**BSix College**

**Careers Programme 2022-2023**

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:

Jane Sacco Careers Leader [Jsacco@bsix.ac.uk](mailto:Jsacco@bsix.ac.uk)

Jennifer Smith, UCAS and Careers Adviser, [jsmith@bsix.ac.uk](mailto:jsmith@bsix.ac.uk).

Providers and employers are welcome at our careers and progression fair 29th March 2023.

**Year 12 Programme**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Term** | **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 | * Self-Awareness * Investigating jobs and labour market information (LMI) |
| Students to be informed about the Careers support they can access  Resources:  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 | * Self-Awareness * Investigating jobs and labour market information (LMI) |
| Students to be informed about the value of work experience  Resources:  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 do visits onsite organisations to understand the type of Jobs available; | * Investigating work and working life * Understanding business and industry |
| BSix Study Programme Award  Resources:  Student Mindset booklet | Students begin work on Identify, Values and Belonging;  The award is Accredited by Sussex University | * Self-Awareness * Showing initiative and enterprise * Developing personal financial capability * Handling applications and selection * Self-determination * Valuing equality, diversity and inclusion |
| START programme  Start is a digital careers platform with the information, advice and tools to help your students to explore and plan for their future  Resources:  Student Mindset booklet | Students with high APS to sign up for START programme.  Student’s StartProfile, built throughout the academic journey to evidence their career development, informing and supporting their successful transition to future study and employment. | Jen completes |
| Provide work placement and work- related learning  Provide one-week planned placement schedule on the students’ Study programme  Provide Industry insight visits | The work experience coordinator organises:  Getting ready for work experience workshops:  Topics:   * Research organisations * Prepare a CV and Cover Letter * Application to placements * Get ready for interviews   Assemblies with Guest speakers from different Industries | * 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. |
|  |  |  |  |
| **Year 12 Spring Term** | Students to develop key employability skills  Resources:  START programme | Tutors to deliver the START programme. Start is a digital careers platform modules through the tutorial programme | * Learning about safe working practices and environments * Preparing for employability |
| Provide advice on applying to university  Resources:  UCAS Discovery | Tutors to deliver resources on the benefits of HE, how to start researching courses and the cost of going to university | * 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:  ASK amazing apprenticeship  BSix Careers Fair 2023  Job Centre Plus | The Careers team arrange a HE and Progression Fair including 1:1 workshops on CV writing, job research and interview skills. Over 50 institutions and organisations take part. | * 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:  ASK amazing apprenticeship | London taster school programme promoted, Sutton Trust, Uniq, Open Days, insight days and summer schools – UAL and York | * 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:  ASK amazing apprenticeship  BSix Careers Fair 2023  GetMyFirstJob | Students’ research information regards to Level 4 Apprenticeships  Some organisations are:  The Renault Apprenticeship Programme  The Renault Apprenticeship Programme  The Microsoft Apprenticeship Programme | * 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.  Student to register for UCAS in June and draft their UCAS personal statement over the summer  Resources:  UCAS Discovery  START Programme | Tutors to deliver Career research: how to apply through UCAS, step by step instructions, how to write a personal statement.  Attend the BSix Careers and Apprenticeship Fair  2022 | * Self-determination * Showing initiative and enterprise * Planning and deciding |
| Students have the opportunity to attend individual interviews about HE choices, especially early applicants  Oxbridge and Medicine  Resources:  AIM – **A**ch**I**evers Progra**M**me | One to one interview with UCAS Careers Adviser | * Exploring careers and career development * Valuing equality, diversity and inclusion |
| Students applying to Russell Group Universities to have individual interviews to check preparation for UCAS | One to one interview with UCAS Careers Adviser. Attend the BSix Careers Fair 2022 and research universities and apprenticeship companies | * Planning and deciding * Managing changes and transitions |
| Students to receive advice on student finance for University  Resources:  BSix Careers Fair 2023  UCAS Discovery  START | Careers team organises student finance assemblies hosted by Universities. | * Making the most of careers information, advice and guidance * Developing personal financial capability * Planning and deciding |
| Students receive advice on apprenticeships, job applications and interview skills  Resources:  ASK amazing apprenticeship  BSix Careers Fair 2023  Job Centre Plus | 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. | * Understanding business and industry * Investigating jobs and labour market information (LMI) * Preparing for employability * Handling applications and selection * Managing changes and transitions |

