

Careers

Programme

Career
Planning

Apprenticeships

CV
Writing

Gap
Year

Employability

Study
Abroad

Careers
Resources

Jobs & Work
Experience

Interview
Skills

UCAS

Careers
Fairs

RUNSHAW COLLEGE

Careers

Programme

At Runshaw College our aim is to provide you with a range of experiences, opportunities and support to ensure you follow the most appropriate career path and achieve your aspirations.

The Student Services Team as a whole offer support with the following:

- Impartial careers information, advice and guidance
- UCAS support
- Funding for university
- Apprenticeship application support including higher and degree level
- Help with job search, CV writing, interviews and finding part-time work to fit in with your studies
- Planning a gap year
- Counselling
- Enrichment
- Finances – including the 16-19 bursary, Learner Support Fund and Advanced Learner Loan Bursary
- Transport information
- Welfare and housing
- Safeguarding
- Joining the Student Council
- Religious and cultural considerations
- Volunteering
- Work placement

The careers programme outlines the types of activities and support available to all students during their time at Runshaw.

In addition, the following documents provide additional information on the support available:

- Careers and Progression Support Leaflet
- The Careers Statement of Service. This document explains the college wide offer of careers related support.

The following college staff have specific input into the careers programme and related activities:

Careers, Education, Information, Advice and Guidance Coordinator

Catherine Garstang

01772 622677

careersteam@runshaw.ac.uk

Careers Lead – Head of Student Services

Janet Hodgson

01772 622677

hodgson.j@runshaw.ac.uk

Head of Vocational & Technical Studies

Stephen Musa

01772 622677

musa.s@runshaw.ac.uk

Head of Studies Apprenticeships (Runshaw College)

Meg Bamber

01772 622677

bamber.m@runshaw.ac.uk

Careers Link Governor

Louise Myers

Runshaw College work towards the Matrix Quality Standard for Information, Advice and Guidance and the Gatsby Benchmarks for Good Careers Guidance. Additional information can be obtained on these standards via the following links:

Matrix

<https://matrixstandard.com>

Gatsby Benchmarks

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

Please note that some of our services and activities may be restricted or delivered in different formats due to the current Covid 19 guidelines.

Before you apply

The Runshaw College Schools Liaison Team complete 1:1 interviews with all applicants at the college or in school, offering information on all programmes available at the college and advising on appropriate course options.

Enrolment at Runshaw

During the college enrolment process you will be asked if you would like to sign up for a 1:1 careers appointment during the first academic term to review your course options.

Careers appointments are available at any time so you will have the opportunity to book one (or more) whenever you would like during your time at Runshaw.

Programme

Year 1 and Single Year Courses

Term	Careers Activity	How ...
Autumn Term	<ul style="list-style-type: none"> Year 1 induction period including introduction to Runshaw Advantage and Moodle, and a Skills Audit 	Personal Tutor Curriculum
	<ul style="list-style-type: none"> College careers service to be promoted to all students via Progress Mentors, teaching staff and careers team 	Information stands, Freshers' Fair, college tours etc. Careers leaflet available on the Student Services Careers section of the Runshaw College website (paper copies are available on request)
	<ul style="list-style-type: none"> 1:1 appointments requested during enrolment to take place during the autumn term. Appointments can be requested at anytime 	Careers appointments in Student Services are available to discuss options. Students advised how to book appointments via the Student Portal
	<ul style="list-style-type: none"> Where appropriate, a referral is made to Careers Team to discuss subject choices/alternatives if a student has any concerns about subject/course choices. 1:1 careers appointments available to all students 	
	<ul style="list-style-type: none"> Students informed about specific career or subject related societies, clubs and activities they can apply to join, all of which promote the knowledge and skills that are valued in the workplace These include: <ul style="list-style-type: none"> Medical Society, Science Academy, Law Mock Trials/Mooting etc Enrichment activities such as Duke of Edinburgh, Runshaw Radio and First Aid Volunteering/work placement/social action opportunities which could link to future career aspirations 	Progress Mentors (Programme Office) Subject tutors (class sessions) Student Services Team (across from the Programme Office) can all provide information on the different extra curricular activities available Events will be promoted across college via displays, screens and notice boards Also look out for more information in the Student Bulletin (emailed to all students each Friday) Support provided by the Work Placement Team, the Volunteering Team and the Careers Team with identifying and applying for suitable opportunities

