

Careers Programme 2021-23

Academic year
Autumn Terms 1-2
Spring terms 3-4
Summer terms 5-6

Topic	Activity	Learner Groups	When happens (Terms 1-6)
UCAS	Introduction Registration <ul style="list-style-type: none"> Tutors student Tutor reference collation HE presentations <ul style="list-style-type: none"> why go to Uni personal statement student finance University personal statement check	L3 Yr1/Access students All UCAS tutors All L3 Yr1/ access All L3 Yr1/ access All L3 Yr1/ access All L3 Yr1/ access informed of this provision.	5/1 1 5/1 5 1 5 3 2
HE	Sharing information provided by universities on activities, events and support they can provide to students and staff. <ul style="list-style-type: none"> Email Student newsletter 	Tutors/students	All
Apprenticeships	Apprentices are recruited by the apprenticeship team. Promoted within national apprenticeship/careers/ progression week Tutor resources for national apprentice week 1-1 Guidance - application support Raise awareness of degree apprenticeship.	All students All students Self-referrals/tutor referrals All students	throughout the year 3/6 and as required. 3 and as required. all As required. As required.
Enrolment	1-1 interviews	Prospective students	1
School liaison	Careers Fairs Assemblies Workshops Parent's evenings 1-1 guidance Talks about post 16 options, college life, apprenticeships, possible careers routes. CV writing and interview skills	Students/ tutors/ parents/ heads of year groups and careers advisors	all
Workplace encounter	By the end of their study programme, every learner should have had one further such experience, additional to any part-time jobs they may have.	See RuTC WEX policy Timetabling reviewed to maximise opportunity for students to gain work experience e.g. 3 - 4-day timetable if possible, to allow students half/one day per week work experience. Options – incorporate tutorial on finding work experience early in Autumn term to allow all students to have it arranged for during the academic year	As required
Employer fair	College event External Fairs	all students promoted as required	Date to be published near the time
Industry / sector resources	Though variety of links <ul style="list-style-type: none"> National careers service website, Prospect's website, UCAS website kudos College Destination data Career pathways are part of vocational delivery. Careers paths and LMI blended learning materials are included in tutorials. Career's pathway displays are in curriculum areas Students have access to kudos. Cascaid and eClips software through Moodle HE and Careers Fair provides opportunities to explore pathways with exhibitors.	All students	As required. Within tutorial framework

Newsletters	Termly Themed <ul style="list-style-type: none"> • Progression • UCAS applying to Uni. • National careers week • National apprenticeship week 	All students Specific groups L3 /Access All students All students All students	5 1/3 3 3
Parent	Newsletters Can attend 1-1 interview regarding. <ul style="list-style-type: none"> • Progression • Enrolment • Referral Attendance at parent events	Parent/student/tutor Parent/guardian/student Parent/guardian/student Parent/guardian/student Parent/guardian/student	See newsletter schedule. As required. As required. As required. As required
He Fair	College event	Tutors/ student <ul style="list-style-type: none"> • All level 3 students • Level 2 with tutor support 	3
Progression	Provide input and resources for progress week. 1-1 interviews 1-1 Referral from tutors after annual reviews	All students referral of students not progressing	6 5/6
Kudos, students learn about pathways, able to explore routes that include further education, higher education, and apprenticeships.	Encourage all tutor groups to register and use the programme.	All tutor groups	Link with 1 induction 6 progression
National careers week	Resources for tutors Promote around the college. Newsletter Arrange events with HE providers	All tutor groups. All students	3 3 3
1-1 advice & guidance	Throughout the whole academic year <ul style="list-style-type: none"> • Tutor referrals • Self-referrals • Parent referrals 	All students informed. Tutor request Student request Parent request	1 induction All all all
Tutor support/resources	Feed into the tutorial programme <ul style="list-style-type: none"> • Progression • Future Pathway options • UCAS Inputs could include. <ul style="list-style-type: none"> • Career research tools. • CVS and applications • Group sessions Tutor support for Referral of 1-1 IAG	All tutor groups, via tutorial scheme and as required.	6 6 1 / 4 Tbc tbc tbc as required.
Vacancy support Apprenticeship vacancies	Publicise and promote opportunities that come into apprenticeship and careers teams	Via Moodle and specific tutor groups as required College website and apprenticeship website https://www.rutc.ac.uk/our-courses/apprenticeships/current-apprenticeship-vacancies.html https://www.gov.uk/apply-apprenticeship	all
Promote events	College open days and resources (Sways) and any events being put on (For example, apprenticeship week)	All potential students and external schools	all
Career information	Inputs could include.: <ul style="list-style-type: none"> • LMI • Kudos • Key clips • National careers service website and other resources 	Via tutors and newsletters for All students Sent individually to students through email	all
Webinars	Online external presentations Eg HE Internal for tutor groups	Targeted L3 Students/ tutors	As required. All all
Next step questionnaire	All students complete in term 5/6 <ul style="list-style-type: none"> • Give an indication of next step plans. • Career ideas • Permission to follow up re destination. 	All students	4