

## Southwark College Careers Guidance Programme 2024 - 2025

This programme is an overview of Careers Guidance & Employability Provision at Southwark College. This underpins the careers strategy and summery statement. 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.

	Activity	Gatsby Benchmarks	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Target Offer
Tutorial Guidance Programme	Flying start Induction Programme - Tips for success & expectations for students on study programme. NCG guarantee.	1, 3, 8	×												100%
	Mental fitness. Positive mind set - how a role model can inspire you to study & progress	2, 4		×			×								100%
	Higher Education - benefits and routes into higher education vs. apprenticeships	2, 3, 4, 7		×											100%
	Personal Finance	4, 8				×									100%
	Intro to CV Writing	4, 8					×								100%
	World Maths Day	4, 8						×							100%
	Managing Stress	4, 8								×					100%
	Time Management	4, 8									×				100%
	Careers - Setting Goals Design a personal careers plan	1, 2, 3, 7, 8				×						×			100%
	UCAS - Introduction to UCAS process	3, 7, 8	×	×											100% of L3
	UCAS -HE opportunities and courses nationally	3, 7, 8	×	×								×			100% of L3
	UCAS - personal statement writing	3, 7, 8		×											100% of L3
	Presentation Skills Promoting your Brand, Confidence Building/Resilience	1, 2, 3, 5, 8			×										100%
	Entrepreneurship Setting up your Own Business	1, 3, 4, 6									×				100%
	Networking - Linked in & cover letters for job search	1, 2, 3, 4			×				×						100%

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<b>Personal Guidance</b>	1:1 IAG Interviews with Careers Adviser – Service by appointments & weekly drop in.	3, 8	Available all year & promoted widely.												20%	
	Exam Results Day Support	3, 8												✗	100%	
	CV Support –advice sessions	3, 8	Available all year													
	Swap, don't drop guidance for possible NEET's	3, 8	✗	✗												80%
	Apprenticeship Advice Sessions Job search support – appointments service/drop-in workshop	3, 8				✗	✗	✗								
	SEND progression advice	3, 8										✗				
<b>Career Activities</b>	SMART Target Planning – progression for study programme.		✗	✗							✗				100%	
	Introduction to careers information via online Career platforms such as Unifrog	1, 2, 3, 4, 6, 8				✗	✗								20%	
	CV & Cover Letter Workshop	1, 3, 4, 6				✗			✗						100%	
	Applying for Jobs and apprenticeships Support with Applications	1, 3, 4, 5, 6, 8						✗	✗						10%	
	Interview Techniques & Mock Interviews	1, 3, 4, 6							✗						10%	
	Careers & Jobs fair 8th May 25 - All courses invited.	1, 3, 5, 7									✗				100%	

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Higher Education	UCAS Registration & Support (Yr13)	1, 3, 7, 8	✗	✗	✗	✗	✗								100% of Yr 13
	ACCESS STUDENTS support with UCAS Registration & HE and careers Support	1, 3, 7, 8	✗	✗	✗	✗	✗								100%
	UCAS Personal Statement Drop-in Sessions	3, 8	✗	✗	✗	✗									30%
	UCAS Application Check Service by tutors & HOD		✗	✗	✗	✗									100%
	UCAS Talks on Student Finance for University targeted at all 2nd Year Level 3	1, 3, 7, 8							✗						100%
	<b>ACCESS STUDENTS</b> - UCAS Talks on Student Finance for University								✗						100%
	<b>HIGHER EDUCATION FAIR</b> - Focus on University, & info on apprenticeships on-site 15 Oct 24	1, 3, 4, 7		✗					✗						100%
	<b>Presentations from Universities</b> focus on L3 students interested in medical nursing and related careers for study programme			✗	✗	✗									100%
	<b>ACCESS STUDENTS</b> Presentations from Universities for Access students on a range of topics including focus on students interested in medical nursing			✗	✗	✗									100%
	Portfolio & interview Support Sessions for Art students Referral via tutors.	1, 3, 8				✗									10%
National Weeks	<b>National Careers Week 3-8 March 25</b>	1, 2, 4, 5							✗						100%
	<b>National Apprenticeship Week 10-16 Feb 25</b>	1, 2, 4, 5						✗							20%

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Work Experience Programme	Introduction to Work experience Talks: rationale, Where and When? by WEX officer	1, 2, 3, 4, 5, 6													100%
	T Levels support by WEX officer	3, 4, 5, 6,													100%
	Support with WEX Placements by WEX officer	3, 4													100%
	CV & Cover Letter Workshops run by WEX officer	1, 2, 3, 5, 6													20%
	Interview Skills run by WEX officer	1, 2, 3, 5, 6													20%

## 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.

**Please note** on occasions, the dates and events and topics may be subject to change depending on developments or new opportunities that arise. On some occasions virtual careers events will take place, instead of visits or face to face speakers.

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

**Date Issued:** 9 June 2024

**Revised:** August 2025 by Christina Maw, Careers Lead