



Careers and Employability Strategy

2023-25

'We believe education changes lives and so we put teaching, learning and the needs of our students first, to ensure that they have the skills, character and ambition to enable them to progress into the career of their choice and contribute effectively to the local and national economy.'



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Introduction

The Runshaw College Careers and Employability Strategy is a cross- organisation approach to promoting excellence in careers education and the development of employability skills, supporting all learners to achieve their career goals and aspirations.

At Runshaw College, we believe education changes lives and so we put teaching, learning and the needs of our students first, to ensure that they have the skills, character and ambition to enable them to progress into the career of their choice and contribute effectively to the local and national economy.

The strategy will allow the development of a framework, working in partnership with a range of stakeholders, to ensure students positively progress into their chosen short term and long-term destinations. Our continuing aim is to support our students to develop outstanding futures through vibrant, industry focussed and high-quality learning opportunities so that every student will develop the career specific competencies and life skills required to succeed in an increasingly demanding job market.

Employability and Careers are a key component of our personal development framework, ASPIRE. The strategy outlines our key aims and objectives in careers education across college, through cross college collaboration and delivery, whilst confirming our ambition and commitment to provide an outstanding careers education experience to all learners who choose to study at Runshaw College.

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Runshaw College Commitment and Vision to Careers and Employability

Our commitment is:

To provide a fully inclusive Career and Employability programme for all our learners, irrespective of background or starting point, to successfully develop the knowledge, skills and behaviours which will enable them to secure meaningful, sustainable employment and lifelong career opportunities.

Our vision is:

To deliver a high-quality careers education programme. This is vital to the futures of all students to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. The COVID-19 pandemic has had an unprecedented impact on the economy, education and the opportunities open to students. Careers education and guidance has become even more important as a result.

All learners will engage in a careers education programme and complete an individualised career portfolio/plan, which focuses on intended destinations and the steps they need to take as part of their Runshaw journey to enable them to get there. We will fully support this by providing the academic, extra-curricular and cross-curricular opportunities available to them, in raising and achieving ambition and skill to successfully move into sustainable employment or study in the sector they wish to pursue their career within.

This vision is supported by the Good Career Guidance Benchmarks that were proposed by Sir John Holman on behalf of the Gatsby Foundation (Appendix 1).



Objectives



Achieving Our Objectives

Our objectives will be achieved by focused work in the following five areas:

1. **School Liaison (Director of School, Employer and Community Relationships)**
2. **Student Services (Head of Student Services)**
3. **Employer Relationship Team / Work Placement Unit (Head of Employer Relationships)**
4. **Curriculum Design and Development (Heads of School)**
5. **Programme Teams (Heads of Studies)**

Objectives	SL	SS	ERT	C	PT
To provide a comprehensive curriculum offer that ensures learners have the opportunity to progress into all UK sectors whilst broadening horizons of opportunity on an international scale. Continue to develop and implement programmes that support national skill gaps and Labour Market Information.				●	
To implement our ambitious and sector leading extracurricular and employability curriculum to further develop the attitudes, behaviours and skills needed for successful sustained employment, as well as personal growth.		●		●	●
To ensure that all learners are able to access and participate in work experience/ or industry placements that will further develop their employability skills.		●	●	●	●
To embed employability and future ready skills in curriculum delivery across all college programmes, from entry level to level 5 provision, i.e. 16-18, Apprenticeships and Adult Education.				●	
To be fully responsive to feedback and guidance from employers, via placement evaluation and Employer Partnership Boards, to provide sustained insight into skill needs across all sectors and support in the development of relevant curriculum learning.			●	●	
To deliver a continually outstanding Careers, Information, Advice and Guidance provision and continue to increase engagement with the service.	●	●			
To communicate and promote the wide range of college and external opportunities that are open to all students through the development and implementation of the ASPIRE APP, Runshaw Xtra and ASPIRE magazine and various social media platforms.	●	●			
To increase engagement of all students in participating and taking responsibility for their own progression and development by engaging with opportunities provided, via completion of the Employability and Careers triangle and Runshaw Xtra.		●		●	●
To ensure that all staff engage in opportunities to develop and update sector specific and industry-based skills for effective pedagogical impact.				●	
To implement a unique and innovative employability skills programme, aligned with research, employer and higher education evidence, to prepare learners for work and industry placement.		●		●	
To embed industry and work placement opportunities across all programmes, where appropriate.			●	●	
To design and implement a new individual careers plan for all learners, to support their curriculum and personal development, ensuring positive progression into their intended destinations.	●	●		●	●

