



## NEW COLLEGE PONTEFRACT

# Careers Programme 2022/23

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:**

**Sarah Barber:** Assistant Principal: Student Personal Development

**Helen Lonsdale:** Progression Lead

**Emma Chappell-Davies:** Careers Adviser and lead support tutor for students applying for Medicine, Dentistry and Vet Science

**Jayne Ramskill:** Work Placement Coordinator

**Mark Anderson:** Oxbridge Coordinator and Achieving Aspirations Programme Coordinator

**Zoe Peters:** Progression Officer (Go Higher West Yorkshire)

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 2022/23**

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
<b>AUTUMN TERM</b>	<p><b>Open Saturday/Open Evenings</b>  <b>BENCHMARK 8</b>                      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><b>Enrolment</b>  <b>BENCHMARK 8</b>                      At your Enrolment interview, your interviewer can provide information advice and guidance about your subject choices.</p> <p><b>Volunteering Fair</b>  <b>BENCHMARK 6</b>                      Students interested in volunteering opportunities to enhance their skills and experiences outside of lessons can visit the Volunteering Fair as part of Freshers' Week and find out more information from local and national volunteering organisations.</p> <p><b>Y12 Tutorials</b>  <b>BENCHMARK 1</b>                      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><b>Early Applicant Day</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b>                      Students intending to apply for university courses or for conservatoires with an early application deadline meet with specialist tutors before the start of term to help them prepare for admissions tests and to complete their personal statements.</p> <p><b>Y13 Tutorials</b>  <b>BENCHMARK 1</b>                      Students are either supported with their UCAS application or supported with applying for apprenticeships and preparing for the world of work.</p> <p><b>Higher Education Widening Participation Talks</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b>                      Includes University of Newcastle PARTNERS programme, Next Step York, and the University of Leeds Access to Leeds programme. If you meet the eligibility criteria, you will be encouraged to consider these schemes, which are a great addition</p>	<p><b>Results Day &amp; Clearing</b>  <b>BENCHMARK 8</b>                      Students are provided with support from the college Careers Advisers, local HE providers and Wakefield Employment Hub on Results Day, particularly for support with UCAS Clearing, or for anyone re-considering their options beyond college.</p> <p><b>Job &amp; Apprenticeship Vacancy Information</b>  <b>BENCHMARK 2</b>                      The Careers Advisers continue 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><b>College Alumni</b>  <b>BENCHMARK 5</b>                      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><b>Welcome Evening for Year12 Parents &amp; Carers</b>  <b>BENCHMARK 7</b>  <b>BENCHMARK 8</b>                      Parents and Carers 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. Progress Tutors are also on hand to discuss options as well.</p>

		<p><b>Work Experience</b>  <b>BENCHMARK 6</b>  During tutorials 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><b>Medicine, Dentistry and Veterinary Science Applicant Sessions</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b>  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><b>Medicine and Dentistry Widening Participation Programmes</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b>  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 meet the eligibility criteria for these programmes before applying.</p>	<p>to your UCAS application and supports you into higher education.</p> <p><b>University of Hull Pathways Day</b>  <b>BENCHMARK 7</b>  Applied General students attend a day at the University of Hull, following a programme of talks mapped against courses they are already studying. Transport is provided and all students attend in their subject groups.</p> <p><b>University Open Day visits</b>  <b>BENCHMARK 7</b>  Students are encouraged to attend University Open Days and visits are organised to local HE providers for some subject groups.</p> <p><b>Admissions Test Exams (UCAT, BMAT, LNAT)</b>  <b>BENCHMARK 7</b>  Students looking to study courses at universities where there is a requirement to sit an admissions test will sit their exams early in the Autumn Term. Subject teachers and the Achieving Aspirations Programme leaders provide support as students prepare for the tests.</p> <p><b>Personal Statement Support</b>  <b>Benchmark 7</b>  Our partner university, the University of Hull, provide fortnightly drop-in</p>		
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		<p><b>Higher Education Widening Participation Talks</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b></p> <p>Includes the University of Cambridge HE+, University of Leeds Reach for Excellence scheme and the University of York's Next Steps York programme and Black Access Programme, plus the Social Mobility Foundation scheme. If you meet 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>sessions for students as they complete their Personal Statements.</p>		
<b>OCTOBER HALF TERM</b>					
<b>AUTUMN TERM</b>	<p><b>College Interviews</b>  <b>BENCHMARK 8</b></p> <p>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><b>Sutton Trust Pathways &amp; Summer School</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b></p> <p>Students who meet the eligibility criteria are encouraged to apply for Sutton Trust Pathways, and the Summer School. These programmes, run by the Sutton Trust Charity, aim to raise student aspirations.</p>	<p><b>Mock Interviews</b>  <b>BENCHMARK 7</b></p> <p>All students have the opportunity of mock interviews. Events take place specifically supporting students interested in studying Medicine, Nursing, Midwifery, Social Work or Primary Teaching, or those applying to Oxford or Cambridge.</p> <p><b>Medicine, Dentistry and Veterinary Science Applicants Skills Session and Mock Interviews</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b></p> <p>Students interested in careers in Medicine, Dentistry and Veterinary Science are invited to a skills session</p>		<p><b>Year 13 Parents and Carers (in person) Consultation Event</b>  <b>BENCHMARK 8</b></p> <p>Where there are concerns regarding academic progress, parents and carers of Year 13 students are invited to an in-person event. Parents and carers can speak to Progress Tutors and Careers Advisers, Go Higher West Yorkshire and the University of Hull have stands for drop-in questions and answers.</p>

