

# CAREERS PROGRAMME



# CAREERS TEAM

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Our highly experienced and dedicated careers team is on hand to provide specialist careers advice and guidance to students throughout the year. We organise a number of career directed events each year where students have the opportunity to attend workshops, receive one-to-ones and participate in seminars from a variety of universities, employers and alumni.

*'Career describes our journey through life, learning and work. We need to actively develop our careers to make the best of them. This process of career development takes skill as well as knowledge and the right attitude.'*  
(The Career Development Institute, (CDI) 2021)

Our careers programme is designed to embed the career development skills set out within the Skills Builder Framework. It's purpose is to support all students in the planning of their career, so that they leave The Sixth Form with the skills, knowledge and confidence needed for the next step of their career journey.



## We provide students with multiple opportunities to:

- Develop self-awareness of their skills, strengths and interests in relation to higher education and career options.
- Research their career ideas and HE goals.
- Engage with employers, universities and apprenticeship providers.
- Understand labour market information and its impact on the choices that they make.
- Develop and identify key employability skills so that they have the confidence to demonstrate these during the recruitment process, both for employment and university places.
- Explore enrichment opportunities outside of the curriculum.

As a Sixth Form we actively encourage parents and carers to support their son/daughter with their career planning and exploration. Our website contains a range of online careers resources to facilitate this support and as a Sixth Form, we host a number of parents and carers events during the academic year, which provide further information on post-sixth form progression options.

## Gatsby Benchmarks

In 2017, The Government published a new National Careers Strategy. The aim of this strategy was to raise the aspirations of all young people and improve social mobility, by ensuring all students have access to a quality careers programme. The quality of this programme is measured against 8 Gatsby benchmarks:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of the workplace.
7. Encounters with further and higher education.
8. Personal guidance.

Further details of the National Careers Strategy and Gatsby Benchmarks can be found at [www.gatsby.org.uk](http://www.gatsby.org.uk).

The Sixth Form Bolton works hard to ensure our careers programme meets the needs of all our students and provides them with many opportunities to acquire career development skills. How we achieve this is set out in the following pages.



# YEAR 1 CAREERS PROGRAMME

## THROUGHOUT ACADEMIC YEAR

### WHAT / HOW

Within each subject area, students are provided with numerous opportunities to develop key skills as set out in the Skills Builder and explore a range of careers and labour market information, in relation to their subject(s) and career aspirations:

This includes guest speakers from higher education and employment as well as trips which give students experiences of a variety of workplace and university settings.

### WHAT / HOW

1:1 Guidance appointments with our team of qualified careers advisers:

Students can visit the Careers Hub on the ground floor to book an appointment or use the QR code on the back page.

### WHAT / HOW

Professional Growth Programme:

This programme incorporates online and 'live' employability sessions to help develop key skills in preparation for the world of work. In the online sessions, students sign up to a career pathway and undertake a project designed by pathway specific employers. In the live sessions, students will gain skills in communication, teamwork and leadership.

### WHAT / HOW

Subject specific academies, such as The STEM Academy, Futures Academy, Aspiring STEM initiatives and Policing Academy:

Available across different departments, in relation to student's subject areas and career aspirations.

### WHAT / HOW

Enrichment activities, such as volunteering, Learner Voice, Debating Society, First Aid and the Student Leadership Programme:

Students are actively encouraged to sign up to the many enrichment activities available. Students are provided with details of these activities at enrolment. An enrichment day takes place during the Autumn term, providing students with a 'taster' of the enrichment activities on offer.

### WHAT / HOW

Opportunities for work experience:

Work-related experiences, including Live Project Briefs delivered via subject areas and opportunities to undertake Workplace Safaris as part of the wider college careers programme. These experiences will enhance future applications to university and employment.

## AUTUMN TERM

### WHAT / HOW

Students are made aware of the careers support available and how to book a careers appointment:

Shown introduction video from careers team via tutor groups.

### WHAT / HOW

Professional Growth Programme - skills audit, self-awareness and employer-led project:

Students begin to develop digital skills for the workplace via an introduction to Microsoft Office specialist. Students start to explore their own career ideas and skillset by undertaking a range of self-awareness activities. Following on from their self-awareness module, students will select a career pathway and complete a project which has been designed by a leading employer within this sector.

### WHAT / HOW

Team Building and Leadership Skills:

In tutor group, students will develop important employability skills around team building and leadership. These are the skills that are necessary to succeed both in college and in any workplace setting.

### WHAT / HOW

Careers service promoted to parents/carers as part of the Welcome Evening events (September):

Presentation provides overview of the support provided by the Careers Team, including information on the Professional Growth Programme and work experience.