Key:

SL: Schools Liaison; **SS:** Student Services; **ERT:** Employer Relationship Team/Work Placement Unit
C: Curriculum (Intent, Implementation and Impact); **PT:** Programme Teams

Schools Liaison

Runshaw College recognises the importance of informed career and course advice to pre-16 students as they embark on their next steps towards further education and then higher education or professional employment. Encounters with further and higher education providers, personal guidance and a stable career programme are examples of good career guidance as structured through the Gatsby Benchmarks (Appendix 1).

Through the Schools Liaison Team, Runshaw College continues to form strong partnerships with schools and pre-16 providers to fully promote the positive progression of students into post 16 education. The collaborative approach between Runshaw College and schools in providing career guidance and information will play a major part in shaping the future of local young people. Schools Liaison activities and programmed events will engage school students, teachers, parents/guardians and other stakeholders to ensure positive progression into Runshaw College for all pre-16 students aligned to their career plans.

Students at schools and other pre-16 providers have access to high quality information, advice and guidance (IAG), a broad programme of bespoke and aspirational sessions (for example) Sampling Days, Subject Choices Days and also events such as Open Days and Showcase events. Individualised support aims to inform and excite them about their career possibilities, the college offer, community and future steps. All applicants receive a one to one interview, to discuss opportunities and progress. Runshaw College recognises and fully supports the promotion of all career pathways and how they play an important part in future success for school leavers.



Student Services



Careers Education, Information and Guidance Team

The CEIAG team will deliver an outstanding programme of advice and guidance, providing fundamental, impartial and bespoke advice to learners, in supporting them to achieve their ambitions. This will be achieved through the implementation and delivery of the Careers Programme (Appendix 2), throughout 1- year and 2- year programmes for learners at all levels. This programme is underpinned by the Gatsby programme and stipulates the importance of the 8 benchmarks (Appendix 1).

The Careers Team will work closely with the college Progress Mentors, in ensuring effective careers guidance is accessible to all learners, ensuring that all learners are equipped with the information, advice and guidance necessary to progress onto their next steps.

The Careers Team will develop and source information to support parents and guardians in increasing understanding of the sustainable career routes, through the development of a new parent/guardian section on the college website. The importance of parental engagement in career choice is highlighted in a report commissioned by the Gatsby Foundation in 2020.

The Career Team will engage with Higher Education providers to ensure students are fully supported when making decisions and applications to Higher Education institutions. This will include support open day visits, attending UCAS fairs, supporting the completion of applications and personal statements, as well as providing advice on preparing for university including financial information.

To increase the number of students receiving one to one guidance, the team will also offer appointments to students via National Careers Service for adult learners.



Enrichment

The sector leading enrichment provision is diverse and amalgamates opportunity for personal development, alongside skill development that is mapped to local, regional and national priorities.

Through feedback from employers, HE providers and learner voice, the provision will continue to develop via the Runshaw Xtra programme, an online platform, accessible to all, through which learners develop skills for their career progression, alongside careers information and advice and subject enhancement. The platform is an online provision, accessible to all learners, that centralises internal and external course opportunities from Future Learn, the Open University and a range of other providers, to engage students with skills development for their future. There are options to also encourage students to explore opportunities via their chosen career pathways, through advertisement and registration opportunities for guest speakers, external groups and certificated activity e.g. Future Learn.