			<p>with a current medical practitioner, which helps them to develop the skills required in applying for these courses.</p> <p><b>Apprenticeship Fair</b>  <b>BENCHMARK 5</b>  Students can discover more about school leaver programmes and apprenticeships (including Degree Apprenticeships) from local employers and apprenticeship providers who attend this event in college. College alumni attend this event to speak directly to students about their own experiences of apprenticeships.</p> <p><b>Degree Apprenticeship Workshop</b>  <b>BENCHMARK 5</b>  Students are invited to attend an event with recruiting employers to develop the skills needed for applying for degree apprenticeships.</p> <p><b>Personal Statement Support</b>  <b>Benchmark 7</b>  Our partner university, the University of Hull, provide fortnightly drop-in sessions for students as they complete their Personal Statements.</p>		
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	<b>Pre-Enrolment</b>	<b>Year 12</b>	<b>Year 13</b>	<b>College Leavers</b>	
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<p><b>SPRING TERM</b></p>	<p><b>College Interviews</b>  <b>BENCHMARK 8</b>  College interviews for applicants continue into the Spring Term with support from the Careers Advisers.</p>	<p><b>Russell Group Talks</b>  <b>BENCHMARK 7</b>  Talks are delivered by representatives of Russell Group universities and include information about Widening Participation Schemes.</p> <p><b>NCP Connects</b>  <b>BENCHMARK 5</b>  Talks are delivered by local entrepreneurs and employers.</p> <p><b>Medicine, Dentistry and Veterinary Science Applicants Support Session</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b>  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><b>Mid Yorkshire Trust Volunteering</b>  <b>BENCHMARK 5</b>  <b>BENCHMARK 6</b>  Students interested in health - related courses are encouraged to consider volunteering with the Mid Yorkshire NHS Trust. Information is distributed via email and via subject teachers and Progress Tutors.</p>	<p><b>Futures Event #1</b>  <b>BENCHMARK 3</b>  An event aimed at supporting students with no clear plan for their next steps after college. External speakers describe their own career journeys, and each student receives mentoring, individual support and a mock interview with feedback.</p> <p><b>Student Finance information and guidance for Y13</b>  <b>BENCHMARK 1</b>  Students applying to HE are provided with information and support in applying for students finance as part of the tutorial programme.</p> <p><b>HE Information Evening for Y13 Students, Parents &amp; Carers.</b>  <b>Benchmark 7</b>  In collaboration with the University of Hull, this evening provides students and their parents or carers the chance to learn more about transitioning to university, student finance and to ask questions about starting university.</p> <p><b>Student Finance and UCAS Support</b>  <b>Benchmark 7</b></p>		<p><b>Year 12 Consultation Event for parents and carers.</b>  <b>BENCHMARK 8</b>  Parents and carers 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><b>Apprenticeship Evening</b>  <b>BENCHMARK 2</b>  <b>BENCHMARK 5</b>  Students interested in applying for apprenticeships after college can come along with parents to find out more information from the college Careers Advisers and apprenticeship providers.</p>
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		<p><b>HE Information Evening for Year 13 students with SEND and their parents/carers.</b></p> <p><b>BENCHMARK 3</b></p> <p><b>BENCHMARK 7</b></p> <p>Students with SEND are invited to a bespoke event aimed at helping them to overcome worries or perceived barriers about progressing to Higher Education. Run in collaboration with the University of Hull.</p>	<p>Our partner university, the University of Hull, provide fortnightly drop-in sessions for students to provide advice and guidance about student finance, accommodation and UCAS applicant support.</p>		
<b>FEBRUARY HALF TERM</b>					
<b>SPRING TERM</b>	<p><b>Taster Days</b></p> <p><b>BENCHMARK 8</b></p> <p>Taster Days take place in the Spring Term for Year 10 students from local feeder schools. Each student follows an individual timetable including a Careers Session of their choice.</p>	<p><b>National Apprenticeship Week</b></p> <p><b>BENCHMARK 2</b></p> <p>A national event 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><b>National Careers Week</b></p> <p><b>BENCHMARK 2</b></p> <p><b>BENCHMARK 5</b></p> <p>A national event that aims to encourage young people to think about their futures. Curriculum</p>	<p><b>Leeds HE &amp; Apprenticeship Fair, Elland Road</b></p> <p><b>BENCHMARK 5</b></p> <p>Students who are interested in applying for apprenticeships are invited to join a college trip to the main HE &amp; Apprenticeship Fair in Leeds.</p> <p><b>Mock Interviews</b></p> <p><b>BENCHMARK 5</b></p> <p>Local employers providing mock interviews with individual feedback and support to students looking to improve their interview technique.</p>		



