

### Southwark College: Careers Programme

This programme is an overview of Careers & Employability Provision at Southwark College

|  | Activity   | Gatsby Benchmarks | Sep                           | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Subject Level |
|--|--|-------------------|-------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|
| <b>Tutorial Guidance Programme</b>                             | Induction Programme – Tips for success & expectations of study programme | 1, 3, 8           | ✗                             |     |     |     |     |     |     |     |     |     |     |     |               |
|  | Role Models – how a role model can inspire you to study & progress       | 2                 | ✗                             |     |     |     |     |     |     |     |     |     |     |     |               |
|  | Email etiquette – the importance of formal business communication        | 2, 8              | ✗                             |     |     |     |     |     |     |     |     |     |     |     |               |
|  | Higher Education – benefits and routes into higher education             | 7                 |                               | ✗   |     |     |     |     |     |     |     |     |     |     |               |
|  | Personal Finance   | 8                 |                               |     |     | ✗   |     |     |     |     |     |     |     |     |               |
|  | Linked In – understanding LinkedIn                                       | 8                 |                               |     |     |     | ✗   |     |     |     |     |     |     |     |               |
|  | World Maths Day  | 4                 |                               |     |     |     |     | ✗   |     |     |     |     |     |     |               |
|  | Managing Stress  | 8                 |                               |     |     |     |     |     |     | ✗   |     |     |     |     |               |
|  | Time Management  | 8                 |                               |     |     |     |     |     |     |     | ✗   |     |     |     |               |
|  | Careers – next steps overview, design a personal careers plan            | 7, 8              |                               |     |     |     |     |     |     |     |     |     | ✗   |     |               |
|  | UCAS – Introduction to UCAS  | 3, 7, 8           |                               |     |     |     |     |     |     |     |     |     | ✗   |     |               |
|  | UCAS – A review of HE outside London                                     | 3, 7, 8           |                               |     |     |     |     |     |     |     |     |     | ✗   |     |               |
|  | UCAS – personal statement writing  | 3, 7, 8           |                               |     |     |     |     |     |     |     |     |     | ✗   |     |               |
|  | <b>Personal Guidance</b>   | <b>Activity</b>   |                               |     |     |     |     |     |     |     |     |     |     |     |               |
| 1:1 IAG Interviews with Careers Adviser – appointments service |  | 3, 8              | Available all year on request |     |     |     |     |     |     |     |     |     |     |     |               |
| Exam Results Day Support                                       |  | 3, 8              |                               |     |     |     |     |     |     |     |     |     |     | ✗   |               |
| CV Support – monthly advice sessions                           |  | 3, 8              | Available all year            |     |     |     |     |     |     |     |     |     |     |     |               |



| National Weeks                     | Activity                              |               |   |  |  |  |  |  |  |  |  |  |  |  |  |
|------------------------------------|---------------------------------------|---------------|---|--|--|--|--|--|--|--|--|--|--|--|--|
|                                    | National Careers Week                 | 1, 2, 4, 5    |   |  |  |  |  |  |  |  |  |  |  |  |  |
| National Apprenticeship Week       | 1, 2, 4, 5                            |               |   |  |  |  |  |  |  |  |  |  |  |  |  |
| NEET<br>Employability<br>Programme | SMART Target Planning - Employability | 1, 2, 3, 5, 6 | Programme offered on basis of 12-week rolling programme |  |  |  |  |  |  |  |  |  |  |  |  |
|                                    | Introduction to Career Planning       | 1, 2, 3, 5, 6 |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                                    | CV & Cover Letter Workshops           | 1, 2, 3, 5, 6 |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                                    | Interview Skills & Mock Interviews    | 1, 2, 3, 5, 6 |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                                    | Understanding WEX session             | 1, 2, 3, 5, 6 |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                                    | Presentation Skills session           | 1, 2, 3, 5, 6 |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                                    | Work Placement                        | 1, 2, 3, 5, 6 |   |  |  |  |  |  |  |  |  |  |  |  |  |



## Southwark College Careers Programme

The Southwark College Careers Programme offers students a comprehensive range of careers, enterprise and employability activities throughout their academic journey with us.

The Southwark College Careers Programme has been linked to the Gatsby Benchmarks and comply with the Careers Development Institute framework for careers, enterprise and employability education

**Please Note:** Southwark College is committed to the SC Careers Education Programme. On occasions, the dates and events may be subject to change depending on college business.

**Covid19:** Southwark College will endeavour to carry out the designated Careers Programme wherever possible but owing to the restrictions on employer visits, campus trips and workplace tours, our offering to students will be in accordance with government guidelines and availability of opportunities. Where possible, we will replace sessions with virtual careers events.

**Reviews & Evaluation:** The Southwark College Careers Programme will be evaluated annually to ensure the activities meet the requirements of all our learners.

**Date Issued:** January 2021

**Next Review:** September 2021