¹ [parental-engagement-autumn-2020.pdf \(gatsby.org.uk\)](#)



The opportunities on this platform are regularly reviewed and refreshed in response to employer feedback, student voice, intended destination and collaboration with HEIs.

The enrichment programme will increase their external engagement with providers offering workshops in self-confidence, self-esteem, resilience and emotional intelligence, to support the ability of learners to develop self-reflection skills that allow the articulation of attributes for recruitment.

Learning Resource Centres

The LRC will continue to develop their one to one and workshop provision using the Additional Learning Framework (ALF) based upon feedback from curriculum on learner support required for key employability skills, such as time management and organisation. The Learning Resource Facilitators will develop UCAS application support workshops to support learners in completing higher education applications.

Employability and Skills Development

Our new employability and skills development framework will be introduced to align with HE providers, guidance from the CBI (Confederation of British Industry) and partnership with the Skills Builder Partnership. This will ensure that all learners will be able to consistently identify the transferable skills.

For A-level and adult learners, a work and HE readiness programme will be added to Runshaw Xtra, as a compulsory section, to ensure that all learners are provided with opportunity to develop skills for their next steps and as part of their individual career plans.



²[CBI.org.uk 2019 "Employers Life long learning"](https://www.cbi.org.uk/2019/04/employers-life-long-learning/)



Volunteering

A new volunteering hub will be developed within the Student Services area, for all learners to engage with volunteering opportunities across a broad and diverse range of sectors.

All vacancies will be advertised to learners via their associated Career Pathways, based on Runshaw Xtra , alongside advertisement boards in Student Services.

A new volunteering vacancies section will also be added to the ASPIRE student magazine to further increase student volunteering.

A cross college volunteering fair will be held during Student Volunteering Week to provide open access for all learners to engage with local employers and volunteering providers to advertise opportunity for learners.

Our enrichment and Runshaw Xtra programme will continue to offer micro-volunteering opportunities in college and beyond, to develop confidence in learners as they prepare to commit to further volunteering roles.

Employer and Higher Education Engagement

Developing and building extensive relationships with employers and HE providers is essential to the effective delivery of the Careers and Employability Strategy. The college Employer Relationship Team work extensively to development mutually beneficial relationships, in allowing employers to ensure the sustainability of future workforces and for learners to develop skillsets specific to roles.

Effective relationships are also essential to ensure the delivery of work placements, industry placements, apprenticeships and volunteering activities alongside training for educators on technical skills that need to be disseminated to learners. We engage with employers via Employer Boards, comprising of employers and Heads of Curriculum associated with the main UK sectors. Feedback from employers will be provided via these boards and placement feedback to allow the development of curricular and extracurricular activities to support skill development for all career routes.



Work Place Learning, Employer Training and Industry Placement



The Work Placement and Employer Relationship team will continue to source and develop an extensive range of employer partnerships to ensure that learners are able to access the most innovative and diverse range of employers and providers as part of their curriculum goals. This will be supported by curriculum teams.

Additional support will be provided to learners not studying on vocational programmes to increase their success in gaining meaningful and engaging work placements, related to their careers. This support will be added to the Runshaw Xtra platform as a way of supporting all learners with self-sourcing career related placements.

Industry Placement, workplace learning and employer training will be recorded by all learners as part of their individual career plan.

Curriculum engagement will continue to develop as the Careers Team will continue to develop the Careers Champion programme and develop additional links with internal and external stakeholders. This will provide curriculum areas with further education and understanding into the extensive pathways available to learners on completion of college qualifications, particularly in non-vocational programmes. Clear guidance will be provided to apprenticeship entry at all levels, to raise the profile of this pathway as a sustainable career choice. Student Careers Champions will sit within the Student Council to provide student voice on initiatives delivered and provide feedback on careers guidance within the curriculum areas.

