



## NEW COLLEGE PONTEFRACT

# Careers Programme 2026/27

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.

**The following staff have roles in the planning and co-ordination of the Careers Programme:**

| Name                 | College Role                                           | Role in Careers Programme                                                        |
|----------------------|--------------------------------------------------------|----------------------------------------------------------------------------------|
| Helen Lonsdale       | Careers and Destinations Manager (DSLIT)               | Careers Lead                                                                     |
| Emma Chappell-Davies | Careers Adviser                                        | Personal Guidance and supporting Medicine, Vet Medicine and Dentistry Applicants |
| Rebecca Jones        | Careers Advisor and Senior Progress Tutor (DSLIT)      | Personal Guidance                                                                |
| Jayne Ramskill       | Work Experience Coordinator                            | Work Experience                                                                  |
| Mark Anderson        | Achieving Aspirations Co-Ordinator and English Teacher | Oxbridge and Elite Universities group                                            |

## CAREERS PROGRAMME 2026/2027

The Careers Programme is made up of six strands:

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| <p><b>1.</b></p> <p><b>Tutorial Programme</b></p> <p>As part of the tutorial programme in Year 12, students explore their post-18 progression options, learn about HE, apprenticeships and the world of work, and how the skills they develop in college can support their preparation for life after New College. In Year 13, the tutorial programme provides practical support with making applications to HE, apprenticeships to employment and provides guidance on how they can manage their transition to the next stage.</p> | <p><b>2.</b></p> <p><b>Subject Specific Employer &amp; HE Encounters</b></p> <p>Subject areas are expected to integrate at least one HE encounter and one industry encounter each year for all students who study their course. This usually takes the form of a trip, workshop or visiting speaker.</p> | <p><b>3.</b></p> <p><b>Employability Skills (OPTIC)</b></p> <p>Subject areas are expected to provide students with opportunities to develop their organisation, problem solving, teamwork, innovation and communication skills, and ensure that students reflect on and are aware of when these skills are developed.</p> | <p><b>4.</b></p> <p><b>Work Experience</b></p> <p>Students on Double and Triple BTEC courses experience work placements or a series of work-related trips and visits as part of their course.</p> <p>All students complete a work experience placement in Year 12 and are provided with support to find a suitable placement through the tutorial programme.</p> <p>Students also complete virtual work experience as part of the tutorial programme.</p> | <p><b>5.</b></p> <p><b>Personal Guidance</b></p> <p>All students have the opportunity to meet with a Careers Advisor for one-to-one careers appointments.</p> <p>In addition, we regularly survey student career intentions and aspirations which allow us to provide appropriate individual guidance, intervention and support as the need arises.</p> <p>Targeted personal guidance occurs for students from key groups</p> | <p><b>6.</b></p> <p><b>Careers Events &amp; Activities</b></p> <p>This encompasses a wide range of activities and events that take place outside of subject lessons, including tutorials aimed at supporting students to make informed decisions and supporting them in making applications to higher education, apprenticeships or employment. Details of the core programme are over the page.</p> |
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## CORE PROGRAMME OF CAREER ACTIVITIES 2025/26

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:

### Autumn Term

| Pre-Enrolment                                                                                                                                                                                                                    | Year 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Year 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | College Leavers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Parents & Carers                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p><b>Open Saturday/Open Evening</b><br/> <b>BENCHMARK 8</b><br/>           If you are considering your options at college and beyond you can speak to subject staff, Progress Tutors, and the Careers Team at these events.</p> | <p><b>Enrolment</b><br/> <b>BENCHMARK 8</b><br/>           At your Enrolment interview, your interviewer can provide information advice and guidance about your subject choices.</p> <p><b>Freshers Week</b><br/> <b>Benchmark 7</b><br/> <b>Benchmark 8</b><br/>           The Careers Team and Huddersfield University are stall holders at the Freshers Fair providing information about support available for their next step, via some fun myth busting games</p> <p><b>Y12 Tutorials</b><br/> <b>BENCHMARK 1</b><br/>           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 for Medicine, Vet Medicine and Dentistry Applicants</b><br/> <b>BENCHMARK 3</b><br/> <b>BENCHMARK 7</b><br/>           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><br/> <b>BENCHMARK 1</b><br/>           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>Results Day &amp; Clearing</b><br/> <b>BENCHMARK 8</b><br/>           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><br/> <b>BENCHMARK 2</b><br/>           The Careers Advisers continue to provide college leavers with current vacancies in the final weeks of summer, and referrals can be completed to support students through Step Up: Wakefield if they are seeking employment.</p> | <p><b>Welcome Evening for Year12 Parents &amp; Carers</b><br/> <b>BENCHMARK 3</b><br/> <b>BENCHMARK 8</b><br/>           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. They are made aware of Careers support and Destinations data.</p> |