Careers

Programme

Year 1 and Single Year Courses

Term	Careers Activity	How ...
Autumn Term	<ul style="list-style-type: none">The £10 Challenge and the Runshaw Experience Challenge will be promoted to all students each term. These activities help develop employability skills encourage individuals to try new experiences both inside and outside of college	Via information stands, presentations and the Personal Tutor Curriculum
	<ul style="list-style-type: none">Careers service promoted to parents, carers and students as part of Welcome Evening events (September)	Careers stand at both Welcome Evening events
	<ul style="list-style-type: none">Careers Service promoted to students via Class Representative meetings (September)	Careers Team and Enrichment Coordinator to attend meetings throughout the year to promote the service and the different activities delivered
	<ul style="list-style-type: none">All students will be invited to attend the Student Services Open House events which will take place during the autumn and spring terms	Please see the Student Bulletin for details on when they will take place. Information on all the different departments within Student Services will be provided and staff from the different teams will be available to speak to
	<ul style="list-style-type: none">Prestigious Universities Evening (November)	Parents/carers to attend the evening event (invitation only). The same session will be delivered to the appropriate students on a specified day whilst in college
	<ul style="list-style-type: none">Research begins into exploring career ideas using a range of resources available. At the point of enrolment students will have been asked to identify their intended progression. This will be reviewed by Progress Mentor as part of 1:1 meetings and within any career appointments the student has	1:1 career appointments, group sessions, wide range of career resources available eg Unifrog and Kudos. Students will be advised on how to register with Unifrog and to identify some progression options they would like to consider Labour Market Information Talks – delivered by the Young Chamber of Commerce
	<ul style="list-style-type: none">Opportunities for work placements	All students are encouraged to undertake work placements during their time in college, allowing them to experience the workplace first hand. This will provide them with additional information on the different careers they may be considering, which can then used as part of the career planning process. Support is available to students requiring assistance with this through the Work Placement Team/Careers Team

Term	Careers Activity	How ...
Autumn Term	<ul style="list-style-type: none"> A range of cross curricular activities will be delivered during the year, which have a specific link to a number of employers including our partner organisations and employers we have access to through our membership of the Young Chamber of Commerce ie St Catherine's Hospice (Art Project, Digital Marketing activity brief with the IT students and the A Day in the Life visits to the hospice each term. These visits provide students with an opportunity to find out more about all the careers available within these organisations 	<p>Careers and employability are a key focus of the Runshaw College curriculum</p> <p>A wide range of activities are arranged/ delivered by individual college schools, Student Services, Enrichment and college societies and clubs eg Medical Society. These include guest speakers, employer visits, competitions and trips</p>
Spring Term	<ul style="list-style-type: none"> Student Services – further promotion of the careers service Progress Evenings National Careers Week (March) – range of activities available to promote the importance of career planning and the support available in college Encourage students to research into all the progression options available including university, apprenticeships and gap year. A wide range of resources are available including UNIFROG Introduction and promotion of both the Passport to Higher Education/Passport to Apprenticeships Volunteer Fair (February/March) 	<p>Student Services Open House events, progression talks, guest speakers, attendance at PT meetings/Student Council meetings</p> <p>Careers team to attend both progress evenings so are available to speak to parents/carers and students</p> <p>Careers Team led activities/information stand to promote the importance of careers planning, all the careers support and range resources available in college etc</p> <p>Variety of guest speakers and information stands including universities, employers and gap year organisations – arranged by Schools and Student Services (to be logged as inspirational activities on the Work Related Activities triangle)</p> <p>Tutor group progression talks on topics such as UCAS, Personal Statement Writing, Alternatives to University, Careers in etc – delivered by Careers/UCAS Team</p> <p>Progress Mentors to use these resources during group sessions. Students to be encouraged to complete the relevant sections to record their progress regarding research and applications</p> <p>Students encouraged to attend to explore volunteering opportunities available locally or as a gap year activity</p>