Curriculum Design and Development



Curriculum areas will continue to develop industry and higher education links through effective participation in employer boards and development of partnerships with employers and higher education providers. Feedback from these will support in the continual development of effective subject unit outlines in all curriculum areas, to ensure that all learners are provided with the opportunity to develop skills necessary for successful progression into career routes associated with their courses and ensure that curriculum delivery incorporates the most recent innovations and developments within that area. To assess the impact of this, a centralised approach will be further developed to provide demonstrable evidence of employers and HE providers in the design, delivery and validation of all programmes.

Skills development and 'big picture, little picture' will be embedded into course intent and planning documentation across all programmes, to highlight the opportunities learners receive in developing skill profiles, relevant to their subject and intended destination/ sector.

One to one and small workshop sessions include CV writing, application support, interview preparation and bespoke career planning for all learners.

Labour market intelligence (LMI) and UCAS data will be embedded into curriculum reporting, to evidence curriculum development of effective pedagogy to support identified demand.

Learners will register for careers pathways at enrolment, that will enable them to identify all opportunity and extracurricular activities for their chosen pathways, creating a scaffold of progression in all industry sectors.



Emphasis will be placed on Continual Professional Development time for all curriculum teams to support skill development and knowledge of industry.

A continual strategic focus on STEM Lancashire Local Enterprise Partnerships (LEP) and national priorities.

In line with the Baker Clause, all teaching staff, who do not currently deliver in apprenticeship areas, will receive training on the different apprenticeship pathway, to enhance effective guidance to students for who want to explore technical education and apprenticeships including higher and degree apprenticeships. The development of school/curriculum-based Career Champions will continue to provide a fully supportive link within each area to ensure students have access to career guidance related specifically to their chosen subject area/ career choices.

Curriculum teams will have more involvement and ownership in work/industry placements. This will ensure placements are planned in as an integral component of the course, for example, included in schemes of learning, assessment calendars, course handbooks.

Placements will be included in the revised Curriculum Intent document (a position statement) highlighting the importance of placements, how they will be implemented, their purpose, how they link to assessment and criteria and how they refer to Personal Development. This will also highlight how the course contributes towards meeting skills needs through the placements, working with employers and developing employability skills.

Cross College Collaboration



Student-centred cross college collaboration is critical to the success of this strategy. All stakeholders must further develop the understanding of the necessity of sharing information and working together to maximise student success and increase engagement. Key focuses will be supporting students in developing positive mindsets and personal attributes through the ASPIRE initiative, including resilience, self-esteem and self-confidence. It is key that all curriculum and corporate areas work in partnership. There are central roles and activities for this:

Curriculum teams will have more involvement and ownership in work/industry placements. This will ensure placements are planned in as an integral component of the course, for example, included in SUOs, assessment calendars, included in course handbooks, etc. Schools will now hold responsibility for helping students find placements and delivering sessions preparing them for this.



Cross College Events

Learners will be provided with the opportunity to engage in a number of activities that will provide opportunity to engage with employers, apprenticeship providers and HE providers, in further developing awareness of the routes available for progression at all levels. These are:

- Higher and Degree Apprenticeship Event
- Employer Event
- University Open Event
- Skills Week

Learners will enhance and develop employability skills via a number of extracurricular events that will facilitate their work readiness and understanding of skill needs in employment and industry. These include:

- National Careers Week
- Student Volunteering Week
- National Apprenticeship Week
- National Enterprise Competition
- World Skills
- Planet Earth Games
- Future Skills Weeks
- HE Days



Progress Mentors



The Progress Mentors role is crucial to this strategy as they will work towards our aim that learners consistently take ownership of their career and employability skill development and Career Plan and promote opportunities available to learners and ensure that they are able to understand the implications of participation in their learning activities to support future progression and employment.

The Progress Mentor team will emphasise the importance of engagement with career pathways via the Runshaw XTRA app, as well as the college ASPIRE magazine, that provides information and guidance to learners on activities taking place internally and externally supporting career development.

Progress Mentors will work closely with curriculum and support teams to ensure that learners are able to access further facilitation and access to activities that will enable them to further develop key personal attributes, study and employability skills, as well as promoting events as groups, that will support character development.

