



## NEW COLLEGE PONTEFRACT

# Careers Programme 2024/25

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:**

**Chelsea Branson-Webster:** Vice Principal: Student Personal Development

**Helen Lonsdale:** Progression Manager

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

**Rebecca Jones:** Careers Adviser and Senior Progress Tutor

**Jayne Ramskill:** Work Placement Coordinator

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

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 2023/24**

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 Evening</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>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>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></p>	<p><b>Early Applicant Day</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b>                      Students intending to apply for university courses 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 supported with their UCAS application, applying for apprenticeships and preparing for the world of work with the help of their Progress Tutor and the colleges' Careers Team.</p> <p><b>Higher Education Widening Participation Talks</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b>                      Includes University of Newcastle PARTNERS programme, York Access Scheme and the University of Leeds Access to Leeds programme. If you meet the eligibility criteria, you will be encouraged to consider these</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 (Step Up: Wakefield) 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 support students through Step Up: Wakefield if they are seeking 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 3</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>Welcome Evening for Year12 Parents &amp; Carers: SEND Students</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 8</b>                      Parents and Carers of Year 12 students are invited to attend a Welcome Evening event, enabling them to learn about the Study Support department in college and how their young person can be supported throughout their time at college.</p>

		<p>Applications to study Medicine, Dentistry, or Veterinary Science are highly competitive. Students interested in careers in these areas are invited to lunchtime sessions, 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></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 meet the eligibility criteria for these programmes before applying.</p> <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, University of Sheffield schemes, University of York's Next Steps York programme, plus the Social Mobility Foundation scheme and Realising Opportunities scheme for Russell Group universities. If you meet the eligibility criteria, you will be encouraged to consider these</p>	<p>schemes, which are a great addition to your UCAS application and supports you into higher education.</p> <p><b>University Open Day visits</b>  <b>BENCHMARK 7</b></p> <p>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></p> <p>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></p> <p>Our partner university, the University of Hull, provide fortnightly drop-in sessions for students as they complete their Personal Statements. We also work with Leeds Trinity, Huddersfield and Lancaster universities who offer subject-specific workshops and individual appointments for personal statements.</p>		
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		schemes, which are a great addition to your UCAS application and supports you into higher education.	<b>Foundation Art talks</b> <b>BENCHMARK 3</b> <b>BENCHMARK 7</b> Foundation Art staff deliver talks to Y13 students of Visual Arts and Digital Arts subjects so that students consider this as a progression option.		
<b>OCTOBER HALF TERM</b>					
<b>AUTUMN TERM</b>	<b>College Interviews</b> <b>BENCHMARK 8</b> 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.  <b>Year 11 Scholars Event</b> <b>BENCHMARK 7</b> Pupils from local feeder schools attend an event in college to meet a representative of Selwyn College Cambridge and our coordinator for NCP Achieving Aspirations Programme to start thinking about their future and how to choose A level courses.	<b>Sutton Trust Pathways &amp; Summer School</b> <b>BENCHMARK 3</b> <b>BENCHMARK 7</b> 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.	<b>Mock Interviews</b> <b>BENCHMARK 7</b> 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.  <b>Medicine, Dentistry and Veterinary Science Applicants Skills Session and Mock Interviews</b> <b>BENCHMARK 3</b> <b>BENCHMARK 7</b> 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.  <b>Apprenticeship Fair</b> <b>BENCHMARK 5</b> Students can discover more about school leaver programmes and apprenticeships (including Degree		<b>Year 12/13 Parents and Carers (in person) Consultation Event</b> <b>BENCHMARK 8</b> Where there are concerns regarding academic progress, parents and carers of Year 12/13 students are invited to an in-person event. Parents and carers can speak to Progress Tutors and Careers Advisers as well as universities and the Step-Up team through Wakefield Employment Hub for drop-in questions and answers.

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.

**Employer Workshop**

**BENCHMARK 2**

**BENCHMARK 5**

Students are invited to attend alongside members of their tutor group a workshop in college with an employer to help develop an awareness of what Employers look for and learn how to be successful in a recruitment process.

**Leeds HE & Apprenticeship Fair, Elland Road**

**BENCHMARK 5**

Students who are interested in applying for apprenticeships or university are invited to join a college trip to the main HE & Apprenticeship Fair in Leeds.

