

# Careers & Enterprise Programme 23/24

The College is committed to providing our students with outstanding and comprehensive, Impartial Careers Education Information Advice and Guidance, adopting the Gatsby Guidelines (see below). We work hard to raise aspirations and equip students with the behaviours, knowledge and skills to become successful career & future planners, who make informed choices in relation to their learning, work and life goals. CEIAG is delivered throughout the learner journey from pre-entry course information at high school and advice on post 16yrs pathways, to education through the curriculum and tutorial system, and students have access to impartial information, advice and guidance services whilst on-course and when progression planning. *(The programme is subject to change, delivery is flexible in order to meet the needs of learners and different course levels)*

*Our Careers and Enterprise programme embraces the 8 Gatsby Guidelines and aims to:*

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| (1) Provide a stable careers programme                 | (5) Provides encounters with employers and employees |
| (2) Learning from career and labour market information | (6) Experiences of workplaces                        |
| (3) Addresses the needs of each student                | (7) Encounters with further and higher education     |
| (4) Links curriculum learning to careers               | (8) Personal guidance                                |

<b>Careers Education – A variety of activities are embedded into the study programme/course curriculum</b>	<b>Gatsby Benchmark</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Tutorial Sessions – ASPIRE framework. <b>Raising Aspirations</b> along with <b>Equal opportunities /Challenging Stereotyping</b>	1, 2,3,4 ,5		*	*	*	*	*	*	*	*	*	*	
Tutorial Sessions – ASPIRE framework <b>Self Awareness/Goal setting/ Decision making Career Exploration - Unifrog /Labour Market Information (LMI)</b>	1,2, 3, 4,7		*	*	*			*	*	*			
Tutorial Sessions - <b>Introduction to Work Experience</b>	1, 2, 4, 5		*	*								*	

Tutorial Sessions – ASPIRE framework, <b>Progression Options</b>	1,3,4,7						*	*	*	*	*	*	
Tutorial Sessions – ASPIRE framework, <b>Employability Including-Seeking employment / Completing applications/ CV Writing / Preparing &amp; Attending Job Interviews / Mock Interviews/Social Media Profiles</b>	1, 4, 5,7			*	*			*	*	*	*	*	
Tutorial Sessions – ASPIRE framework, <b>Preparing for HE, making UCAS /HE Applications /Higher &amp; Degree Apprenticeships.</b> (All aspects covered; Researching choices/ UCAS system/ NAS/ Application form, personal statements writing, student finance, accommodation, budgeting etc.)	1,2,3,4,7			*	*	*	*	*	*	*	*	*	
<b>High Achievers Programme/ Professional Study Programmes (Cronton) - Tomorrows Scientists, Lawyers, Teachers, Engineers and Student Leadership Team.</b> <b>Higher Achievers Programme (Cronton &amp; Kingsway Vocational) - Careers Coaches,</b>	1, 2,3,4, 5, 6,7		*	*	*	*	*	*	*	*	*	*	
<b>Widening Participation Programmes e.g.:</b> Liverpool Scholars, Sutton Trust Programme (USA) and the Social Mobility Fund, 0 gravity, Cambridge Shadowing + Others	1,2,3,7	*	*	*	*	*	*	*	*	*	*	*	*
Curriculum linked Careers modules	1,2, 3, 4,5,7			*	*	*	*	*	*	*	*	*	
<b>Enterprise Activities:</b> Foundation Studies & Vocational Students	1,3,4,5			*	*	*				*	*	*	
<b>Work Experience and Industry placements</b> External and internal: Scholars Restaurants, Vita Salon, A Level WEX Week, Cronton Playhouse,	1,3, 4, 5, 6		*	*	*	*	*	*	*	*	*	*	

