



NEW COLLEGE PONTEFRACT

Careers Programme 2021/22

New College is committed to providing students with a high quality Careers Education and Guidance Service. Our aims include helping students to make informed and realistic decisions about their education and employment plans.

You will find careers support throughout the curriculum, and progression will be a key focus as part of your course. Progress Tutors support you as you plan your next steps after leaving college, whether you plan to go to university, an apprenticeship, or employment. They will encourage you to research your options and support you along the way.

In addition to Progress Tutors, we have the following staff available to support your progression beyond college:

Jeff Finnigan: Manager of Resources and Careers, Trust Careers & Progression, and Trust Data Protection

Helen Lonsdale: Careers Lead, and Excellence Academy Tutor

Emma Chappell-Davies: Careers Adviser and Excellence Academy Progress Tutor

Jayne Ramskill: Work Placement Coordinator

Brian Coughlan: Oxbridge Coordinator

Zoe Peters: Progression Officer (Go Higher West Yorkshire)

PLEASE NOTE: This programme is subject to change, especially given the difficult circumstances relating to the global Coronavirus pandemic. Every effort will be made to ensure students are given opportunities to make informed decisions, to gain meaningful experiences and encounters, and to receive support in preparation for their next steps.

The Careers Programme is made up four main strands:

1

SUBJECT-SPECIFIC EMPLOYER AND HE ENCOUNTERS/OPTIC

Subject areas are expected to integrate at least one employer encounter and one HE encounter for all students who study their course. This usually takes the form of a trip, workshop or visiting speaker.

2

TUTORIALS

Much of the careers programme is delivered through tutorials, where students can receive support on searching for potential career paths, and completing university and apprenticeship applications

3

PERSONAL GUIDANCE

All students have the opportunity to meet with a Careers Advisor for one-to-one careers appointments.

4

CORE PROGRAMME OF CAREER ACTIVITIES

This encompasses a wide range of activities and events that take place outside of subject lessons, including tutorials aimed at supporting students make informed decisions and supporting them in making applications to higher education, apprenticeships or employment. Details of the core programme are detailed over the page.

CORE PROGRAMME OF CAREER ACTIVITIES 2021/22

At each stage in your learner journey, you will be supported and encouraged to consider your career options beyond college. Our Careers Programme lists just some of the main events that you may encounter in your time at New College, in addition to any employability and career-focused events in subject areas:

	Pre-Enrolment	Year 12	Year 13	College Leavers	Parents & Carers
AUTUMN TERM	<p>Open Saturday/Open Evenings BENCHMARK 8 If you are considering your options at college and beyond you can speak to subject staff, Progress Tutors, and careers Advisers at these events.</p>	<p>Enrolment BENCHMARK 8 At your Enrolment interview, your interviewer can provide information advice and guidance about your subject choices.</p> <p>Y12 Tutorials BENCHMARK 1 The Y12 tutorial programme introduces a progression focus. You will have regular contact with your Progress Tutor to discuss any aspect of your career plans.</p> <p>Work Experience Tutorials BENCHMARK 6 All students are informed about how to apply for work experience placements. For some students work experience will be essential to their career aims, or as an integral part of their course.</p> <p>Medicine, Dentistry and Veterinary Science Applicant Sessions BENCHMARK 3 BENCHMARK 7</p>	<p>Tutorials BENCHMARK 1 Students are either supported with their UCAS application, or supported with applying for apprenticeships and preparing for the world of work.</p> <p>Higher Education Widening Participation Talks BENCHMARK 3 BENCHMARK 7 Includes Newcastle University's PARTNER scheme and the University of Leeds Access to Leeds programme. If you fit the eligibility criteria, you will be encouraged to consider these schemes, which are a great addition to your UCAS application and supports you into higher education.</p> <p>University of Hull Pathways Day BENCHMARK 7 Applied General students are invited to attend a day at the University of Hull, following a programme of talks mapped against courses they might already be studying.</p> <p>University Open Day visits</p>	<p>Results Day & Clearing BENCHMARK 8 Students are provided with support from the College Career Advisers on the day, particularly those that are looking at clearing, or are re-considering their options beyond college.</p> <p>Job & Apprenticeship Vacancy Information BENCHMARK 2 The Careers Blog continues to provide college leavers with current vacancies in the final weeks of summer, and current vacancies are sent out on mailing lists to students still looking for employment.</p> <p>College Alumni BENCHMARK 5 Leavers are able to join the official College Alumni, providing them with opportunities to come back into College to support future students, and network with other employers and employees through College events.</p>	<p>Welcome Evening for Year12 Parents & Carers BENCHMARK 7 BENCHMARK 8 Parents & Guardians of Year 12 students are invited to attend a Welcome Evening event, enabling them to understand college systems and provide them with an opportunity to ask questions. Go Higher West Yorkshire and the University of Hull, in partnership with the college, all have stands for parents and students to discuss options on the evening. Progress Tutors and our College Career Advisers are also on hand to discuss options as well.</p> <p>Welcome Evening for Year13 Parents & Carers (New) BENCHMARK 7 BENCHMARK 8 Parents & Guardians of Year 13 students are invited to</p>