		<p>areas are encouraged to link learning with careers and highlight the college OPTIC campaign to develop employability skills.</p> <p><b>Work Experience Week 1</b>  <b>BENCHMARK 6</b>  Students can choose to use this week to partake in a work experience placement supported by college. Other students will organise their own placements at a time they are not expected to be in college such as holidays and weekends.</p>	<p><b>Wakefield College University Centre Pathway Day</b>  <b>BENCHMARK 7</b>  Students are invited to attend an event at Wakefield College University Centre to explore the courses and the provision they offer.</p> <p><b>Wakefield Employment Hub – 1:1 appointments</b>  <b>BENCHMARK 3</b>  Wakefield Employment Hub staff visit college to meet with individual students who are actively seeking employment to begin supporting them before they leave college.</p>		
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	Pre-Enrolment	Year 12	Year 13	College Leavers	
<b>SUMMER TERM</b>	<p><b>Taster Days</b>  <b>BENCHMARK 8</b>  Taster Days take place in the Summer Term for Year 10 students from local feeder schools. Each student follows an individual timetable including a Careers Session of their choice.</p>	<p><b>UCAS Apply – Registration</b>  <b>BENCHMARK 1</b>  All students are encouraged to set up a UCAS account and begin to complete an application. Support is provided during tutorials to begin a Personal Statement which can be used for UCAS or an apprenticeship application.</p>	<p><b>UCAS Applications</b>  <b>BENCHMARK 8</b>  Support is available from Progress Tutors and Careers Advisers for students as they respond to their offers, and for those who are late applying to UCAS.</p>		<p><b>Next Steps Evening for Parents and Carers</b>  <b>BENCHMARK 1</b>  <b>BENCHMARK 7</b>  All Y12 parents are invited to an evening with external speakers covering the pros and cons of going to university and apprenticeships, how to</p>

	<p><b>Induction Day</b>  <b>BENCHMARK 8</b>  Year 11 students who have received an offer of a place for the new academic year receive subject related information about progression within each subject as part of their Induction Day.</p>	<p><b>Work Experience Week 2</b>  <b>BENCHMARK 6</b>  Students can choose to use this week to partake in a work experience placement supported by college. Other students will organise their own placements at a time they are not expected to be in college such as holidays and weekends.</p> <p><b>Progression &amp; Y12 Results Day</b>  <b>BENCHMARK 8</b>  Students receive their Progression Exam results and speak to subject staff and Progress Tutors about their career aims. College Careers Advisers are available for advice if students are considering course changes.</p>	<p><b>Futures Event #2</b>  <b>BENCHMARK 3</b>  An event aimed at supporting students with no clear plan for their next steps after college. External speakers describe their own career journeys, and each student receives mentoring, individual support and a mock interview with feedback. Wakefield Employment Hub attend to meet with students to offer guidance and support.</p>		<p>apply for an apprenticeship, the UCAS process and student finance. College Careers Advisers are available to answer questions and explain the support available in college as well as local HE providers, apprenticeship providers and Wakefield Employment Hub.</p>
<b>MAY HALF TERM</b>					
<b>SUMMER TERM</b>		<p><b>Careers and HE Day</b>  <b>BENCHMARK 2</b>  <b>BENCHMARK 5</b>  <b>BENCHMARK 7</b>  This large careers event features over 80 speakers from a range of employers, apprenticeship providers and universities. The day includes an HE fair with local HE and FE institutions represented alongside employers and apprenticeship providers. All students attend tutorial sessions at</p>	<p><b>Job &amp; Apprenticeship Vacancy Information</b>  <b>BENCHMARK 2</b>  The Careers Advisers continue 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>the start and end of the day to reflect on the information they have gained from the day and to plan their next steps.</p> <p><b>University Open Day</b> <b>BENCHMARK 7</b> All Year 12s are encouraged to attend a local university Open Day in the Summer Term. A visit to University of Hull is organised with free transport to 'This Is Hull' open day in June.</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/carers, 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](mailto: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/>.