Supported work placements in different departments and community projects													
HE Week & HE Fairs on campus / UCAS Conventions /Open days HE Providers-Universities & Colleges/ Employers - Higher & Degree Apprenticeships, Student Finance)	1,2,3, 5,6,7								*			*	
HE Morning all L3 year 1 Learners off timetable to complete: HE Research/ UCAS Registration/application form/ Personal statement writing/Student accommodation /Student finance and budgeting	1, 2,3,7											*	
ASPIRE week	1,2,3,4,5,6,7				*				*				
Health and Social Care Futures Week	1,2,3,4,5,6,7											*	
Engineering Department – Careers in Engineering Week	1,2,3,4,5,6,7						*						
National Careers / Apprentice Week	1,2, 3, 4,							*	*	*			
Apprenticeship Workshops	1, 2,3,4,7									*	*		
Curriculum Trips & Visits; World Skills Show, Trade Fairs & Competitions and Visiting speakers	1,2,3,4 5,6,7		*	*	*	*	*	*	*	*	*	*	*
School work: Assemblies, Parent Events, Admissions Interviews, Year 9 /10 High Achievers days / STEM Events / Revision Assemblies / Curriculum Specific Events and Workshops / Year 10 Sampling / Oxbridge Visits & Events / New student days /School Link Programmes / Scholarship Interviews /CV & Employability lessons delivered in schools.	1,2,3,4,7		*	*	*	*	*	*	*	*	*	*	*
<b>Careers Information &amp; Resources</b>	<b>Gatsby Benchmark</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>

<i>Students have access to up to date information and resources to inform decision making through the following:</i>													
College Prospectus / Website /ACE Leaflets /Apprenticeship Leaflets / WEX Booklets / Curriculum Literature/ Personal Tutor (ASPIRE) Booklets	1, 2,3,4	*	*	*	*	*	*	*	*	*	*	*	*
<b>School work:</b> Assemblies, Parent Events, Admissions Interviews, Year 9 /10 High Achievers days / STEM Events / Revision Assemblies / Curriculum Specific Events and Workshops / Year 10 Sampling / Oxbridge Visits & Events / New student days /School Link Programmes / Scholarship Interviews /CV & Employability lessons delivered in schools.	2,3,4,7, 8		*	*	*	*	*	*	*	*	*	*	*
Advice Careers Employability (ACE) page website National Careers Service /National Apprentice Service/National Citizen Service/UCAS/ University & College websites / Student Finance England /Employer & Voluntary Organisations, LCR Careers HUB Websites	2,3, 7,8		*	*	*	*	*	*	*	*	*	*	
<b>Learning Resource Centres</b> – Access to careers information/ IT	2, 4,7		*	*	*	*	*	*	*	*	*	*	*
<b>Unifrog</b> Software and Careers /Labour Market Information Data Base – Employee videos, Groups sessions / Individual use via Solar ACE Page. SACU Careers Quiz.	1,2,3,4,5,7		*	*	*	*	*	*	*	*	*	*	*
Tutorial & Tutor resources produced by ACE / Programme Managers /Suitcase/ Tutors	1,2,3,4,7,8		*	*	*	*	*	*	*	*	*	*	*
High Achievers Programme (HAP) & <b>Professional Study Programmes</b> -Tomorrows Scientists, Lawyers, Teachers and Student Leadership Team.	2,3, 4,5,6,7		*	*	*	*	*	*	*	*	*	*	
<b>Widening Participation Programmes</b> e.g.: Liverpool Scholars, Sutton Trust Programme (USA) and the	1,2,3,7	*	*	*	*	*	*	*	*	*	*	*	*

Social Mobility Fund, Pembroke North, 0 gravity, Cambridge Shadowing + Others													
Parents' Evening UCAS /HE & Degree Apprenticeship & Student Finance	2, 3,4,7,8							*				*	
General Parents / Open Evenings	2,3,7,8		*	*	*			*				*	
Trips to UCAS HE Conventions	2,3,4,7								*			*	
Trips to World Skills Show / Trade Fairs /Careers Events	2,3,4,5,7				*				*	*			
Apprenticeship Evening – National Apprenticeship Week National Careers Week – Information/ resources circulated	2,3,4,5,7								*	*			
Industry Placements/ WEX (Block or Weekly placements)	2,3,4,5,6,7		*	*	*	*	*	*	*	*	*	*	*
HE Week/HE Morning/Futures & Engineering Career Weeks Volunteers Fair and other Curriculum themed information events delivered by ACE, Curriculum staff, opportunity providers i.e.: Employers, HE Staff, Voluntary Organisations.	2,3,4,5,6,7				*	*			*	*	*	*	
Progression System & Events	2,3,4,5,7,8							*	*	*	*		
Job Club Sessions	2,3,4				*			*	*	*	*		
ACE Events: Visiting Speakers (Employers, HE/ Training Providers, Employability and Self-employment Support Fair (Chamber of Commerce, Princes Trust, Halton People into Jobs, DEA, Job Centre, Halton Borough Council Supported Internships Youth Federation, National Citizenship Service, Employers and more!)	2,3,4,5,6,7						*	*	*	*			