		<p>Applications to study Medicine, Dentistry, or Veterinary Science are highly competitive. Students interested in careers in these areas are invited to a lunchtime session, which helps them to understand what is involved in applying for these courses.</p> <p>Medicine and Dentistry Widening Participation Programmes BENCHMARK 3 BENCHMARK 7</p> <p>If students are looking to study either medicine or dentistry, they will be introduced to schemes that support them into these courses. Students are encouraged to check that they fit the eligibility criteria for these programmes before applying.</p> <p>Higher Education Widening Participation Talks BENCHMARK 3 BENCHMARK 7</p> <p>Includes the University of Leeds Reach for Excellence scheme and the University of York's Next Steps York programme. If you fit the eligibility criteria, you will be encouraged to consider these schemes, which are a great addition to your UCAS application and supports you into higher education.</p>	<p>BENCHMARK 7 Students are provided with opportunities to attend organised trips to University Open Days.</p> <p>In October we provide transport for students wanting to attend the Open Saturday for our partner university, the University of Hull.</p> <p>Admissions Test Exams (UCAT, BMAT, LNAT) BENCHMARK 7</p> <p>Students looking to study courses or at universities where there is a requirement to sit an admissions test will sit their exams early in the Autumn Term.</p> <p>Virtual University Drop-ins Benchmark 7</p> <p>Our partner university, the University of Hull, provide regular virtual drop-ins for students, parents and carers to ask questions and discuss any concerns around HE progression.</p> <p>Virtual Personal Statement Support Benchmark 7</p> <p>Our partner university, the University of Hull, provide regular virtual drop-ins for students, parents and carers to ask questions and discuss any concerns around HE progression.</p>		<p>attend a Welcome Back Evening event, reminding them of college systems, providing information relating to Year 13, as well as opportunities to ask questions. Go Higher West Yorkshire and the University of Hull, in partnership with the college, all have stands for parents and students to discuss options on the evening. Progress Tutors and our College Career Advisers are also on hand to discuss options as well.</p> <p>Virtual University Drop-ins Benchmark 7</p> <p>Our partner university, the University of Hull, provide regular virtual drop-ins for students, parents and carers to ask questions and discuss any concerns around HE progression.</p>
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OCTOBER HALF TERM