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|  | <p><b>Work Experience</b><br/> <b>BENCHMARK 6</b><br/> 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><br/> <b>BENCHMARK 3</b><br/> <b>BENCHMARK 7</b><br/> 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><br/> <b>BENCHMARK 3</b><br/> <b>BENCHMARK 7</b><br/> 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 Promotion</b><br/> <b>BENCHMARK 3</b><br/> <b>BENCHMARK 7</b><br/> Includes promotion of University of Newcastle PARTNERS programme 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 to your UCAS application and supports you into higher education.</p> <p><b>University Open Day visits</b><br/> <b>BENCHMARK 7</b><br/> 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><br/> <b>BENCHMARK 7</b><br/> 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>College Alumni</b><br/> <b>BENCHMARK 5</b><br/> 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: SEND Students</b><br/> <b>BENCHMARK 3</b><br/> <b>BENCHMARK 8</b><br/> 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. There is also a short introduction to the careers support for next steps after college.</p> |
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|                                                                                                                                                                                                                                                                      | <b>Higher Education Widening Participation Talks</b><br><b>BENCHMARK 3</b><br><b>BENCHMARK 7</b><br>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 schemes, which are a fantastic addition to your UCAS application and supports you into higher education. | <b>Personal Statement Support</b><br><b>Benchmark 7</b><br>Our partner universities, which includes Leeds Beckett, Huddersfield, Northumbria, York St John, Lancaster, University of Leeds and Nottingham Trent University provide weekly appointments for students as they complete their Personal Statements. Support is also available via the Careers Team and Progress Tutors.<br><br><b>Foundation Art talks</b><br><b>BENCHMARK 3</b><br><b>BENCHMARK 7</b><br>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>College Interviews</b><br><b>BENCHMARK 8</b><br>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>Sutton Trust Pathways &amp; Summer School</b><br><b>BENCHMARK 3</b><br><b>BENCHMARK 7</b><br>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><br><b>BENCHMARK 7</b><br>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>Year 12/13 Parents and Carers (in person) Consultation Event</b><br><b>BENCHMARK 8</b><br>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 |

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| <p><b>Year 11 Scholars Event</b><br/> <b>BENCHMARK 7</b><br/> 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.</p> |  | <p><b>Medicine, Dentistry and Vet Medicine Applicants Skills Session and Mock Interviews</b><br/> <b>BENCHMARK 3</b><br/> <b>BENCHMARK 7</b><br/> 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><b>Apprenticeship Fair</b><br/> <b>BENCHMARK 5</b><br/> 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>Employer Workshop</b><br/> <b>BENCHMARK 2</b><br/> <b>BENCHMARK 5</b><br/> All Year 13 tutor groups attend an Employer workshop as part of Employer Take Over week in college. This activity aims to develop an awareness of what employers look for and students learn how to be successful in a recruitment process.</p> |  | <p>Employment Hub for drop-in questions and answers.</p> |
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|  |  | <p><b>Leeds HE &amp; Apprenticeship Fair, Elland Road</b><br/> <b>BENCHMARK 5</b><br/> Students who are interested in applying for apprenticeships or university are invited to join a college trip to the main HE &amp; Apprenticeship Fair in Leeds.</p> <p><b>Personal Statement Support</b><br/> <b>Benchmark 7</b><br/> Our partner universities continue to offer bookable appointments to receive advice on their personal statement</p> <p><b>Foundation Art interviews</b><br/> <b>BENCHMARK 3</b><br/> <b>BENCHMARK 7</b><br/> Foundation Art staff interview<br/> Y13 students who wish to progress this option.</p> <p><b>UCAS Mop-Up Day</b><br/> <b>Benchmark 7</b><br/> Students who have not submitted their UCAS application by the college internal deadline are invited to receive support from the Careers Team and local Universities to help them complete</p> |  |  |
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## Spring Term

| Pre-Enrolment                                                                                                                                              | Year 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Year 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | College Leavers |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>College Interviews</b><br><b>BENCHMARK 8</b><br>College interviews for applicants continue into the Spring Term with support from the Careers Advisers. | <b>Volunteering Fair</b><br><b>BENCHMARK 6</b><br>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.<br><br><b>Russell Group University Promotion</b><br><b>BENCHMARK 7</b><br>Information is delivered during tutorials about the Russell Group universities and include information about Widening Participation Schemes.<br><br><b>Yorkshire based Commuter University Promotion</b><br><b>BENCHMARK 7</b><br>Information is delivered by representatives of our local universities to introduce students to some of the options available more locally. | <b>Student Finance information and guidance for Y13</b><br><b>BENCHMARK 1</b><br>Students applying to HE are provided with information and support in applying for student finance as part of the tutorial programme.<br><br><b>Student Finance and UCAS Support</b><br><b>Benchmark 7</b><br>Our partner universities continue to provide bookable appointments for students to provide advice and guidance about student finance, accommodation, and UCAS applicant support.<br><br><b>Second UCAS Mop-Up Day</b><br><b>Benchmark 7</b><br>Ahead of the external deadline, students with outstanding applications are supported from the Careers team and local university partners to complete ahead of the deadline.<br><br><b>Leeds Apprenticeship Fair</b><br><b>BENCHMARK 5</b><br>Year 13 students visit Yorkshires largest apprenticeship fair to talk to |                 | <b>Apprenticeship Fair and Evening</b><br><b>BENCHMARK 2</b><br><b>BENCHMARK 5</b><br>Students interested in applying for apprenticeships can come along during the day to visit an apprenticeship fair and parents/carers can come along from 4pm to find out more information from the college Careers Advisers, apprenticeship providers, employers, and college Alumni.<br><br><b>Prepare for Uni event for Y13 Students, Parents &amp; Carers.</b><br><b>Benchmark 7</b><br>In collaboration with Leeds Beckett University, 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. They will also hear from NCP Alumni about their experiences at university. |