The team deliver generic careers guidance as part of tutorial curriculum and provide support to learners on accessing more specialised support from other college support teams, such as Additional Learning Support and Study Zone Study Skills Workshops.



Impact of the Careers Strategy



What would success look like?

The Careers Strategy is assessed for its quality and positive impact on learners through:

Action Plan 2023-24

To provide a comprehensive curriculum offer that ensures learners have the opportunity to progress into all UK sectors whilst broadening horizons of opportunity on an international scale. Continue to develop and implement programmes that support national skill gaps and Labour Market Information.

1. All learners will have an individualised careers plan bespoke to their chosen career aspirations, which will work towards achieving their intended destinations.
2. Conduct a full skills audit of how schools contribute to meeting skills needs. Skills needs will be outlined in curriculum documentation across all schools.
3. Ensure all curriculum intent aligns to needs of employers, HEI and supports national skills gaps.

To implement our ambitious and sector leading extracurricular and employability curriculum to further develop the attitudes, behaviours and skills needed for successful sustained employment, as well as personal growth.

1. Use employer and industry feedback from placements to further enhance our enrichment provision and engagement via face to face session engagement and uptake on Runshaw Xtra .
2. To update the tracking system for enrichment and Runshaw Xtra to measure impact for learners.
3. Launch our new employability framework and embed within curriculum areas via the Skills Builder Partnership.

To ensure that all learners are able to access and participate in work experience/ or industry placements that will further develop their employability skills.

1. Allocate hours to curriculum areas to allow greater ownership of employability and the implementation of work and industry placement provision.
2. Further develop processes to measure the engagement and impact of industry and work placement.
3. Increase the number of students accessing work and industry placements.



To embed employability and future ready skills in curriculum delivery across all college programmes, from entry level to level 5 provision i.e. 16-18, Apprenticeships and Adult Education.

1. Further embed Careers Champions within each curriculum area.
2. Deliver a range of employability focused sessions across all programmes.
3. To promote online employability sessions via Runshaw Xtra.

To be fully responsive to feedback and guidance from employers, via placement evaluation and Employer Partnership Boards, to provide sustained insight into skill needs across all sectors and support in the development of relevant curriculum learning.

1. Increase employer engagement via clear evidence of co-creation and employer involvement in curriculum design.
2. Implement a more formalised approach to work and industry placements, to capture employer feedback which can inform the curriculum design and be evidenced in student career plans.


To deliver a continually outstanding Careers, Information, Advice and Guidance provision and continue to increase engagement with the service.

1. Maintain achievement of the 8 Gatsby Benchmarks via termly COMPASS self-assessment.
2. Increased marketing of careers appointments to learners via engagement with PM groups and as an essential criteria on individualised careers plans.
3. Provision of a confidential area for Careers Appointments and Guidance in Silverdale Student Hub, to increase uptake.

To communicate and promote the wide range of college and external opportunities that are open to all students through the development and implementation of the ASPIRE APP, Runshaw Xtra and ASPIRE magazine and various social media platforms.

1. Implementation of new screens in main student areas and corridors to further promote opportunities available to students, across all areas.
2. To further develop Runshaw Xtra and ASPIRE app, based on student feedback, to increase accessibility and logging of activity.
3. To develop a new record of achievement for career and employability skills, to provide students with an up to date and relevant skills CV for next steps.





To increase engagement of all students in participating and taking responsibility for their own progression and development by engaging with opportunities provided, via completion of the Employability and Careers triangle and Runshaw Xtra.

1. To implement a new logging system for monitoring of skill achievements.
2. Re-launch of Runshaw Xtra initiative with staff and students to demonstrate opportunities available to students to support students in achieving their next steps.
3. Monitoring of completion of extracurricular activity and individual careers plans in Progress Mentor sessions.

To ensure that all staff engage in opportunities to develop and update sector specific and industry-based skills for effective pedagogical impact.

