**The Bedford College Group Careers Programme 2024-25**

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](http://www.goodcareerguidance.org.uk) for more information).

The Gatsby Benchmarks are:

1. A stable career 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 progression framework has five key principles and we have aligned our careers programme to this adaption for both further and higher education:

1. Developing knowledge and awareness of different progression opportunities
2. Develop the learner’s capacity to make informed career progression choices
3. Developing confident and resilience for progression
4. Developing study skills and capacity for academic attainment
5. 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, Learning Mentors 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 |
| 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 the 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. Learners will be able to create strong personal statements.  | September - July | Level 3 | 3, 7, 8 | A, B, C |
| 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 increased awareness of funding available (including bursaries and scholarships)  | February - April | Level 3 | 1, 8 | B |
| 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 LearnersLAC / Leaving Care Learners | 3, 8  | A, B |
| Career Guidance by Appointments / Drop-Ins  | Professional guidance appointment to support learners with careersinformation, 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 subjects such as: exam stress, resilience and UCAS.  | Learners will access the information, advice and guidance they need to make a successful transition to HE.  | All Year | All Learners | 3 | C |
| 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 |