

Careers and Employability IAG Offer 2019-2020

Context Statement

The Careers and Employability Team at Bath College provides an all-encompassing, needs-led CEIAG service to college students and their influencers, that collaboratively works with external partners and the College's own curriculum areas to ensure a complete package of careers support is available throughout the student journey. The work of the department is now embedded collegiately across a number of centralised initiatives, including:

- Collegiate Tutorial and Themed Events Calendar
- Service Offer and Curriculum Service Level Agreements (SLAs)
- Destinations

Futures have created a IAG offer for level 1, level 2 and level 3 students that provides information, advice and guidance to help them to identify their progression pathways during and after their time at Bath College. These tutorials are complemented by a variety of activities and events that further enhance the IAG offer. This is a programme made up of mandatory and optional aspects for the above mentioned students, with some activities/tutorials also being accessible for level 1 students. The Careers and Employability service offer can be seen in appendix 1.

Please see far right column for whether tutorial/activity is mandatory or optional.
(Theme weeks and parent events have been left blank)

Higher Education/UCAS IAG Offer

To provide students with an insightful and informative IAG programme of activities in regards to UCAS, the s team will deliver (or coordinate where externals are invited to deliver) the following mix of tutorials and activities to level 3 students.

Why Higher Education tutorial	Year 1, Term 3	This tutorial introduces students to higher education, focusing on the benefits of studying at degree level. It will ensure students are able to research their HE options and what factors to consider when choosing a degree or university, as well as discussing any potential barriers or fears.	M
UCAS Exhibition	Year 1, Term 4	Students will be taken to the South West UCAS Convention, which will provide them with the opportunity to ask questions to university representatives.	M
HE Outreach – How to Choose and UCAS process Tutorial	Year 1, Term 5/6	This includes: <ul style="list-style-type: none"> - How to Choose. - UCAS Apply Process - How to use you summer. - UCAS Registration 	M

HE Parents' Evening	Year 2, Term 1	This event will provide parents/carers with a greater understanding of HE study, its benefits and the process of applying via UCAS. It will also inform them about the process of applying for student finance and what funding is available to their son/daughter. Parents/carers will leave feeling more confident about HE, student finance and the application processes.	
Student Finance Tutorial	Year 2, Term 3	This tutorial will ensure students understand the process of applying for student finance and what funding is available to them. students will leave understanding the repayment process and where to access further information.	M

Careers and Employability IAG Offer

The following mix of tutorials and activities will be delivered to level 2 and level 3 students and will ensure they are well equipped to make a decision on their career pathway, but are also developing their employability skills and leave the College 'work ready' and able to succeed in a competitive job market.

Fresher's Fair	All, term 1	The Team will deliver fun engaging activities to promote the service	
Intro to Work Experience and Meet the Team tutorial	All, Term 1	This tutorial will inform students about the importance and benefits of work experience. It will also make them aware of the processes/responsibilities involved and how to make the most of their placement.	M
CVs and Cover Letters tutorials	All, preferably term 1/2	The Team will assist students to create a CV and cover letter. This tutorial will provide students with the structure required for these documents as well as outlining the dos and don'ts of the application process.	M
Career Exploration tutorial	L2/L3 Year 2, Term 3	Successful career progression requires planning, forethought and clear understanding of one's skills, experiences and circumstances. This tutorial will help students develop an understanding of what is required of them in order to progress in a career that interests them.	O
Options Tutorial	All, Term 5/6	An opportunity to consider all options open to students after their course delivered appropriate to level	O
National Careers Week (theme week)	All, Term 4	The Team will coordinate a theme week that raises students' awareness of careers IAG and also provides them with the tools to undertake their own research.	
Apprenticeships tutorial	L2/L3 Year 1, Term 4	This tutorial will provide students with information on apprenticeships, their benefits and how to search and apply.	O
Progression Month	All, Term 4	A month offering Progression Opportunity Career Clinics and Mock Interview Events assisting student to progression within, into HE, Work and Apprenticeships. It will also be the month for HE and Apprenticeship events.	O
Mock Interviews	L2/L3 Year 2, Term 5	The Team will work with curriculum department to offer students the opportunity to have a mock interview with a relevant employer. If this doesn't occur during progression week a more bespoke opportunity may be possible.	M
Job Searching tutorial	L3 Year 2, Term 5	In an increasingly competitive job market, employees at all levels need to develop skills and qualities they can demonstrate in the workplace and to achieve the initial employment. This is a practical tutorial designed to give students the knowledge and skills they need to help them research and prepare for career opportunities.	O

