

Careers Programme 2018-19

At each stage in your learner journey you will be supported and encouraged to consider your career options beyond college. Our Careers Programme provides information about the main events that you may encounter during your time at Accrington and Rossendale College.



Pre-Enrolment (continued overleaf)	16-18 Study Programme	High Needs	Adults	Apprenticeships/Work Based Learning
	<p>School Activity (Years 8 - 11)</p> <p>You may receive information and advice by the School Liaison team through class sessions, parent's evenings, careers and options events about your GCSE options and opportunities post-16. Activities are school dependant.</p> <p>College Years 10 and 11 Open Events</p> <p>You will receive subject related and progression information from course tutors. You can speak to the Careers Guidance team if you require Careers Education Information, Advice and Guidance about your options and future career plans.</p> <p>College Interviews (Year 11)</p> <p>Your interviewer will provide information and advice about your chosen subject.</p> <p>The Careers Guidance team will be present if you require additional Careers Education Information Advice and Guidance and help you to have a clear understanding of the progression opportunities from your chosen course to achieve your career aspirations.</p>	<p>School Activity</p> <p>You will be able to work with the local authority, your school Special Needs Co-ordinator (SENCO), who will have worked with you to prepare your career pathway, to arrange for transition as identified in your Educational Health Care Plan (EHCP).</p> <p>College Years 10 and 11 Open Events</p> <p>You will receive subject related and progression information from course tutors. You can speak to the Careers Guidance team if you require Career, Education, Information, Advice and Guidance about your options and future career plans. The Learning Support team will be available to talk to you about your planned pathway.</p> <p>College Interviews (Year 11)</p> <p>Your interviewer will provide information and advice about your chosen subject. The Careers Guidance team and the Learning Support team will be available to offer any specialist advice and guidance to ensure that you are supported onto the right programme that will assist you in achieving your goals as specified in your EHCP.</p>	<p>College Activity</p> <p>Course Information Sheets are linked to the website and available for students to view with or without support from the Careers Education Information Advice & Guidance team.</p> <p>Access to Careers Education Information Advice and Guidance is available and advertised through college publicity or available on request.</p> <p>Open Events</p> <p>You will be notified about Enrolment events planned at key stages throughout the year where you will receive subject related Information.</p> <p>Initial assessment and interviews are available on relevant programmes of study. You can speak to the Careers Guidance team if you require further support about your options and future career plans</p> <p>College Interviews</p> <p>You will be invited to interview (as appropriate), the interviewer will provide information and advice about your chosen subject. The Careers Guidance team will be available if you require additional Careers Education Information Advice and Guidance and help you to have a clear understanding of the progression opportunities from your chosen course to achieve your career aspirations.</p>	<p>School Activity (Years 8 - 11)</p> <p>You may receive information and advice by the School Liaison Team through class sessions, parent's evenings, careers and options events about your GCSE options and opportunities post-16. Activities are school dependant.</p> <p>College Years 10 and 11 Open Events</p> <p>You will receive subject related and progression information from the Apprenticeship team. You can speak to the Careers Guidance team if you require Career Education Information Advice and Guidance about your options and future career plans.</p> <p>College Interviews</p> <p>Your interviewer will provide information and advice about your chosen apprenticeship. The Apprenticeship team can help support you through the application process and the Careers Guidance team will be present if you require additional Information Advice and Guidance.</p>

	<p>College Taster Days (Year 10) and New Student Days (Year 11)</p> <p>You will receive subject related and progression information from course tutors.</p> <p>Careers Encounters</p> <p>You will receive information about a variety of different career opportunities including apprenticeships, further and higher education, volunteering and meeting with local and national employers. Activities are school dependent. The College Schools Liaison team will be present if you require additional Careers Education Information Advice and Guidance.</p>	<p>College Taster Days (Year 10) and New Student Days (Year 11)</p> <p>You will receive subject related and progression information from course tutors. You will be able to attend college days as part of your transition, and at all stages the Careers Guidance team and Learning Support team will be available to ensure that you are prepared for college in September.</p> <p>Careers Encounters</p> <p>You will receive information about a variety of different career opportunities including further and higher education, volunteering and meeting with local and national employers. Activities are school dependent.</p> <p>The College Schools Liaison and Learning Support teams will be present if you require additional Information Advice and Guidance to help identify Information about Access to Work, funding and Student Finance accessing the Disabled Student Allowance, and any other questions that you might have when considering your progression into college.</p>		<p>College Careers Encounters</p> <p>You will receive information about a variety of different career opportunities including apprenticeships, further and higher education, volunteering and meeting with local and national employers.</p> <p>Activities are school dependent. The College Schools Liaison team will be present if you require additional Information Advice and Guidance.</p>
At Enrolment	16-18 Study Programme	High Needs	Adults	Apprenticeships/Work Based Learning
	Subject specific information and advice available from Curriculum teams. The Careers Guidance team will be present if you require additional Careers Education Information Advice and Guidance.	Subject specific information and advice available from Curriculum teams. The Careers Guidance team will be present if you require additional Careers Education Information Advice and Guidance. Learning Support Team will be present.	Subject specific information and advice available from Curriculum teams. The Careers Guidance team is available if you require additional Information Advice and Guidance.	Subject specific information and advice available from Curriculum team and Apprenticeship Team. The Careers Guidance team will be present if you require additional Careers Education Information Advice and Guidance.