**Personal Statement Support**

**Benchmark 7**

Our partner university, the University of Hull, provide fortnightly drop-in sessions for students as they complete their Personal Statements, alongside other universities.

			<p><b>Foundation Art interviews</b>  <b>BENCHMARK 3</b>  <b>BENCHMARK 7</b>  Foundation Art staff interview Y13 students who wish to progress this option.</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>		
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	Pre-Enrolment	Year 12	Year 13	College Leavers	
<b>SPRING TERM</b>	<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>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 to find out more information from local and national volunteering organisations.</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 student finance as part of the tutorial programme.</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/carers to find out more information from the college Careers Advisers, apprenticeship providers,</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>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 support sessions involving a number of ex-students currently studying either Medicine, Dentistry or Veterinary Science.</p>	<p><b>Student Finance and UCAS Support</b>  <b>Benchmark 7</b>  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> <p><b>Leeds Apprenticeship Fair</b>  <b>BENCHMARK 5</b>  Year 13 students visit Yorkshires largest apprenticeship fair to talk to employers who are recruiting for apprenticeships.</p> <p><b>Futures Event #2</b>  <b>BENCHMARK 3</b>  A follow up event aimed at supporting students with no clear plan for their next steps after college. The Step-Up team at Wakefield Employment Hub provide one to one appointments, alongside the colleges' careers team to support students with applying to apprenticeships and jobs.</p>		<p>employers and college Alumni.</p> <p><b>Prepare for Uni event 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>
<b>FEBRUARY HALF TERM</b>					



<b>SPRING TERM</b>	<b>Taster Days</b> <b>BENCHMARK 8</b> Taster Days take place in the Spring Term for Year 10 students from local feeder schools. Each student follows an individual timetable based on subjects they would be interested in exploring.	<b>National Apprenticeship Week</b> <b>BENCHMARK 2</b> 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.  <b>National Careers Week</b> <b>BENCHMARK 2</b> <b>BENCHMARK 5</b> A national event that aims to encourage young people to think about their futures. Curriculum areas are encouraged to link learning with careers and highlight the college OPTIC campaign to develop employability skills.	<b>Mock Interviews</b> <b>BENCHMARK 5</b> Our college careers advisors can provide mock interviews with individual feedback and support to students looking to improve their interview technique.		<b>HE Information Evening for Year 12 students with SEND and their parents/carers.</b>  <b>BENCHMARK 3</b> <b>BENCHMARK 5</b> <b>BENCHMARK 7</b>  Students with SEND are invited to a bespoke event aimed at helping them to overcome worries or perceived barriers about progressing to Higher Education, Employment and Apprenticeships.
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	Pre-Enrolment	Year 12	Year 13	College Leavers	
<b>SUMMER TERM</b>	<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 based on subjects they would be interested in exploring.	<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	<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.		<b>Next Steps Evening for Parents and Carers</b> <b>BENCHMARK 1</b> <b>BENCHMARK 5</b> <b>BENCHMARK 7</b> All Y12 parents/carers are invited to an evening with external speakers covering the pros and cons of going to university and

	<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>email and via subject teachers and Progress Tutors</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>Y12 Progression 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>Mid Yorks NHS Recruitment Event</b>  <b>BENCHMARK 5</b>  Students interested in a career in Healthcare are invited to attend a recruitment event with Mid Yorks NHS to apply for Health Support Worker roles.</p>		<p>apprenticeships, how to 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 120 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</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 provide access to vacancies via the college email system.</p>		

		<p>students attend tutorial sessions at the start of the day to plan the day and think about their next steps after college.</p> <p><b>University Open Days</b>  <b>BENCHMARK 7</b>  All Year 12s are encouraged to attend local university open days in the Summer Term. A visit to University of Hull is organised with free transport to 'This Is Hull' open day in June and University of Newcastle/Northumbria University open day.</p> <p><b>Work Experience Week</b>  <b>BENCHMARK 6</b>  All students will complete a two-day work experience placement in July and will be supported by the college to organise this. Some students may complete online work experience in college if there are no other appropriate options to go to a work place. Other students will organise their own placements at a time they are not expected to be in college such as holidays and weekends.</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 and Teams groups 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/policies/>