1. Designated College Improvement Day to allow staff to develop sector specific and industry links for effective pedagogical impact.
2. Regular sharing of best practice with respect to employer and industry specific opportunities.
3. More focus on completion of industry updating within the appraisal and CPD targets.

To implement a unique and innovative employability skills programme, aligned with research, employer and higher education evidence, to prepare learners for work and industry placement.

1. Allocating hours to within curriculum areas to allow the creation and implementation of sector specific employability and careers sessions.
2. Launch a new employability skills framework based upon research from the CBI and HEI and the Skills Builder Partnership.

To embed industry and work placement opportunities across all programmes, where appropriate.

1. To allocate hours within each school where work/ industry placements are part of the curriculum. This will allow for employability sessions to be delivered by curriculum teams who are the experts in their sector plus this will encourage greater ownership of sourcing, supporting and monitoring placements for their own students as well as creating greater synergy with the roles and responsibilities of the Work Placement Team.
2. Curriculum teams will have more involvement and ownership in work/industry placements. This will ensure placements are planned in as an integral component of the course, for example, included in Schemes of Learning, assessment calendars, included in course handbooks, etc.
3. Placements will be included in the revised Curriculum Intent document highlighting the importance of placements, how they will be implemented, their purpose, how they link to assessment and criteria, how they refer to Personal Development as well as how the course contributes towards meeting skills needs through the placements, working with employers and developing employability skills.

