

Careers and Progression Support

Career happiness is one of the biggest contributors to **life happiness!**



Take action and **plan for your future!**

Here at Runshaw, **we can support you in achieving your career goals**, providing a range of activities to help you find out about all the different options available to you and which career path to take.

Opportunities for advice and support will be tailored to you as an individual as we all need help at different stages.

Pre-Course Guidance

Before you apply and enrol at Runshaw, lots of support is available to help you decide which course will be best for you.

The Careers Team are on hand at all our open events and throughout the enrolment period to ensure you make the right decision.

When you apply to Runshaw you will be invited to attend an interview with a member of the Schools Liaison Team. They will advise you on the various courses on offer, the entry requirements and the types of careers each course could lead to. They can also answer any questions you may have about the college.

Once you begin your studies there are lots of people in college who can support you in your researching into your next steps, they include:



Careers Team (based in Student Services)

We are a team of professionally trained advisers who can assist you in lots of different ways when planning your future, for example:

- 1:1 careers interviews (during which an action plan is completed)
- (Appointments can be booked through the Student Portal for a time which fits in with your timetable)
- Drop in Service – call into Student Services if you have a quick query about anything career related
- Delivery of group sessions within your Personal Tutor time, covering a range of career related topics
- Job search, help with writing a CV and completing application forms
- Support with researching into university course options, plus help with completing your UCAS application and applying for funding



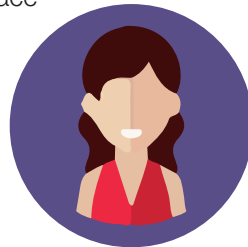


- Interview preparation – for jobs, university and apprenticeships
- Access to a range of career based resources including university prospectuses, books on applying to university including how to choose a suitable course and writing personal statements, career specific literature, gap year information, studying abroad, how to use careers software packages and a range of career focussed factsheets
- Support with accessing labour market information and finding out what types of jobs there are. We can help you make sense of all the different types of information available to you when carrying out your research
- Organisation and promotion of a range of cross college events. For example, the Employability Fair and the University and Careers Fair which take place in college each year
- Arranging of guest speakers, information stands and career focussed activities to help you find out about your options

During your time at college we will ensure you understand the full range of learning opportunities open to you. This can include both the academic and vocational pathways where learning could take place within colleges, universities, training providers and in the workplace

Progress Mentors

Your allocated Progress Mentor will meet with you on a weekly basis, either as a group or for a 1:1 appointment. This is your opportunity to discuss progression options, the development of your employability skills, how you are accruing PDES hours etc. You will also cover a range of career related topics within the group sessions including how to make a university application, writing your personal statement and alternatives to higher education.



Subject Tutors

Here at Runshaw, our aim is to link lots of what you learn in your lessons with specific career paths. This will enable you to identify possible job ideas which relate to the various





subjects you may be studying, and how the skills and knowledge you are gaining may be useful in future employment. Curriculum teams regularly arrange visits from industry specialists who can provide in depth information on working within different career areas.

Learning from Employers

During your time at Runshaw you will have a number of opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of activities including guest speakers, enterprise schemes, visits to employers and our annual Employability Fair.

In addition, you will be encouraged to gain first-hand experience of the work place through work visits, work shadowing and/or work experience to support your exploration of career opportunities and expand your network of contact.

If you would like to find out more, these are the people in college who can help you:

- Work Placement Team
(based in Student Services)
- Progress Mentors
- Subject Tutors
- Careers Team
(based in Student Services)

Do not leave your future to chance we are here to help!



Runshaw College work to The Gatsby Benchmarks - the Government framework for best practice in careers. We have also been awarded the **matrix** quality standard for information advice and guidance.