

The Bedford College Group Careers Programme 2023-24

The Bedford College Group holds the Matrix Standard for the provision of Information, Advice and Guidance (IAG) and was rated as 'Good' by Ofsted in the most recent inspection.

We have teams of professionally qualified coordinators to offer a range of IAG services. This programme highlights the IAG offer available to our learners.

The Careers Programme is mapped against the Gatsby Benchmarks for IAG (see www.goodcareerguidance.org.uk for more information).

The Gatsby Benchmarks are:

1. A stable careers programme
2. Learning from careers and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

This Careers Programme is also mapped for all stages and ages of education and training against an adaption of the Network for Evaluating and Researching University Participation Interventions (NERUPI) framework.

This progression framework has five key principles and we have aligned our careers programme to this adaption for both further and higher education:

- A. Developing knowledge and awareness of different progression opportunities
- B. Develop the learner's capacity to make informed career progression choices
- C. Developing confident and resilience for progression
- D. Developing study skills and capacity for academic attainment
- E. Developing the learner's capacity for career decision making through contextualising subject knowledge

The Bedford College Group Careers Leader is Simone Newman - Head of Student Services.

In addition to the Student Services Teams, there are a range of staff involved in the delivery of the Careers Programme including our Customer Contact Team, Academic Teachers, Personal Development Tutors and Work Placement Coordinators.

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Activity	Learning Outcome	Planned Date	Target Groups	Gatsby Benchmark	Desired Learning Outcome – Progression Framework
Careers Advice at Enrolment, GCSE Results Day & Open Events	One to one career guidance interview, discussions with parents	August – September, November, January, March – April, June	All Learners	3, 8	A, B
Transition Support (SEND Learners)	Learners can reaffirm they are on the right programme for their intended career aspirations	August – September	SEND Learners	3, 8	A, B
UCAS Clearing Advice and Support	Learners will be able to access information about different HE progression options at different HEIs	August – September, June - July	HE Applicants	3, 7, 8	A, B, C
Careers Advice at Enrolment	Learners will be able to access professional careers guidance appointments and look at different progression options	August - September, February - July	All Applicants	7, 8	A, B
Change Your Mind at Interviews	Learners who decide that the course that they have applied for is not for them and at risk of being out of education or training are supported to consider alternative progression opportunities	August – October	All Learners	3, 8	A, B
Induction Programme	Learners will be offered information advice and guidance, labour market information, encounters with employers and a range of induction and PDAB activities to support their curriculum and pathway development	September - October	All Learners	1, 2, 3, 4, 5, 8	A, B, C, D, E
Introduction to Higher Education	To introduce students to HE pathways	September - October	Level 3	1, 7	A
Introduction to UCAS Overview	Learners will be introduced to the UCAS Apply system and create personal accounts to enable them to start HE applications. Learners will be informed about how to complete their HE applications.	September - October, May - June	Level 3	3, 7, 8	A, B, C
'Talk Don't Walk' Appointments with Student Services	Learners who are at risk of dropping out of education or training are supported to consider alternative progression opportunities	September - October	All Learners	3, 8	A, B
Transition Checks - Right Learner, Right Course	Learners can reaffirm they are on the right programme for their intended career aspirations	September - October	All Learners	3, 8	A, B

Activity	Learning Outcome	Planned Date	Target Groups	Gatsby Benchmark	Desired Learning Outcome – Progression Framework
Employability and Transferable Skills	Learners will undertake activities that will develop their soft skills, employability skills, develop their resilience and well-being and enable their continuous development	September - June	All Learners	1, 3, 8	C, D
Employer Guest Speakers / Workplace Visits	Learners will have positive and inspirational engagement with employers	September - June	All Learners	2, 5, 6	A, B
Inspirational / Guest Speakers	Learners will anticipate challenges they may face in education and know what skills they need to make a successful transition to the next stage of their education or training (soft skills)	September - June	All Learners	3	A, C
Introduction to UniFrog	Learners will use UniFrog to explore alternative progression routes	September - June	Level 1 and 2	1, 7	A, B
Labour Market Information	Learners will be given key information in relation to LMI as part of their chosen pathway of study	September – June	All Learners	2, 4, 8	A, B
Money Skills	Learners will be prepared with the skills needed to manage their money	September – June	All Learners	3	C
UniFrog Subscription Online platform to support young people explore progression opportunities.	Learners will begin the UCAS process, generate and submit a strong university application.	September - June	Level 3	1, 2, 7, 8	A, B
Work Experience / Placements	Learners will gain employability skills and experience the workplace	September - June	All Learners	2, 3, 4, 5, 6	A, B, C
Volunteering and Employability	Learners will learn about opportunities available to them within voluntary organisations	September – June	All Learners	3, 8	A, B
CV Check Drop-In's	Learners will be able to produce, develop or update their curriculum vitae to a higher standard	September - July	All Learners	3, 8	C
Effective Personal Statement Support	Learners will be informed about how to complete their HE applications, produce good personal statements and be prepared for interviews and/or auditions.	September - July	Level 3	3, 7, 8	A, B, C