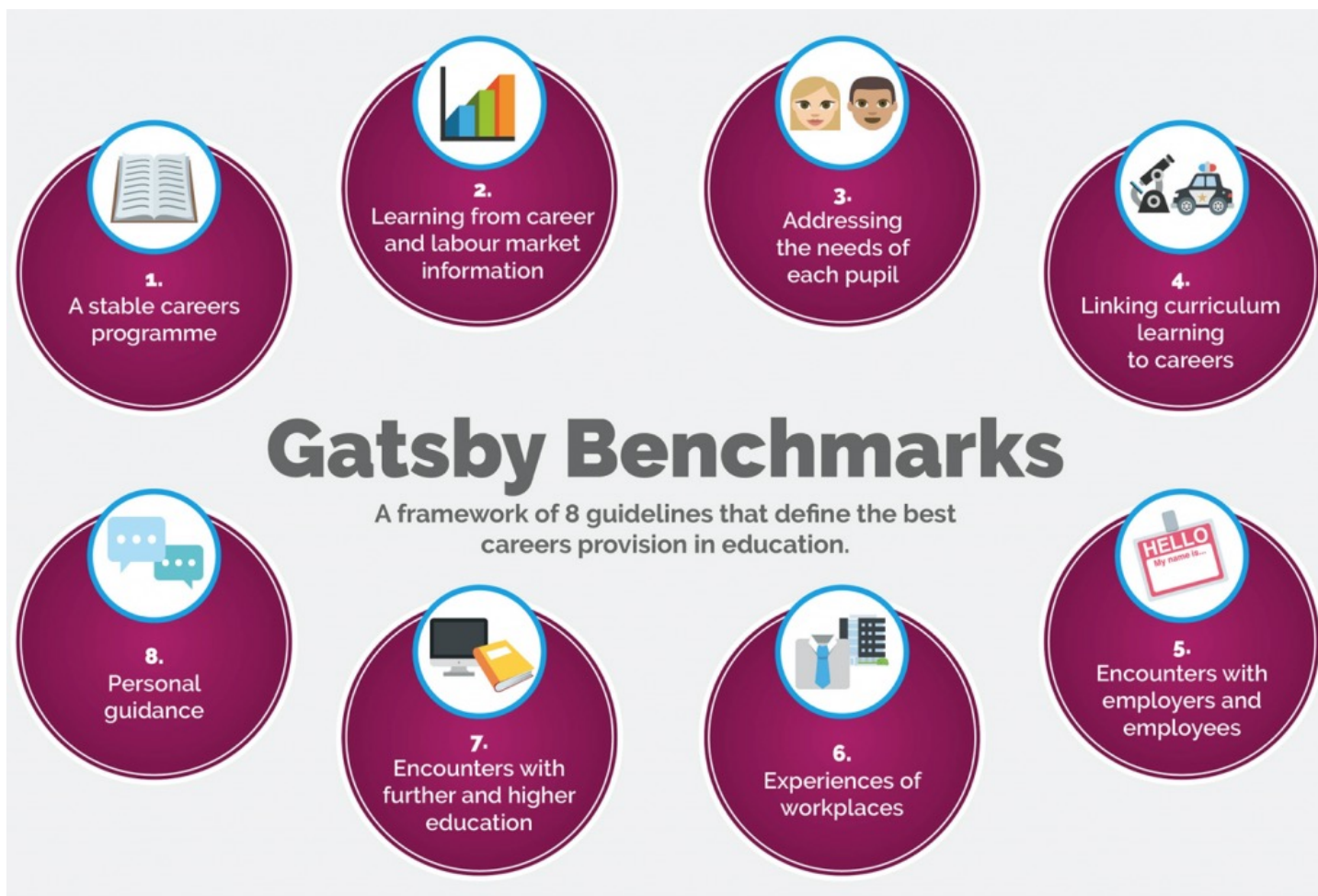


To design and implement a new individual careers plan for all learners, to support their curriculum and personal development, ensuring positive progression into their intended destinations.

1. Addition of career pathways to enrolment and application forms for all new learners.
2. Research most effective and impactful career planning software.
3. Launch individual career plans with learners and monitor implementation via programme teams.



Appendix 1



Appendix 2

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
- Enrichment
- Finances – including the 16-19 bursary, Learner Support Fund and Advanced Learner Loan Bursary
- Transport information
- Welfare and housing
- Joining the Student Council
- Religious and cultural considerations
- Volunteering

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

Camilla Gregory

01772 622677

chapman.c@runshaw.ac.uk

Head of Employer Relationships

Jane Vout

01772 622677

vout.j@runshaw.ac.uk

Head of Studies - Apprenticeships

Meg Bamber

01772 622677

bamber.m@runshaw.ac.uk

Careers Link Governor

Dominic Martinez

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.



Appendix 2

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 	Progress Mentor sessions
	<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 Subject tutors 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

Appendix 2



Careers

Programme

Year 1 and Single Year Courses

Term	Careers Activity	How ...
Autumn Term	<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 Student Services open events during the Autumn and Spring terms, e.g. Careers Cafe event and open house. 	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. Students will be advised on how to register with Unifrog and to identify some progression options they would like to consider.
	<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

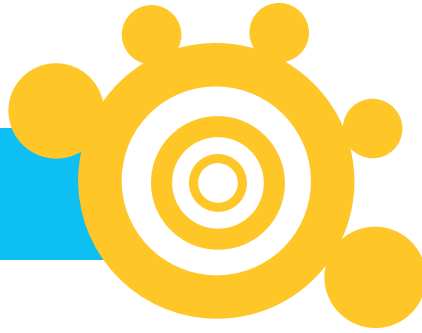


Appendix 2

Year 1 and Single Year Courses

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. 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.</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>

Appendix 2



Careers

Programme

Year 1 and Single Year Courses

Term	Careers Activity	How ...
Summer Term	<ul style="list-style-type: none"> Progression Events 	Range of progression opportunities promoted through information stands
	<ul style="list-style-type: none"> Promotion of apprenticeships/ employment opportunities 	Aspire magazine, XTRA app, 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 as 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



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 (last Wednesday in January)	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"> Advice and support with applying for student finance for university 	
	<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

Appendix 2



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

Enrichment

Money **Matters**

UCAS

Volunteering



RUNSHAW COLLEGE

Runshaw College
Langdale Road
Leyland
PR25 3DQ

Tel: 01772 622677
info@runshaw.ac.uk
www.runshaw.ac.uk