<b>Careers Advice &amp; Guidance – <i>All students have access to impartial careers Information, Advice and Guidance (IAG)</i></b>	<b>Gatsby Benchmark</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
Careers Guidance Interviews by appointment & drop In, Students have access to qualified Level 6 Careers Advisers, employed by the College and external providers Career Connect / National Careers Service /Shaping Futures	1,2,3,4,7,8	*	*	*	*	*	*	*	*	*	*	*	*
1:1 ACE Appointments – Self referral for Job Search Activities /CV Writing	1,2,3,4,7,8	*	*	*	*	*	*	*	*	*	*	*	*
Admissions Interviews/Parent Interviews, School Sampling & New student days (Admissions Advisers / Curriculum staff)	1,2,3,4,7,8	*	*	*	*	*	*	*	*	*	*	*	*
Careers and Admissions Advisers area available at Enrolment & Inductions	1,2,3,4,7,8	*	*	*								*	*
Parent interviews/ group sessions/ meetings	1,2,3,4,7,8	*	*	*	*	*	*	*	*	*	*	*	*
Parent Evenings (HE/UCAS and Apprenticeship Evenings)	1,2,3,4,7,8							*				*	
College open evenings & Parent evenings	1,2,3,4,7,8				*	*		*	*			*	
College Progression System /Events	1,2,3,4,7,8								*	*	*	*	
Career HE & Apprentice Fair (Higher/Degree)	1,2,3,4,5,7,8								*				
High Achievers Programme (HAP) & Professional Study Programmes -Tomorrows Scientists, Lawyers, Teachers and Student Leadership Team. Higher Opportunities programme (HOP) - careers coaches	1,2,3,4,5,6,7,8			*	*	*	*	*	*	*	*	*	
ACE Events: Visiting Speakers (Employers, HE/ Training Providers, Self- Employment Support Chamber of Commerce, Princes Trust)	1,2,3,4,5,7,8			*			*	*	*	*			

Careers Adviser attends meetings and contributes to written reports (where appropriate), for students who have complex needs, SEND, Education, Health Care Plans (EHCP) or Personal Education Plans (PEP) /Care Plans.	2,3,4,8	*	*	*	*	*	*	*	*	*	*	*	*
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#### Key Dates for the Academic Year 2023/24

- 13<sup>th</sup> October -UCAS Entry Deadline for all Higher Education applications to Oxbridge, Medicine, Dentistry and Veterinary Science
- 13<sup>th</sup>-19<sup>th</sup> November – ASPIRE Week 1
- December 21<sup>st</sup> – Social Mobility Fund application deadline (SMF)
- 8<sup>th</sup> November 22 - Liverpool Scholars Scheme
- 15<sup>th</sup> January -Sutton Trust Applications (HE USA)
- 25<sup>th</sup> January– UCAS Deadline for other Higher Education applications
- 6<sup>th</sup> -12<sup>th</sup> February 23 -National Apprenticeship Week
- 4<sup>th</sup> -9<sup>th</sup> March 23 -National Careers Week
- 12<sup>th</sup> -16<sup>th</sup> March 23 – ASPIRE Week 2
- June -National Volunteer Week
- 2<sup>nd</sup> – 6<sup>th</sup> October - Apprenticeship wellbeing conference

Since the COVID Pandemic, many CEIAG activities have returned to normal face to face delivery, but to aid accessibility we have continue to offer some activities and services online via TEAMS/ Virtual Experiences.

The college uses a variety of internal and external processes and methods to monitor and evaluate our CEAIG Programme in terms of quality and effectiveness.

