**Nelson and Colne College Careers Programme 2020-21**

At each stage in your learner journey you will be supported and encouraged to consider your career options beyond college. Our Careers Programme provides information about the main events that you may encounter during your time at Nelson and Colne College.

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| **Pre-Enrolment** | **16-18 Study programme** | **High Needs** | **Adults** | **Apprenticeships** | **Moving On (NEET)** |
|  | **School Activity (Yrs 8-11)**  You may receive information and advice by the School Liaison Team through class sessions, parent’s evenings, careers and options events about your GCSE options and opportunities post-16. Activities are school dependant.  **Yr 10 & 11 Open Events**  You will receive subject related and progression information from course tutors. You can speak to the Careers Zone team if you require Information Advice and Guidance about your options and future career plans.  **College Interviews (Yr 11)**  Your interviewer will provide information and advice about your chosen subject. The Careers Zone team will be present if you require additional Information Advice and Guidance.  **Taster Days (Year 10) and New Student Days (Year 11)**  You will receive subject related and progression information from course tutors.  **College Careers Expo**  You will receive information about a variety of different career opportunities including apprenticeships, further and higher education, volunteering and meeting with local and national employers. The Careers Zone team will be present if you require additional Information Advice and Guidance. | **School Activity:**  You will be able to work with the local authority, your school Special Needs Co-ordinator (SENCO), who will have worked with you to prepare your career pathway, to arrange for transition as identified in your Educational Health Care Plan (EHCP).  **Yr10 & 11 Open Events:**  You will receive subject related and progression information from course tutors, and the college Careers Zone team, and the Learning Support team will be available to talk to you about your planned pathway.  **College Interviews (Year 11)**  Your interviewer will provide information about your chosen subject area, and the Careers Zone team and the Learning Support team will be available to offer any specialist advice and guidance to ensure that you are supported onto the right programme that will support you in achieving your goals as specified in your EHCP.  **Student Days (Year 11)**  You will be able to attend college days as part of your transition, and at all stages the Careers Zone team and Learning Support teams will be available to ensure that you are ready to come to college in September, and have a clear understanding of the progression opportunities from your chosen course to achieve your career aspirations.  **College Careers Expo**  Your will be able to attend the College Careers Expo where there will be a variety of different career opportunities including further and higher education, volunteering and meeting with local and national employers. The Careers Zone team will be able to support with information about Access to Work, if needed, funding and Student Finance, accessing the Disabled Student Allowance, and any other questions that you might have when considering your progression into college. | Access to IAG & Careers advice available and advertised through college publicity.  Course Information Sheets are linked to the website and available for students to view with or without support from the IAG & Careers Team.  Information and Enrolment events planned as part of the public programme offer.  Initial assessment and interviews available on relevant programmes of study. | **School Activity (Yrs 8-11)**  You may receive information and advice by the School Liaison Team through class sessions, parent’s evenings, careers and options events about your GCSE options and opportunities post-16. Activities are school dependant.  **Yr 10 & 11 Open Events**  You will receive subject related and progression information from the Apprenticeship team. You can speak to the Careers Zone team if you require Information Advice and Guidance about your options and future career plans.  **College Interviews (Yr 11)**  Your interviewer will provide information and advice about your chosen apprenticeship. The Careers Zone team will be present if you require additional Information Advice and Guidance.  **College External Careers Expo**  You will receive information about a variety of different career opportunities including apprenticeships, further and higher education, volunteering and meeting with local and national employers. The Careers Zone team will be present if you require additional Information Advice and Guidance. | **School Activity (Yrs 10 -11)**  You may receive information and advice through class sessions and, parent’s evenings about the Moving on programme. Activities are school dependant.  **Programme Interview (Yrs 10- 11)**  Your interviewer will provide information and advice about the Moving On programme. If you require additional Information Advice and Guidance you can be referred to the Careers Zone team.  **College Careers Expo**  You will receive information about a variety of different career opportunities including apprenticeships, further and higher education, volunteering and meeting with local and national employers. The Careers Zone team will be present if you require additional Information Advice and Guidance. |
| **At Enrolment** | **16-18 Study programme** | **High Needs** | **Adults** | **Apprenticeships** | **Moving On (NEET)** |
|  | Subject specific information and advice available from Curriculum Teams. The Careers Zone team will be present if you require additional Information Advice and Guidance. | At enrolment there will be support to ensure that you are able to enrol, and the Careers Zone team will be available if you require any additional Information Advice and Guidance. | Subject specific information and advice available from Curriculum Teams. Additional IAG and Careers available at request or as required. | Subject specific information and advice available from the Apprenticeship Teams. | Information and advice will be given by the enrolling team, tailoring the programme to your specific needs.  Additional IAG and Careers information is available on request or as required. |
| **On Programme** | **16-18 Study programme** | **High Needs** | **Adults** | **Apprenticeships** | **Moving On (NEET)** |