### WHAT / HOW

Eligible students are provided with information about a range of widening participation programmes, such as The Manchester Access Programme, Lancaster Access Programme, MMU First Generation Scheme, The SMF Aspiring Professionals Programme:

These are promoted via the Careers TEAMS platform and guest speakers from these programmes deliver information sessions about the programme content and how to apply.





## SPRING TERM

## WHAT / HOW

Debating & Presentation Skills:

In tutor group, students undertake a series of sessions on debating and deliver an individual presentation. These activities help students to develop their communication, an important employability skill for any workplace setting.



## WHAT / HOW

Professional Growth Programme, Recruitment Processes, University and Apprenticeship Research:

In the first half of this term, students undertake a selection of modules on application form writing, interview techniques and selection processes. For the remainder of the term, students will have the opportunity to explore the different routes they can take on completion of sixth form, by undertaking projects on university life, or life as an apprentice.



## WHAT / HOW

Annual Careers Day:

Students have the opportunity to attend a selection of career insight talks and university lectures. A careers and HE marketplace is available throughout the day, for students to access information on university and employment options.



## SUMMER TERM

## WHAT / HOW

'Beyond B6' Parents HE Information Evening:

Guest presenters of HE institutions and apprenticeship providers provide parents with information on University life, UCAS and student finance.

## WHAT / HOW

Interview Skills:

Students will take part in a range of practical activities in tutor group where they will work on and develop their interview technique in preparation for future interviews for jobs, apprenticeships and competitive university courses.



## WHAT / HOW

Finance, Budgeting and Fraud:

Delivered in tutor group, this session raises awareness of the importance of managing finances, including the importance of this at university and/or when in employment.

## WHAT / HOW

Tutor Group - UCAS sessions

Students research their university and career ideas. Students begin to complete the UCAS application process during the final tutor groups of the summer term, including draft writing of their UCAS personal statement.

# YEAR 2 CAREERS PROGRAMME

## THROUGHOUT ACADEMIC YEAR

### WHAT / HOW

Within each subject area, students are provided with numerous opportunities to explore a range of careers and Labour Market Information, in relation to their subject(s) and career aspirations:

This includes guest speakers from higher education and employment as well as trips which give students experiences of a variety of workplace settings.

### WHAT / HOW

1:1 Guidance appointments with our team of qualified careers advisers:

Students can visit the Careers Hub on the ground floor to book an appointment.

### WHAT / HOW

Professional Growth Programme:

During Year 2, students continue with the online Professional Growth Programme, undertaking modules on recruitment and personal statement writing along with further opportunities to reflect on the skills they have developed during their time at sixth form.

### WHAT / HOW

Enrichment activities, such as volunteering, Learner Voice, Debating Society, First Aid and the Student Leadership Programme:

Students are actively encouraged to sign up to the many enrichment activities available at the Sixth Form. An enrichment day takes place during the Autumn term, providing students with a 'taster,' of the enrichment activities on offer.

### WHAT / HOW

Work Experience Award:

Throughout their time at college, all students have the opportunity to undertake work experience. Depending on the amount of hours completed, they can achieve a Bronze, Silver, Gold, Platinum or Diamond award. By the start of Year 2, we would expect all students to have achieved a silver award and to be progressing onto gold and beyond. More information can be found on the careers section of the college website.

### WHAT / HOW

Apprenticeship Academy:

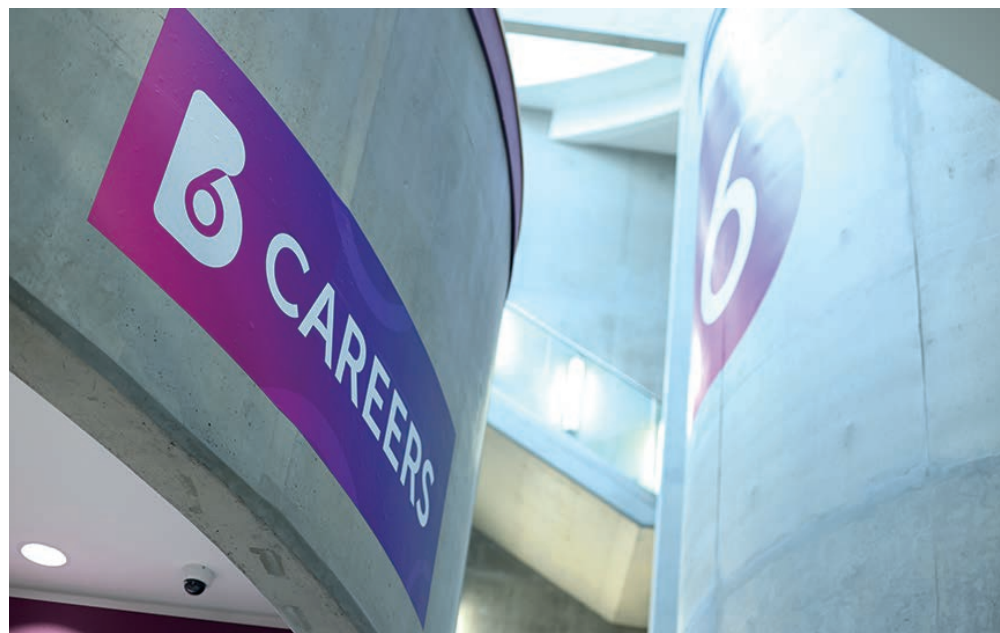
Students who have expressed an interest in securing a degree apprenticeship, can sign up for additional advice and support via our Apprenticeship Academy. Including application support, mock interviews and assessment centre preparation.