**Year 13 Programme**

|  |  |  |  |
| --- | --- | --- | --- |
| **When** | **What** | **Activities** | **CDI Framework** |
| **Year 13 Autumn Term** | Students can access individual advice and support with their UCAS application  Resources:  UCAS Discovery  UCAS HUB | 1:1 interviews with the UCAS Careers Adviser and help and support from their Tutor on a weekly basis | * 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. | * 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  AIM – **A**ch**I**evers Progra**M**me | Early applicants are identified and supported as a priority. | * 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:  UCAS Discovery  UCAS HUB | The Careers team provide advice and support on course choice and personal statements.  The UCAS deadline is 15th January.  Oxbridge and medicine applicants as well as applicants for vocational courses such as nursing, pharmacy, primary education are offered a mock interview. | * Managing changes and transitions |
| All other applicants are need to complete their application by the end of November  Resource:  UCAS HUB | Mock interviews with members of SMT. | * Preparing for employability |
| For those not applying to University they can access individual advice on applying for apprenticeships  Resource:  BSix Careers Fair 2022  Job Centre Plus | Organisations such as ASK Apprenticeship will deliver workshops and assemblies students in applying for apprenticeships | * Preparing for employability * Valuing equality, diversity and inclusion * Learning about safe working practices and environments |
| Opportunities to attend employer talks, insight days and work experience  Resource:  Tutorial session about Employability skills | Curriculum mangers organise regular employer presentations and promote volunteering and work experience opportunities | * Investigating work and working life * Understanding business and industry |
| **Year 13 Spring Term** | UCAS Deadline 25th January | The Careers team ensures that all applications are submitted and by the UCAS deadline | * Handling applications and selection * Managing changes and transitions |
| Applicants advised about UCAS Extra  Resources:  UCAS Discovery  UCAS HUB | UCAS Extra begins mid-February – students informed and offered advice | * Managing changes and transitions * Identifying choices and opportunities |
| Applicants advised about replying to their offers  Resources:  UCAS Discovery | Students informed by tutors and offered advice | * Handling applications and selection * Managing changes and transitions |
| Applicants advised about student finance    Resources:  UCAS Discovery  UCAS HUB | Meetings held to inform students about applying for student finance and advice offered  University talks about Student Finance application | * Developing personal financial capability |
| Applicants reminded to apply for student accommodation  Resources:  UCAS Discovery  UCAS HUB | Students informed by tutors and offered advice | * Developing personal financial capability |
| For those not applying for University they can access individual advice on applying for apprenticeships  Resource:  BSix Careers Fair 2023  START Programme  BSix Careers Opportunity bulletins | Students to attend Mock interviews for applying for apprenticeships | * Investigating jobs and labour market information (LMI) * Identifying choices and opportunities * Planning and deciding |
| Students informed about apprenticeship and College Leaver schemes  Resources:  BSix Careers Fair 2023  START Programme  BSix Careers Opportunity bulletins | Talks and presentations held at the Career Fair 2023.  Weekly apprenticeship and college leaver bulletins are emailed to students. | * Making the most of careers information, advice and guidance |
| **Year 13 Summer Term** | Students applying for apprenticeships are supported by the Careers team  Resources:  BSix Careers Fair 2023  START Programme | 1:1 interview with Careers adviser | * 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 | * 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 | * Making the most of careers information, advice and guidance * Handling applications and selection * Managing changes and transitions |

**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 | * Self-Awareness * Investigating jobs and labour market information (LMI) |
| BSix Study Programme Award | Students begin work on Identify, Values and Belonging  Work on student Mindset | * Self-Awareness * Understanding business and industry * Valuing equality, diversity and inclusion * Showing initiative and enterprise * Developing personal financial capability * Handling applications and selection |
| Provide work placement and work-related learning for all students | Work Experience coordinator to provide help and advice to students to find their placements;  Students will attend assemblies with professionals from different sectors to discuss the pathways to enter on their professions;  Provide students ‘getting ready for work experience’ workshop and industry days | * Self-improvement as a learner * Investigating work and working life * Learning about safe working practices and environments * Understanding business and industry |
| **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 | * Showing initiative and enterprise * Investigating jobs and labour market information (LMI) |
| Students to develop key employability skills  Resources:  START Programme | Tutors to deliver the START modules through the tutorial programme | * Preparing for employability * Planning and deciding * Developing personal financial capability |
| Internal / External Progression  Resources:  START Programme | Tutors undertake 1:1 progression interview discussing options for internal progression and options for external destinations | * 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 | * 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 | * 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:  Job centre Plus Hackney  START Programme | Careers team arranges programme of apprenticeship preparation workshops and insights.  1:1 information, advice and guidance is also available to assist them in completing CV’s, job applications and preparing for interviews. | * Understanding business and industry * Investigating jobs and labour market information (LMI) * Preparing for employability * Handling applications and selection * Managing changes and transitions |