|  | **Induction/Fresher’s Fair**  You will be receiving information about the Careers Zone team, employability/work experience and destinations during induction. You will receive information about volunteering and extra-curricular opportunities at the Fresher’s Fair.  **Tutorial**  You will have regular contact with your Personal Tutor and at least two 1:1 reviews in terms 1 and 2 to discuss your long term career goal. You will be offered an appointment with the Careers Zone team if you require additional Information Advice and Guidance.  **Workplace experiences**  If you are on a vocational programme you will be supported to apply for, find a placement and complete work experience which will be a minimum of:  5 hours p/yr (Entry and Level 1)  10 hours p/yr (Level 2)  35 hours p/yr (Level 3)  **College Careers Expo**  You will receive information about a variety of different career opportunities including apprenticeships, further and higher education, volunteering and meeting with local and national employers. The Careers Zone team will be present if you require additional Information Advice and Guidance.  **Higher Education (Level 3)**  You will have the opportunity to visit at least one university and through group tutorial you will receive information about higher education options (including higher/degree apprenticeships and the College’s undergraduate programmes) and support with your UCAS and/or College applications  **Personal Advice and Guidance**  You can access support from the Careers Zone team for personalised Information, Advice and Guidance to explore your progression options beyond college.  **Parent events**  The Careers Zone team will be available at all parent evenings. Parents of Level 3 students will be invited to a University Advice event to cover the benefits and process of applying to university and Student Finance event. | **Induction/Fresher’s Fair**  You will receive information about the Careers Zone team, employability/work experience and destinations during induction, along with information about specialist services that you may need to support your journey  **Tutorial**  You will have regular contact with your personal tutor and at least two 1:1 reviews in term 1 and 2 to discuss your long term career goals. Your reviews will include progress towards the targets in your Education Health and Care plan to ensure that you are on target to develop the skills needed to enable you to progress, and to ensure that you are aware of all the options available to you to achieve your goals.  **Workplace experiences**  You will be supported to apply for work experience that is in line with your needs, the course that you are on, and the outcomes on your EHCP. You will be supported to make meaningful interactions with employers to ensure that you have positive experiences of the workplace to support your career aspirations  **On Programme**  All college courses are aimed at progressing people into the best possible career destinations. You will have support from your tutor and the delivery team, employability and independent living skills will be included as part of the curriculum to prepare you for life outside college  **College Careers Expo**  You will receive information about a variety of different career opportunities including apprenticeships, further and higher education, volunteering and meeting with local and national employers. The Careers Zone team and Learning Support team will be present if you require additional Information Advice and Guidance.  **Higher Education (Level 3)**  You will have the opportunity to visit at least one university and through group tutorial you will receive information about higher education options (including higher/degree apprenticeships and the College’s undergraduate programmes) and support with your UCAS and/or College applications  **Personal Advice and Guidance**  You will have at least one in depth guidance interview with a member of the Careers Zone team during the year to ensure that you progress into a positive destination that supports you in meeting your outcomes on your EHCP | At induction and throughout the course, teachers ensure students receive subject related information about progression.  Where relevant, teachers provide meaningful encounters with employers.  Mock interviews and other employability skills are developed as part of the curriculum offer.  Where appropriate, IAG & Careers Officers carry out class visits and 1:1 guidance interviews to ensure students have opportunities to explore progression options beyond college. | **Individual Progress Reviews**  You will have a review with your assessor and employer at key points during your apprenticeship (6 wks, 3, 6, 9 and 12 months) to assess progress on your apprenticeship towards your long term career goal. And then every 3 months if longer than 12 months  Level 3 and above apprentices will be given information about higher education opportunities, including the College’s undergraduate programmes and offered a face-to-face or telephone appointment with the Careers Zone team if you require additional Information Advice and Guidance. | **Individual Progress Reviews**  You will have reviews with your project worker at key points during the programme to assess progress towards your long term career goal.  **Personal Advice and Guidance**  You can access support from the Careers Zone team for personalised Information, Advice and Guidance to explore your progression options beyond college. |
| **Course Exit** | **16-18 Study programme** | **High Needs** | **Adults** | **Apprenticeships** | **Moving On (NEET)** |
|  | **Exit Review**  You will have and End of Year ILP with your tutor. You will be offered an appointment with the Careers Zone team if you require additional support with your future destination. | **Exit Review**  You will have a statutory review of your EHCP and you will have had an appointment for guidance with the Careers Zone team to ensure that you are achieving the outcomes of your EHCP. | IAG and Careers Officers are available to provide guidance and support as requested, particularly for those that are re-considering options.  Follow up contact is offered to track the destinations of students and reengage those who may not have sustained a positive destination. | **Exit Review**  You will be offered a face-to-face or telephone appointment with the Careers Zone team if you require additional Information Advice and Guidance. | **Exit Review**  You will be offered a face-to-face or telephone appointment with the Careers Zone team if you require additional Information Advice and Guidance. |