making the most of careers information, advice and guidance • Handling applications and selection • Managing changes and transitions

WEXP 2021-2022	DATES
Business and IT	
Level 3	
CD3ITEC-1 (BTEC Level 3 90-credit Diploma in IT - Group: 1)	28/03/2022 - 1/04/2022
CD3BUSI-1 (BTEC Level 3 90-credit Diploma in Business - Group: 1)	28/03/2022 - 1/04/2022
CD3BUSI-1 (BTEC Level 3 90-credit Diploma in Business - Group: 2)	28/03/2022 - 1/04/2022
Level 2	
CD3ITEC-1 (BTEC Level 2 90-credit Diploma in IT - Group: 1)	28/03/2022 - 1/04/2022
CD3BUSI-1 (BTEC Level 2 90-credit Diploma in Business - Group: 1)	28/03/2022 - 1/04/2022
CD3BUSI-1 (BTEC Level 2 90-credit Diploma in Business - Group: 2)	28/03/2022 - 1/04/2022
Creative Industry	
Level 3	
CD3ARTD-1 (UAL Level 3 Diploma in Art and Design - Group: 1)	31st Jan / w/b 7th Feb
CD3MUSY1-1 (UAL Level 3 Diploma in Music Group: 1)	31st Jan / w/b 7th Feb
CD3MEDI-1 (UAL Level 3 Diploma in Creative Media Production G1)	31st Jan / w/b 7th Feb
Level 2	
CD3ARTD-1 (UAL Level 2 Diploma in Art and Design - Group: 1)	w/b 31st Jan or w/b 7th Feb
CD3MUSY1-1 (UAL Level 2 Diploma in Music Group: 1)	w/b 31st Jan or w/b 7th Feb
CD3MEDI-1 (UAL Level 2 Diploma in Creative Media Production G1)	w/b 31st Jan or w/b 7th Feb
Science	
Level 3	

CD3APSC-1 (BTEC Level 3 90-credit Diploma in Applied Science - Group: 1)	W/C: 17.01.22
CD3APSC-1 (BTEC Level 3 90-credit Diploma in Applied Science - Group: 2)	W/C: 24.01.22
CD3APSC-1 (BTEC Level 3 90-credit Diploma in Applied Science - Group: 2)	W/C: 24.01.22
Foundation Science	
CD3APSC-1 (BTEC Foundation Diploma Applied Science - Group: 1)	W/C: 17.01.22
CD3APSC-2 (BTEC Foundation Diploma Applied Science - Group: 2)	W/C: 17.01.22
CD3APSC-3 (BTEC Foundation Diploma Applied Science - Group: 3)	W/C: 17.01.22
Industry placements	
Capacity and Delivery fund CDF	
Childcare	
Level 3-year 1	
1st Block Placement (ages 2 to 2y 11m part one)	6th Dec - 17th Dec (2 Weeks)
2nd Block Placement (ages 3 to 5)	7th Feb - 11th Feb (1 week)
3 Block Placement (ages 2 to 2y 11m part two)	21st March - 1st April (2 weeks)
4 Block Placement (ages 0 to 1y 11m)	Pending dates 2022
Industry placements	

Capacity and Delivery fund CDF	
Childcare	
Level 3 Year 2	
Childcare L3 year 1 1st Block Placement (ages 2 to 2y 11m part one)	6th Dec - 17th Dec (2 Weeks)
Childcare L3 2 Block Placement (ages 3 to 5)	7th Feb - 11th Feb (1 week)
Childcare L3 3 Block Placement (ages 2 to 2y 11m part two)	21st March - 1st April (2 weeks)
Childcare L3 4 Block Placement (ages 0 to 1y 11m)	Pending dates 2022
Childcare	
Level 2	
Childcare L2	June 2022
Childcare L2	June 2022
Childcare L2	June 2022
Health and Social care	
Level 3 year 1	

HSCO LEVEL 3 Y1 group 1	6th – 17th December, and 19th – 29th April 2022
HSC LEVEL 3 Y1 group 2	
HSC LEVEL 3 Y1 group 3	
HSC Level 3 Year 2	
HSC LEVEL 3 Y2 group 1	6th – 17th December and 19th – 29th April 2022
HSC LEVEL 3 Y2 group 2	6th – 17th December and 19th – 29th April 2022
HSC LEVEL 3 Y2 group 3	6th – 17th December and 19th – 29th April 2022
HSC	
Level 2	20th June to 1st July 2022

Work Experience Abroad	
ERASMUS 2022	
HSC City Portugal	20 Students June
Childcare City Portugal	15 Students June
Sports City Spain	20 Students June
Creative Ind. City Barcelona	20 Students June
IT City Cyprus	20 Students June
Work Experience Abroad	
TURING 2022	
Vocational students Level 3s City Vancouver	20 Students April/May/June 2022

Department Insight/industry days			
When	What	Activities	CDI Framework
20 th October 2021	Business and IT department Criminal Investigation Day - The Jill Dando Unsolved Murder Case Law students Level 3	<p>Together we will investigate the facts, evidence and build a timeline of events surrounding the Jill Dando murder case.</p> <p>This event is for anyone looking to experience what the role of a lawyer, criminologist, forensic police officer or judge would be like, and to find out how they interrelate with each other.</p> <p>Outline of the day: 10:00 – 10:30 Arrival & Welcome 10:30 – 11:00 Facts of the Case - Introduction to the case and the investigation begins 11:00 – 12:00 Motive, Suspects and Evidence 12:00 – 13:00 Lunch (provided) 13:00 – 14:15 The Trial: Cross Examination Workshop - Learn how to ask the right questions, to open and close a case and practice being a Barrister. 14:15 – 14:45 Victimhood: Are some victims more newsworthy than others? 14:45 – 15:00 Thank you and wrap-up</p>	<ul style="list-style-type: none"> Students will develop vital skills for the workplace and further education, such as debating, public speaking, logical thinking and cross-examination. Understanding business and industry
9 th February 2022	Humanities Department A level – all groups		<ul style="list-style-type: none"> Develop your understanding of the skills and qualities employers look for

	Careers Carousel	Employability skills day, preparation focusing on skills and qualities needed to be successful in the world of work. Students take part in discussions; role plays and action planning activities. Meet role models from a diverse range of business backgrounds	<ul style="list-style-type: none"> • Gain confidence in promoting themselves in interviews • Develop their problem solving and resilience skills