1:1 Support

All tutorials that form part of the above IAG offer are all supported with lesson plans and appropriate resources which are reviewed and updated annually. Students are supported, in addition to the IAG offer, with the opportunity to access 1:1 IAG interviews with a qualified Careers Adviser. 1:1 interviews are arranged with students or via a tutor referral at the convenience of the student and available during term-time. Students can also access careers drop-ins and clinics in the Careers Café at both college campuses. Online Chat through the current Moodle resources will also be available.

Appendix 1

Futures IAG Offer 2018-19

Level 1

	Tutorial	Activity	Theme Week
Induction	<ul style="list-style-type: none"> • Intro to WEX/Career 	<ul style="list-style-type: none"> • Fresher's Fair 	
Ongoing	<ul style="list-style-type: none"> • Personal Guidance • Kudos/Career pilot Workshop 		
Term 1	<ul style="list-style-type: none"> • CV • Covering letter 		
Term 2			
Term 3			
Term 4			<ul style="list-style-type: none"> • National Careers Week
Term 5	<ul style="list-style-type: none"> • Mock Interviews 	<ul style="list-style-type: none"> • Progression month 	
Term 6		<ul style="list-style-type: none"> • Post Assessment Survey for WEX 	

Level 2

	Tutorial	Activity	Theme Week
Induction	<ul style="list-style-type: none"> • Intro to WEX/Career 	<ul style="list-style-type: none"> • Fresher's Fair 	
	<ul style="list-style-type: none"> • Personal Guidance • CSCS • Kudos/Career pilot Workshop 		
Term 1	<ul style="list-style-type: none"> • CV • Covering letter 	<ul style="list-style-type: none"> • Pre Assessment Survey for WEX 	
Term 2			
Term 3			
Term 4	<ul style="list-style-type: none"> • Interview Preparations 		<ul style="list-style-type: none"> • National Careers Week
Term 5		<ul style="list-style-type: none"> • Progression month 	
Term 6		<ul style="list-style-type: none"> • Post Assessment Survey for WEX 	

Level 3, Year 1

	Tutorial	Activity	Theme Week
Induction	<ul style="list-style-type: none"> Intro to WEX/Career 	<ul style="list-style-type: none"> Fresher's Fair 	
Ongoing	<ul style="list-style-type: none"> Personal Guidance CSCS Kudos/Career Pilot Workshop 		
Term 1	<ul style="list-style-type: none"> CV Covering letter 	<ul style="list-style-type: none"> Pre Assessment Survey for WEX 	
Term 2	<ul style="list-style-type: none"> Skills Workshop 		
Term 3	<ul style="list-style-type: none"> Why Higher Education? 	<ul style="list-style-type: none"> UCAS Exhibition 	
Term 4	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> National Careers Week
Term 5	<ul style="list-style-type: none"> Mock Interviews 		
Term 6	<ul style="list-style-type: none"> How to Choose and register 	<ul style="list-style-type: none"> Post Assessment Survey for WEX Progression month 	

Level 3, Year 2

	Tutorial	Activity	Theme Week
Induction	<ul style="list-style-type: none"> Intro to WEX/Career 	<ul style="list-style-type: none"> Fresher's Fair 	
Ongoing	<ul style="list-style-type: none"> Personal Guidance CSCS Kudos/Career Pilot Workshop 		
Term 1	<ul style="list-style-type: none"> CV Covering letter 	<ul style="list-style-type: none"> Pre Assessment Survey for WEX 	
Term 2	<ul style="list-style-type: none"> 		
Term 3	<ul style="list-style-type: none"> Creative Mock Interviews 		
Term 4	<ul style="list-style-type: none"> Interview Preparation Student Finance 	<ul style="list-style-type: none"> Progression month 	<ul style="list-style-type: none"> National Careers Week
Term 5			
Term 6		<ul style="list-style-type: none"> Post Assessment Survey for WEX 	

Additional Bespoke Workshop Offer:

- Social media
- Using a phone for Job Searching
- Local Labour Market