<p>AUTUMN TERM</p>	<p>College Interviews BENCHMARK 8 Late in the Autumn Term, we begin interviews for those who have made an application to college. At your interview, your interviewer can provide information advice and guidance (IAG) about your subject choices.</p>	<p>Sutton Trust Pathways & Summer School BENCHMARK 3 BENCHMARK 7 Students who fit the eligibility criteria are encouraged to apply for Sutton Trust Pathways, and the Summer School. These programmes, ran by the Sutton Trust Charity, aim to raise student aspirations.</p>	<p>Mock Interviews BENCHMARK 7 All students have the opportunity of mock interviews. Events take place geared towards supporting students interested in studying Medicine, Nursing, Midwifery or Primary Teaching, or applying to Oxford or Cambridge.</p> <p>Medicine, Dentistry and Veterinary Science Applicants Skills Session and Mock Interviews BENCHMARK 3 BENCHMARK 7 Students interested in careers in Medicine, Dentistry and Veterinary Science are invited to a skills session with a current medical practitioner, which helps them to develop the skills required in applying for these courses.</p> <p>Apprenticeship Fair BENCHMARK 5 Students can discover more about school leaver programmes and apprenticeships from locally-based employers.</p> <p>Mini HE Fair BENCHMARK 7 Students can speak to representatives from our local universities.</p>		<p>Year 13 Parents Evening BENCHMARK 8 Parents can speak to Progress Tutors and career Advisers, Go Higher West Yorkshire and the University of Hull have stands for drop-in questions and answers.</p>
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			<p>Virtual Personal Statement Support Benchmark 7 Our partner university, the University of Hull, provide regular virtual drop-ins for students, parents and carers to ask questions and discuss any concerns around HE progression.</p>		
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	Pre-Enrolment	Year 12	Year 13	College Leavers	
SPRING TERM	<p>College Interviews BENCHMARK 8 College interviews for applicants continue into the Spring Term</p>	<p>Spring Talks Programme BENCHMARK 7 The Spring Talks Programme includes a range of talks that encourage students to start considering their options beyond college. Talks are delivered by universities, employers and apprenticeship providers, and local organisations.</p> <p>Medicine, Dentistry and Veterinary Science Applicants Support Session BENCHMARK 3 BENCHMARK 7 Students interested in careers in these areas are invited to a support session involving a number of ex-students currently studying either Medicine, Dentistry or Veterinary Science.</p>	<p>Employability Tutorials BENCHMARK 1 BENCHMARK 2 Students who are wanting to apply for apprenticeships or job vacancies beyond college have a full programme of tutorials to attend that include CV writing, interview preparation and support in writing job applications.</p> <p>Student Finance Talk to Y13 BENCHMARK 1 Students applying to HE are provided with information and support in applying for students finance.</p> <p>HE Progression Evening for Y13 Students, Parents & Carers. Benchmark 7 In collaboration with the University of Hull, this evening provides students and their parents or carers the chance</p>	<p>College Alumni BENCHMARK 5 Leavers are able to join the official College Alumni, providing them with opportunities to come back into College to support future students, and network with other employers and employees through College events.</p>	<p>Year 12 Parent's Evening BENCHMARK 8 Parents can speak to Progress Tutors and the College Careers Advisers, Go Higher West Yorkshire and the University of Hull have stands for drop-in questions and answers.</p> <p>Apprenticeship Evening BENCHMARK 2 BENCHMARK 5 Students interested in applying for apprenticeships after college can come along with parents to find out more information.</p> <p>Virtual University Drop-ins Benchmark 7</p>

		<p>Mid Yorkshire Trust Volunteering BENCHMARK 5 BENCHMARK 6 Students interested in health related courses are encouraged to consider volunteering with the Mid Yorkshire NHS Trust.</p> <p>Y12 Career Tutorials BENCHMARK 1 BENCHMARK 2 Year 12 students are encouraged to start planning their next steps. They are introduced to Kudos, a platform to help they research their career options.</p> <p>HE Transition Event BENCHMARK 3 BENCHMARK 7 Students with SEND are invited to a bespoke event aimed at helping them to overcome worries or perceived barriers about progressing to Higher Education. Ran in collaboration with the University of Hull.</p>	<p>to learn more about transitioning to university and to ask questions about starting university.</p>		<p>Our partner university, the University of Hull, provide regular virtual drop-ins for students, parents and carers to ask questions and discuss any concerns around HE progression.</p>
FEBRUARY HALF TERM					