### WHAT / HOW

1:1 interview preparation and support:

Students can book appointments with the careers team to practice for both university admissions interviews and apprenticeship/employment interviews.





## AUTUMN TERM

## WHAT / HOW

UCAS, Personal Statements, Apprenticeships and progression pathways:

The focus for second-year students in tutor groups is to ensure a plan is in place for the end of sixth form. Students receive support and guidance from progress tutors with the completion of their UCAS applications and applications for jobs and apprenticeships.

## WHAT / HOW

Personal Development:

In tutor group, students take part in a range of sessions to equip them with the skills and mindset they will need to succeed both in their end of year exams and in life after sixth form. This includes activities to develop time management, resilience and the importance of well-being.

## WHAT / HOW

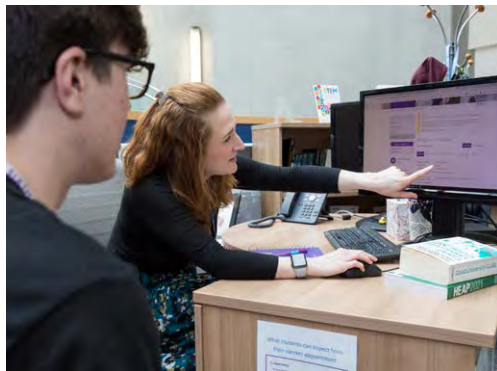
1:1 Personal Statement Support:

A range of university admissions experts provide 1:1 appointments to offer advice on personal statements. This runs in conjunction with and complements the personal statement support provided by the Sixth Form tutors and the careers teams.

## WHAT / HOW

Professional Growth Programme, Personal Statements, CVs, Cover Letters and Linked In:

Students have the opportunity to work on their UCAS application and personal statement during their Professional Growth sessions. Those hoping to secure employment or an apprenticeship after sixth form, can spend time developing their CVs and learning how to write a stand-out cover letter.



## SPRING TERM

## WHAT / HOW

Budgeting and Independent Living:

Delivered in both tutor group and the Professional Growth Programme students gain awareness of the importance of managing finances, both at university and/or in employment. Students learn more about how the student finance system works and how they can create an excel spreadsheet to help them to monitor and manage their own finances.

## WHAT / HOW

Transition Support:

In tutor group, the focus moves to progression and ensuring students have plans in place for when they leave The Sixth Form.

## WHAT / HOW

Professional Growth Programme:

Career Simulation- 'Solve a real-life job task': Students will pick out of 10 job titles that aligns with their career interests and solve a task.

Reflection: Students will look back on their two years of being at the sixth form and reflect on their experiences and how they have gained their professional skills. They will also explore the skills they want to improve on and will be given links to various websites like Microsoft learn to enhance these skills.

## SUMMER TERM

## WHAT / HOW

Ongoing support from B6 Careers:

As students prepare to leave The Sixth Form the B6 careers team are still available to support students who need it. Students can arrange 1:1s with the careers team to discuss any concerns they have around their transition to university, apprenticeships or employment. Students who have not managed to secure a job and have decided not to apply to university can attend our employability fair which is attended by training providers, FE colleges and external support agencies such as Connexions, to find out more about their options and the people who can help them after completing their studies with us.

# CAREERS PROGRAMME



Scan to book your  
careers appointment

[https://outlook.office365.com/book/  
CareersTeam@boltonsfc.onmicrosoft.  
com/?ismsaljsauthenabed=true](https://outlook.office365.com/book/CareersTeam@boltonsfc.onmicrosoft.com/?ismsaljsauthenabed=true)

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