Careers

Programme

Year 1 and Single Year Courses

Term	Careers Activity	How ...
Summer Term	<ul style="list-style-type: none">Progression Fair (Entry and Pre-Advanced level students)	Range of progression opportunities promoted through information stands
	<ul style="list-style-type: none">Promotion of apprenticeships/employment opportunities	Student Bulletin, opportunities board in Student Services and email
	<ul style="list-style-type: none">Progression interviews (for students who would like to progress within college or look at alternative options)	Appointments available to book via the Student Portal
	<ul style="list-style-type: none">Higher Education Days (Advanced Level students)	Higher Educations Days (June) Sessions delivered on various topics such Studying Abroad, Gap Years and University Funding, in addition to a range of subject specific presentations/workshops
	<ul style="list-style-type: none">University and Careers Fair	University and Careers Fair (June) – approximately 50 exhibitors available for students to speak to including a wide range of universities
	<ul style="list-style-type: none">Introduction to the UCAS application process and how to register on the system. Students are encouraged to compile a draft personal statement for the end of term. Promotion of the Unifrog online resource – can be used to research into and log career options	PT curriculum and 1:1 support/group sessions delivered by the careers team
	<ul style="list-style-type: none">Work Experience/Placements (Week 50 is the designated Work Placement Week for 1st year A Level students)	Examples of available work experience opportunities advertised via Student Services

Programme

Year 2

Term	Careers Activity	How ...
Autumn Term	<ul style="list-style-type: none"> UCAS applications start/continue (Advanced level students) 	Support provided by Progress Mentors/ Student Services Careers/UCAS Team
	<ul style="list-style-type: none"> UCAS Early Application Deadline – Oxford/Cambridge, Medicine, Dentistry and Veterinary Medicine (October) 	1:1 careers appointments available to book via the Student Portal
	<ul style="list-style-type: none"> UCAS Internal Deadline (November) 	
	<ul style="list-style-type: none"> Prepare students for the job application process inc higher/degree level apprenticeships. Support available with CV writing, online applications, presentation preparation, interview techniques and 	Support available from the Careers Team and Progress Mentors
	<ul style="list-style-type: none"> Guest speakers/information stands 	Examples of organisations invited into college include BAe, Manchester Metropolitan University, Edge Hill University, Hanson, Institute of Civil Engineering, Westinghouse etc
	<ul style="list-style-type: none"> Higher and Degree Apprenticeship Evening event (November) 	An evening event for students and parents/carers to meet with employers and training providers/universities offering higher and degree level apprenticeships
Spring Term	UCAS – official deadline (January 15th) <ul style="list-style-type: none"> Advice and support with applying for student finance for university 	Sessions delivered to PT groups by the Finance and Welfare Adviser. 1:1 appointments also available – can be booked via the Student Portal
	<ul style="list-style-type: none"> Continued support for students applying to university eg accommodation advice, support with using UCAS Track to accept/decline offers etc 	1:1 careers appointments available to book via the Student Portal. Students can select a date/time which fits in with their timetable
	<ul style="list-style-type: none"> Support for students wishing to apply for alternative courses via UCAS Extra (February – June) 	
	<ul style="list-style-type: none"> Continued support for students with the job application process inc higher/degree level apprenticeships. Support available with CV writing, online applications, presentation preparation and interview techniques 	
	<ul style="list-style-type: none"> Volunteer Fair (February/March) 	Students encouraged to attend to explore volunteering opportunities available to them locally or as a gap year activity

Careers

Programme

Year 2

Term	Careers Activity	How ...
Summer Term	<ul style="list-style-type: none">• Students advised of the support available in college during the UCAS Clearing/Adjustment period including Results Days (August)	The Careers/UCAS Team are available in college during the clearing process to support students with identifying possible degree course options and/or alternatives
	<ul style="list-style-type: none">• Results Day Celebrations – opportunities open to all within college	Events will be advertised through the Student Bullet
	<ul style="list-style-type: none">• Careers support for former students	Runshaw College is committed to supporting former students with their career planning and progression. This support may include assistance with UCAS applications and interview preparation. Former students are advised to contact Student Services via email/phone to arrange an appointment as required

Useful Careers Related Resources

- **National Careers Service**
<https://nationalcareers.service.gov.uk>
- **Prospects**
<https://www.prospects.ac.uk>
- **UCAS – www.ucas.com**
- **Apprenticeships**
<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>
- **Not Going To Uni**
<http://www.notgoingtouni.co.uk/>
- **Labour Market Information**
<https://www.lmiforall.org.uk>

Careers **Guidance** Communications **Counselling** Enrichment
Experience of Work Money **Matters** **Safeguarding** UCAS **Volunteering**

(01772) 622677 Ext 2135
careersteam@runshaw.ac.uk

RUNSHAW COLLEGE