<p>SPRING TERM</p>	<p>Taster Days BENCHMARK 8 Year 10 students from our main feeder schools will be invited into college for a Taster Day. If you attend this day, you will receive subject related information about progression within each subject. As part of the event programme, you will also have a choice of career talks to attend in the afternoon.</p>	<p>Volunteering Fair BENCHMARK 6 Students interested in volunteering opportunities to enhance their skills and experiences outside of lessons can visit the Volunteering Fair in the Students Union in the Spring Term, and find out more information from local and national volunteering organisations.</p> <p>National Apprenticeship Week BENCHMARK 2 A national events aimed at providing a careers guidance focus. Activities take place inside and outside of the classroom to raise the profile of careers planning.</p> <p>National Careers Week BENCHMARK 2 BENCHMARK 5 A national event that aims to encourage young people to think about their futures. A “Careers Café” virtual programme of talks links New College Pontefract Alumni to students interested in similar career paths. Curriculum areas are encouraged to link learning with careers.</p>	<p>Leeds HE & Apprenticeship Fair, Elland Road BENCHMARK 5 Students who are interested in applying for apprenticeships are invited on a college trip to the main HE & Apprenticeship Fair in Leeds.</p> <p>Mock Interviews (New) BENCHMARK 5 Local employers providing mock interviews with individual feedback and support to students looking to improve their interview technique.</p> <p>Apprenticeship Fairs BENCHMARK 5 Students can discover more about school leaver programmes and apprenticeships from locally-based employers.</p> <p>Wakefield College University Centre Pathway Day (New) BENCHMARK 7 Students are invited to attend an event at Wakefield College University Centre to explore the courses and the provision they offer.</p>		<p>Virtual University Drop-ins Benchmark 7 Our partner university, the University of Hull, provide regular virtual drop-ins for students, parents and carers to ask questions and discuss any concerns around HE progression.</p>
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		<p>Work Experience Week 1 BENCHMARK 6 Students use this week to partake in a work experience placement with an approved College Placement Provider.</p>			
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	Pre-Enrolment	Year 12	Year 13	College Leavers	
SUMMER TERM	<p>Taster Days BENCHMARK 8 A number of Taster Days take place in the Summer Term.</p> <p>Induction Day BENCHMARK 8 You will receive subject related information about progression within each subject at your induction day. As part of your programme for the day, you will also have a choice of career talks to attend.</p>	<p>UCAS Apply – Early Registration BENCHMARK 1 Those students who are looking to apply for courses with an early deadline (i.e. Medicine, Dentistry, Veterinary Science, Oxbridge, etc.) will receive a tutorial introducing them to the UCAS process and allows them to register. Students are encouraged to complete drafts of their personal statements.</p> <p>Work Experience Week 2 BENCHMARK 6 Students use this week to partake in a work experience placement with an approved College Placement Provider.</p>	<p>UCAS Applications BENCHMARK 8 Support is available for any students who are responding to their offers, and those who are late applying to UCAS.</p> <p>Wakefield Employment Hub – drop-in sessions BENCHMARK 3 Wakefield Employment Hub staff, are on hand to inform students and parents or carers about the services and support available once Year 13 students leave college.</p> <p>Futures Event BENCHMARK 3</p>	<p>College Alumni BENCHMARK 5 Leavers are able to join the official College Alumni, providing them with opportunities to come back into College to support future students, and network with other employers and employees through College events.</p>	<p>HE Evening for Parents BENCHMARK 1 BENCHMARK 7 All Y12 parents are invited to a HE Evening, with speakers covering the benefits of going to university, the UCAS process and student finance.</p> <p>Virtual University Drop-ins Benchmark 7 Our partner university, the University of Hull, provide regular virtual drop-ins for students, parents and carers to ask questions and discuss any concerns around HE progression.</p>

			An event aimed at supporting students with no clear plan, or those needing support in their preparation for finishing college at the end of Year 13.		
MAY HALF TERM					
SUMMER TERM		<p>Careers and HE Day BENCHMARK 2 BENCHMARK 5 BENCHMARK 7</p> <p>This large careers event features over 80 speakers from a range of employers and universities. This day includes a HE fair with all of the local HE and FE institutions represented.</p> <p>Admissions Test Registration (UCAT,BMAT,LNAT) BENCHMARK 7</p> <p>Students looking to study courses or at universities where there is a requirement to sit an admissions test will be encouraged to register and will be provided with support to prepare for these tests.</p> <p>University Open Day BENCHMARK 7</p> <p>All Year 12s are offered the opportunity to attend a local</p>	<p>Job Club BENCHMARK 2 BENCHMARK 3</p> <p>Year 13 students who are seeking employment are encouraged to attend a number of sessions in the Summer Term to support them with searching and applying for vacancies. Current and local vacancies are promoted through the Careers blog.</p>		

		<p>university Open Day in the Summer Term.</p> <p>BTEC Pathways Day BENCHMARK 3 BENCHMARK 7 BTEC students are invited to attend at the University of Hull to take part in workshops and talks relating their current college subjects.</p> <p>Progression & Results Day BENCHMARK 8 Students receive their Progression Exam results. Students have the option to speak to subject staff and Progress Tutors about their career aims, particularly if you need to reconsider your career options.</p>			
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PLEASE NOTE:

This programme is subject to change. Students will be notified of events at appropriate times in the year. Students should continue to check their College emails for updates and important information about College events. The Careers Programme is reviewed annually in the Summer Term.

FEEDBACK

Feedback from students, parents, staff, trust directors and external partners is important for the development of this Programme.

If you have any comments, queries or suggestions about the Careers Programme, please email ncpcareers@nclt.ac.uk.

POLICIES:

For further information about our approach to Careers, please see our *Careers Education, Information and Guidance (CEIAG) Policy*, and our *External Provider Policy* <https://nclt.ac.uk/policy-documents/>.

