



Work Experience	Gatsby Benchmark	Careers Programme Aims	Personal Development Programme Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Work experience introduction	5,6	F	vi		x	x	x	x	x						
Work experience within curriculum areas	5,6	F	vi			x	x	x	x	x	x	x	x	x	
Virtual work experience	5,6	F,G	vi		x	x	x	x	x	x	x	x	x	x	

Encounters with Employers	Gatsby Benchmark	Careers Programme Aims	Personal Development Programme Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Employer talks, visits, etc. within curriculum areas	2,4,5,6	D,E,G	vi		x	x	x	x	x	x	x	x	x	x	
Careers Fair	2,4,5,6	E,G	vi								x				
Online courses/ resources	5	C,G	vi							x					

Progression Planning	Gatsby Benchmark	Careers Programme Aims	Personal Development Programme Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Introduction to Careers Team/ Careers Resources	1	A	vii		x	x									
Using Careers packages and Resources to Support Planning	2,3,4	A,B,D,E,I,L	vii			x	x	x				x	x	x	
Alternatives to HE Presentations	3,7	D,E	vii			x	x								
Progression Interviews	3,8	B,D,K,J	vii									x	x	x	
Looking for Employment and Apprenticeships (interactive presentation)	2,3,4	D,E	vii												
Progression Options (interactive presentation)	2,3,4	D,E	vii	x	x	x	x	x	x	x	x	x	x	x	x
Online Courses	2,3,4	D,E,L	vii												

Events/ Activities	Gatsby Benchmark	Careers Programme Aims	Personal Development Programme Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Careers advice during enrolment	3,7,8	D,K	vii	x	x										
Open days/ Evenings	3,7,8	D,K	vii			x	x		x		x			x	
Careers Fair	2,3,5	D,G	vii								x				
Progression Week	2,3	B,D,J	vii										x		
Schools-based Careers Activities (delivered by School Liaison Team)	3,7	D	vii		x	x	x	x	x	x	x	x	x	x	x
Schools' Taster Events delivered at College	3,7	D	vii			x		x	x					x	

Careers activities delivered within college

Online/ Interactive presentations

Online courses/ self-directed learning

#### Careers Programme Aims

- Students at all levels should be made aware of the careers information, advice and guidance support available to them during their studies
- Students are encouraged to reflect on their strengths and development needs and relate these to their course and future careers plans
- Students are supported to gain relevant "job seeking/ employability" skills
- Students are made aware of all relevant progression routes beyond their current course and supported to access these
- Students are able to research and use career and Labour Market Information (LMI) and understand different types of career pathway
- Students have the opportunity to learn from relevant work experience
- Students have opportunities to learn from employers in addition to work experience
- Level 3 students have opportunities for encounters with HE providers
- Level 3 students are informed about all aspects of researching and applying to HE
- Students' individual needs in relation to careers and progression within and beyond college are identified and met (including students with SEND, personal, financial and other support needs)
- Students have access to personal guidance from appropriately qualified\* careers professionals
- Students are made aware of resources and opportunities for further learning

#### Personal Development Programme Topics

- Career Smart: Money Matters
- Career Smart: Employability - CV and Application Writing
- Career Smart: Employability - Interview skills
- Career Smart: Preparing for Life at University
- Career Smart: Exploring Career & LMI
- Career Smart: Employer Encounters and Work Experience
- Career Smart: Progression Planning

#### Gatsby Benchmarks

- GBM1 Stable Careers Programme
- GBM2 Learning from career and labour market information
- GBM3 Addressing the needs of each pupil
- GBM4 Linking curriculum learning to careers
- GBM5 Encounters with employers and employees
- GBM6 Experiences of workplaces
- GBM7 Encounters with further and higher education
- GBM8 Personal guidance