



<b>Careers Support Activity</b>	<b>Who Primarily Delivers This Support</b>	<b>Target Audience</b>	<b>Before the College year starts</b>	<b>1<sup>st</sup> half term (Sep to Oct)</b>	<b>2<sup>nd</sup> half term (Oct to Dec)</b>	<b>3<sup>rd</sup> half term (Jan to Feb)</b>	<b>4<sup>th</sup> half term (Feb to Apr)</b>	<b>5<sup>th</sup> half term (Apr to May)</b>	<b>6<sup>th</sup> half term (May to Jun)</b>	<b>After the College year finishes</b>	<b>Relevant Gatsby Benchmarks</b>
'Career Coach' career planning software available via the St Helens College website and the College MyDay systems	ICT Services	Students / potential students, former students & students' parents	*	*	*	*	*	*	*	*	1 & 2
Virtual Big welcome event. Includes the opportunity for students to explore opportunities to volunteer	Schools & Colleges Liaison Team	All young students studying full time		*							2, 3, 4, 5 & 6.
Introduction to careers support arrangements, the College Careers Service & the College MyDay & ProPortal Systems	Personal Tutor	All College students		*							1, 2 & 8
Individual targeted support for UCAS applicants who have indicated they are applying for Medicine, Dentistry, Vet Science/Medicine, or to the Universities of Oxford or Cambridge	The College Careers Service	Students on the final year level 3 courses		*							7 & 8
Virtual University Centre St Helens taster days & open days give students a chance to investigate internal higher education opportunities	Schools & Colleges Liaison Team	Students on Level 3 courses		*							7
Parents events during which career progression can be discussed	Personal Tutor	Parents of young students		*		*		*			1
Wide range of careers resources available for students on the College MyDay systems	College Careers Service	All students		*	*	*	*	*	*		1 & 2

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ProPortal system allows access to careers related records (along with other information) held on the ProMonitor database and allows students to add to those records.	ICT Services	Students with relevant careers records		*	*	*	*	*	*		3 & 8
Tutors available to provide references supporting students applications for courses and employment options	Personal Tutor	All students		*	*	*	*	*	*	*	N/A
Initial Review meeting considers progress, identifies and supports any students who have selected the wrong course	Personal Tutor	All students		*							8
Progress Review meetings with tutors include a consideration of students' progress towards career plans	Personal Tutor	All young students studying full time		*	*	*	*	*			2 & 8
Students introduced to how to use career action planner and to research opportunities	Personal Tutor	All young students studying full time			*						2, 3, 4 & 7
The number of hours of work experience which students are required to undertake as part of their programme will have been confirmed and recorded by December at the latest (often this takes place during the enrolment process) . As part of the Capacity Development Funding at least 30% of 6 <sup>th</sup> formers on level 2 or level 3 courses will complete 315 hours a year of industry placement	Personal Tutor	All young students			*						5 & 6
CV development	Personal Tutor	All young students				*					3

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Tutors support for students applying for UCAS higher education courses. Careers Service and the Schools & Colleges Liaison Team can also provide support if requested.	Personal Tutor	Final year level 3 students			*						7 & 8
'Career Coach' software explored during tutorial and students research Career opportunities.	Personal Tutor	All young students studying full time			*						1, 2 & 4
Careers event, inspirational speakers and consideration of possible work experience/ volunteering	Personal Tutor	All young students studying full time			*						5 & 6
National Careers week. Investigation of career & progression opportunities (such as vocational research and information regarding apprenticeship, FE & HE study options)	Personal Tutor	All young students on full time courses					*				2, 4 & 7

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Virtual Apprenticeship information roadshows promote student awareness of apprenticeship options and live vacancies	Schools and College Liaison Team	All students					*				2, 3, 5 & 7.
Progression forms completed (young learners use these forms to apply for internal opportunities and to indicate external opportunities they intend to progress onto)	Personal Tutor	All young students on full time courses							*		2, 3 & 7
Exit interview in which progression plans are discussed	Personal Tutor	All students							*		2, 3, 7 & 8

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Investigating HE options & preparing personal statements	Personal Tutor	Students on the first year of a two year level 3 programme							*		2 & 7
UCAS registrations for Sept 2021 entry	Personal Tutor	All young students studying full time							*		4
Developing Interview techniques	Personal Tutor	All young students studying full time							*		3
Completion individual learner plan (ILP) requires students to identify their career progression plan and any action needed.	Personal Tutor	All young students studying full time							*		3