- **Ofsted Inspection** framework- The College gained an “Outstanding” Ofsted grade in 2020
- **Matrix Assessment and Award** – we have consistently held a Matrix Award for delivering good quality Information, Advice & Guidance Services, our last award was issued in October 2020, and we are reviewed annually. The next full Matrix Assessment will be due in October 2023.
- **Meetings and written reports** produced for Governors, Senior Management Team produced by Advice, careers, Employability (ACE & Curriculum)

- College **statistical data** on: Student retention, achievement and progression, destination outcomes
- **Student, Parent, Staff, Employer & Partner organisations Feedback**
  - Student Voice Meetings (Student representatives' feedback to College Managers)
  - Student Governor –College Leadership Team
  - “You Said –We did” Campaigns (we feedback our actions so students can see how their views bring about change)
  - MS Forms – Online short questionnaires to rate and collate feedback from students having 1:1 guidance interviews and group sessions
  - Duty Manager Question Time – managers randomly stop students and ask themed questions – they input responses into iPad /IT system, a short online
  - Parent questionnaires – issued at events giving parents chance to feedback views
  - 1:1 Guidance and Class /Assembly Observations – Team Leaders observe staff delivering services, feedback this informs Training Needs/CPD
  - Volunteer / HE Fair / Apprenticeship event Feedback Questionnaires
  - School feedback – including emails
  - Staff feedback – referral system, progression 1:1’s, meetings, verbal/ written I.e., emails.
  - PIP (sub-contractors delivering College Employability / Self-development programmes and Traineeships) Industry Placement Feedback – Students / Employers (WEX Booklets)

## Staff

<b>Careers Lead:</b> Katie Peacock Head of Student Support Cronton 6 <sup>th</sup> Form College. Email: <a href="mailto:katie.peacock@cronton.ac.uk">katie.peacock@cronton.ac.uk</a> Telephone: 0151 257 2800/ 3108 <b>Head of Cronton 6<sup>th</sup> Form &amp; Assistant Principal:</b> Leeann Bellfield email: <a href="mailto:Leeann.bellfield@riversidecollege.ac.uk">Leeann.bellfield@riversidecollege.ac.uk</a> Tel: 0151 257 2800/3132	
<b>Advice, Careers &amp; Employability Team</b>	<b>School Liaison, Admissions &amp; Marketing</b>
<b>TBC – Advice &amp; Guidance Officer</b> <i>Tel: 0151 2572800/2026</i>	<b>Helen Smith - Head of School Liaison, Admissions &amp; Marketing</b> <b>Email:</b> <a href="mailto:Helen.smith@riversidecollege.ac.uk">Helen.smith@riversidecollege.ac.uk</a> <b>Tel: 0151 257 2800</b>
<b>Suman Sachdev – Advice &amp; Guidance Officer</b> <i>Tel: 0151 2572800/3120 Email: <a href="mailto:suman.sachdev@riversidecollege.ac.uk">suman.sachdev@riversidecollege.ac.uk</a></i>	<b>Melissa Turk –Deputy Head of School Liaison &amp; Admissions</b> Email: <a href="mailto:Melissa.turk@riversidecollege.ac.uk">Melissa.turk@riversidecollege.ac.uk</a>
<b>Industry Placement/WEX Adviser:</b>	



Sandra Brown - [Sandra.brown@riversidecollege.ac.uk](mailto:Sandra.brown@riversidecollege.ac.uk)

Tel: 0151 257 2075 /2034

Staff are based in:

- Programme Management Riverside College, Kingsway Campus, Kingsway Widnes, Cheshire WA8 7QQ
- CRMZ- SEN Foundation Studies Department, Kingsway, Widnes Cheshire WA8 7QE
- The Programme Management Office, Cronton 6<sup>th</sup> Form, Cronton Lane, Cronton, Widnes, Cheshire WA8 5WA

**Christine Williams – Team Leader Adult Admissions**

Email: [Christine.williams@riversidecollege.ac.uk](mailto:Christine.williams@riversidecollege.ac.uk)

A team of 8 School Liaison and Admissions Advisers working with Halton and neighbouring borough schools.

Staff are based at:

- Kingsway Campus, Kingsway, Widnes, Cheshire. WA8 7QQ