On Programme (continued overleaf)	16-18 Study Programme	High Needs	Adults	Apprenticeships/Work Based Learning
	<p>Induction/Fresher's Fair</p> <p>You will be receiving information about the Careers Guidance team, employability/ work experience and destinations during induction. You will receive information about volunteering and extra-curricular opportunities at the Fresher's Fair.</p> <p>Tutorial</p> <p>You will have regular contact with your Personal Tutor and at least two 1:1 reviews in terms 1 and 2 to discuss your long term career goals. You will be offered an appointment with the Careers Guidance team if you require additional Careers Education Information Advice and Guidance.</p>	<p>Induction/Fresher's Fair</p> <p>You will receive Information about specialist services that you may need to support your journey.</p> <p>You will be receiving information about the Careers Guidance team, employability/ work experience and destinations during induction. You will receive information about volunteering and extra-curricular opportunities at the Fresher's Fair.</p> <p>Tutorial</p> <p>You will have regular contact with your personal tutor and at least two 1:1 reviews in term 1 and 2 to discuss your long term career goals. Your reviews will include progress towards the targets in your Education Health and Care plan to ensure that you are on target to develop the skills needed to enable you to progress, and to ensure that you are aware of all the options available to you to achieve your goals.</p>	<p>Induction/Fresher's Fair</p> <p>You will be receiving information about the Careers Guidance team, employability/ work experience and destinations during induction. You will receive information about volunteering and extra-curricular opportunities at the Fresher's Fair.</p> <p>At induction and throughout the course, tutors will ensure students receive subject related information about progression. Where relevant, tutors will provide meaningful encounters with employers.</p> <p>Mock interviews and other employability skills are developed as part of the curriculum offer.</p> <p>Where appropriate, the Careers Guidance Team carry out class visits and 1:1 guidance interviews to ensure students have opportunities to explore progression options beyond college.</p> <p>College Careers Encounters</p> <p>During your time at college you will have meaningful encounters with local and national employers, universities, trips and visits and access to information about a variety of different career opportunities including apprenticeships, further and higher education, volunteering opportunities and Labour Market Information (LMI). The Careers Guidance team will be available if you require additional Careers Education Information Advice and Guidance to access these resources.</p>	<p>Individual Progress Reviews</p> <p>You will have a review with your assessor at key points during your apprenticeship (within the first 4 to 6 weeks, and then at 3, 6, 9 and 12 months) to assess progress on your apprenticeship towards your long term career goal.</p> <p>Level 3 apprentices will be given information about higher education opportunities and offered a face-to-face or telephone appointment with the Careers Guidance team if you require additional Careers Education Information Advice and Guidance.</p>

Workplace Experiences

If you are on a vocational programme you will be supported to apply for, find a placement and complete work experience which will be a minimum of:

- 12 hours p/Year Entry and Level 1
- 34 hours p/Year Level 2
- 34 hours p/Year Level 3

College Careers Encounters

During your time at college you will have meaningful encounters with local and national employers, universities, trips and visits and access to information about a variety of different career opportunities including apprenticeships, further and higher education, volunteering opportunities and Labour Market Information (LMI). The Careers Guidance team will be available if you require additional Careers Education Information Advice and Guidance to access these resources.

Higher Education (Level 3)

You will have the opportunity to visit at least one university and through group tutorial you will receive information about higher education options (including higher/degree apprenticeships) and support with your UCAS application.

Personal Advice and Guidance

You can access support from the Careers Guidance team for personalised Careers Education Information Advice and Guidance to explore your progression options beyond college.

Workplace Experiences

You will be supported to apply for work experience that is in line with your needs, the course that you are on, and the outcomes on your EHCP. You will be supported to make meaningful interactions with employers to ensure that you have positive experiences of the workplace to support your career aspirations

On Programme

All college courses are aimed at progressing people into the best possible career destinations. You will have support from your tutor and the delivery team, employability and independent living skills will be included as part of the curriculum to prepare you for life outside college

College Careers Encounters

During your time at college you will have meaningful encounters with local and national employers, universities, trips and visits and access to information about a variety of different career opportunities including apprenticeships, further and higher education, volunteering opportunities and Labour Market Information (LMI). The Careers Guidance team and Learning Support will be available if you require additional Careers Education Information Advice and Guidance to access these resources.

Higher Education (Level 3)

You will have the opportunity to visit at least one university and through group tutorial you will receive information about higher education options (including higher/degree apprenticeships) and support with your UCAS application.

Higher Education (Level 3/Access)

You will have the opportunity to visit at least one university and through group tutorial you will receive information about higher education options (including higher/degree apprenticeships) and support with your UCAS application.

	<p>Parent Events</p> <p>Parent's events will be held at key points throughout the year.</p> <p>The Careers Guidance team will be available to support at all parent evenings.</p>	<p>Personal Advice and Guidance</p> <p>You will have at least one in depth guidance interview with a member of the Careers Guidance team during the year to ensure that you progress into a positive destination that supports you in meeting your outcomes on your EHCP</p>		
Course Exit	16-18 Study programme	High Needs	Adults	Apprenticeships/Work Based Learning
	<p>Exit Review</p> <p>You will have an End of Year Individual Learning Plan with your tutor. You will be offered an appointment with the Careers Guidance team if you require additional support with your future destination</p> <p>Referrals</p> <p>You will be offered a face to face or telephone appointment with the Careers Guidance team to support your transition onto an alternative pathway</p>	<p>Exit Review</p> <p>You will have a statutory review of your EHCP.</p> <p>Referrals</p> <p>You will be offered a face to face or telephone appointment with the Careers Guidance team to support your transition onto an alternative pathway. Learning Support Team will be in attendance if appropriate.</p>	<p>Signpost</p> <p>The Careers Guidance Team is available to provide guidance and support as requested to help signpost to alternative provision.</p>	<p>Exit Review</p> <p>You will be offered a face-to-face or telephone appointment with the Careers Guidance team if you require additional Careers Education Information Advice and Guidance.</p>