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|                                                                                                                                                                                                                                                            | <p><b>Medicine, Dentistry and Veterinary Science Applicants Support Session</b></p> <p><b>BENCHMARK 3</b><br/><b>BENCHMARK 7</b></p> <p>Students interested in careers in these areas are invited to support sessions involving a few ex-students currently studying either Medicine, Dentistry or Veterinary Science.</p>                                                                                                                                                                                                                                           | employers who are recruiting for apprenticeships.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                             |
| <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 based on subjects they would be interested in exploring.</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><br/><b>BENCHMARK 5</b></p> <p>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.</p> | <p><b>Mock Interviews</b></p> <p><b>BENCHMARK 5</b></p> <p>Our college careers advisors can provide mock interviews with individual feedback and support to students looking to improve their interview technique.</p> <p><b>Student Life Take Over Week</b></p> <p><b>BENCHMARK 7</b></p> <p>Year 13 students who have applied to university attend some tutorial sessions to help prepare for moving away to university.</p> <p><b>Apprenticeship Applications</b></p> <p><b>BENCHMARK 2 and 5</b></p> <p>Year 13 students applying for jobs and apprenticeships attend job club tutorials to receive support with their applications</p> |  | <p><b>HE Information Evening for Year 12 students with SEND and their parents/carers.</b></p> <p><b>BENCHMARK 3</b></p> <p><b>BENCHMARK 5</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, Employment and Apprenticeships.</p> |

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|  |  | <b>At Risk NEET support</b><br><a href="#">Benchmark 8</a><br>Any students without a next step plan are identified by their Progress Tutor. A number of interventions are then provided to support, including a 1 to 1 appointment with their Progress Tutor, Parent meetings, personal guidance, an appointment with Wakefield Employment Service or Street League or help with making a late UCAS application. |  |  |
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## Summer Term

| Pre-Enrolment                                                                                                                                                                                                                                        | Year 12                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Year 13                                                                                                                                                                                                              | College Leavers |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Taster Days</b><br><a href="#">BENCHMARK 8</a><br>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><br><a href="#">BENCHMARK 5</a><br><a href="#">BENCHMARK 6</a><br>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<br><br><b>UCAS Apply – Registration</b><br><a href="#">BENCHMARK 1</a><br>All students are encouraged to set up a UCAS account and begin to | <b>UCAS Applications</b><br><a href="#">BENCHMARK 8</a><br>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><br><a href="#">BENCHMARK 1</a><br><a href="#">BENCHMARK 5</a><br><a href="#">BENCHMARK 7</a><br>All Y12 parents/carers are invited to an evening with external HE providers and employers to look at their options beyond college. There is an opportunity to speak to stall holders throughout the event around a range of options, including the college's Careers and work experience team. Prior to this event all parents and carers are sent links to |

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| <p><b>Induction Day</b><br/><b>BENCHMARK 8</b><br/>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>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><br/><b>BENCHMARK 8</b><br/>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><br/><b>BENCHMARK 5</b><br/><br/>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>some online recordings about each of the options and the support available in college in order to support with some background knowledge before attending this event.</p> |
|                                                                                                                                                                                                                                                   | <p><b>Careers and HE Day</b><br/><b>BENCHMARK 2</b><br/><b>BENCHMARK 5</b><br/><b>BENCHMARK 7</b><br/>This large career 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 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><br/><b>BENCHMARK 7</b><br/>All Year 12s are encouraged to attend local university open days in the Summer Term. A visit to</p> | <p><b>Job &amp; Apprenticeship Vacancy Information</b><br/><b>BENCHMARK 2</b><br/>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><b>Employer Visit</b><br/><b>Benchmark 4</b><br/>Any students identified as At Risk NEET are invited to attend an employer visit to Next to gain an experience of a workplace and visit a Careers Fair.<br/>A follow-up visit is arranged for support with C.V.s and includes support for students who require interview clothing</p> |  |                                                                                                                                                                              |

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|  | <p>Northumberland and Newcastle University is organised with free transport.</p> <p><b>Work Experience Week</b><br/> <b>BENCHMARK 6</b><br/> All students will complete a four 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 workplace. 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 valuable 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/>