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	Learners will be able to create strong personal statements.				
Interview Skills	Learners will be given information on how to conduct themselves in an interview	September – July	All Learners	3, 8	C
Job Search	Learners will be supported and given guidance on how to search for a job and where this information can be found	September – July	All Learners	3, 8	C
Progression Routes – Alternatives to University	To support learners not considering HE as a pathway or pathway not secured. The workshops will encourage learner to look at their life as a whole.	September - July	Level 3	3, 8	B, C, D
UCAS Application Checking and Support	Learners will begin the UCAS process, generate and submit a strong university application.	September - July	Level 3	1, 7	A, B
University Talk	Learners will have guest speakers from local Universities	September – July	Level 3	3, 7, 8	A, B, C, D, E
Mock University Interviews	Learners will undergo mock interviews to develop their transition skills and potential to succeed at interview	November - March	All Learners	3, 8	C
Apprenticeships Information Sessions	Learners will be offered information about apprenticeship pathways, options and apprenticeship application processes	January - March	All Learners	7	A, B
Replying to University Offers	Learners will be supported to accept their University offers	January – May	Level 3	3, 7, 8	B, C
Student Finance Advice Sessions	Learners will be informed about student finance and how to apply for support.	January - May	Level 3	3, 7, 8	C
Careers Fair / Month	Learners will have targeted interventions that inform them about different career areas and employability options including employers being invited in for pop-ups and learner talks	February - March	All Learners	1, 2, 4, 5, 7	A, C
Student Finance Presentations	Learners will be aware of Student Finance England's up to date information and have	February - April	Level 3	1, 8	B

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	increased awareness of funding available (including bursaries and scholarships)				
CV Workshops	Learners will be able to produce, develop or update their curriculum vitae to a higher standard	February - June	All Learners	3, 8	C
National Apprenticeships Week	Learners will be offered information about apprenticeship pathways, options and apprenticeship application processes	March	All Learners	2,5,8	A, B
National Careers Week	Learners will have targeted interventions that inform them about different career areas and employability options	March	All Learners	1, 2, 5	A, B
Mock Interviews	Learners will undergo mock interviews to develop their employability skills	March - June	All Learners	3, 8	C
1:1's with EHCP & LAC Learners	Professional guidance appointment to support vulnerable learner groups with careers information, advice and guidance	All Year	EHCP Learners LAC / Leaving Care Learners	3, 8	A, B
Career Guidance by Appointments / Drop-Ins	Professional guidance appointment to support learners with careers information, advice and guidance	All Year	All Learners	3, 8	A, B
Careers / Course Advice for FE Progression – Where next appointments	Learners will be able to access transition and progression support information to assist them with progression decisions	All Year	All Learners	2, 3, 7, 8	A, B, C
Community IAG / Engagement Events	Prospective learners receive careers support at live or virtual community events	All Year	General Public / Community	7, 8	A, B
Competitions - World Skills Inter-College Competitions	Learners will participate in competitive skills based challenges that support their potential for progression to employability	All Year	Learners in Participating Departments	4, 6	B, E
How to Apply for an Apprenticeship	Learners will be guidance on how to apply for an Apprenticeship	All Year	All Learners	7	A, B
Online Resources (YourSpace) A range of online resources and tutorials, including	Learners will access the information, advice and guidance they need to make a successful transition to HE.	All Year	All Learners	3	C

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subjects such as: exam stress, resilience and UCAS.					
Online Wellbeing Resources	Learners will anticipate challenges they may face in education, life or work and know what skills they need to make a successful transition to further or higher education (soft skills).	All Year	All years	3	C
Pre-Entry Schools' Outreach and Engagement Work / Welcome Days	Young people are introduced to different training and education pathways and options and different career pathways	All Year	All Applicants	7, 8	A, B
University Campus Visits	Learners will have a positive first-hand live or virtual experience of student life and a university environment	All Year	Levels 2 and 3	7	A, B, C, E