

Activate Learning is committed to providing students with career-focused learning programmes supported by high quality information, advice and guidance (IAG) to raise aspirations and enable successful transition. All students are prepared to become talented employees who will contribute not just to the success of the businesses they work for but to the wider economy.

The Careers programme provides an overview of the careers activities delivered to students. It complements the careers learning embedded in students' study programmes, work experience and the development of the Activate Learning Attributes and is designed to fulfill the Gatsby benchmarks and CDI Framework.

## **Learning about Careers and the World of Work**

Activity/ Resource	Objectives	Level	Gatsby	CDI	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
		/Year	benchmark	Framework												
1:1 impartial careers guidance with a qualified adviser	Personalised support to enable informed decision making and next steps planning	All	8, 3, 2	1-17												
Careers induction	To introduce and signpost the service.	All	8	10												
Right student, right course, Retention Panels	Providing support and options to students unsure of their course choice.	All	3, 8	1, 2, 10, 14, 15, 17												
Career planning and Labour Market research using Start (career matching tool)	Students understand the career planning process, develop self-awareness and explore relevant careers.	All	2	1, 3, 4, 5, 6, 7, 10, 11, 14, 15, 17												
National Careers week	Raising awareness of opportunities and developing self-presentation skills.	All	2, 4	4, 5, 6, 7, 8, 9, 10, 11, 14												
National Apprenticeship week	Raising awareness of opportunities and developing self-presentation skills.	All	2, 4	4, 5, 6, 7, 8, 9, 10, 11, 14												
Progression options tutorial session	Raising awareness of options to support informed decision making.	All	2, 4	4, 7, 10, 14, 15, 17												
1:1 Targeted progression support.	Personalised support to enable informed decision making and next steps planning.	All	2, 3, 8	1-17												
Results day advice and guidance	Personalised support to enable informed decision making and next steps planning.	All	3, 8	1, 2, 10, 14, 15, 16, 17												
ALO Careers - online resources	To support self-directed learning.	All	2, 3	1, 3, 4, 5, 6, 7, 10, 11, 13, 14, 15, 16, 17												
Start - Careers matching online tool	To raise self-awareness and support labour market research to support informed decision making.	All	1,2,3,4,5,6, 7,8	1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 15, 17												

# **Developing Career Management and Employability Skills**

Activity	Objectives	Level / Year	Gatsby benchmark	CDI Framework	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Fresher's and job fair	Networking for part time job opportunities.	All	2, 4, 5, 6	4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17												
Careers and Apprenticeship fair	Raising awareness of opportunities and to develop self-presentation and networking skills.	All	2, 4, 5, 6	4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17												
Workshops: CV writing Creating a LinkedIn profile Interview skills Mock interviews Job and Apprenticeship vacancy search and application	Self-awareness and self- promotion via a range of media to attract positive attention from recruiters.	All	2, 4, 5	1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 14, 15, 16, 17												
Job and Apprenticeship vacancies advertised via Careers ALO and Recruitment pop-up shops.	Networking and application opportunities for employer vacancies.	All	2, 5, 6	4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17												
1:1 employability support	Personalised support to help students into employment and	All	2, 3	1-17												

	Apprenticeship opportunities.									
Visiting speakers	Raising awareness of opportunities and developing self-presentation skills.	All	2, 4, 5, 6	4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17						

## Higher Education research and the UCAS Application

Activity	Objectives	Level / Year	Gatsby benchmark	CDI Framework	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
UCAS takeover week a combination of University led tutorial sessions and HE Fairs	Raising awareness of opportunities and developing self-presentation skills.	L3	2, 7	1, 4, 6, 7, 10, 11, 13, 14, 15, 17												
UCAS personal statement workshop	Self-marketing for successful selection.	L3 Yr 2	2, 7	1, 10, 14, 15, 16, 17												
1:1 UCAS personal statement support	Personalised support for self-marketing and successful selection.	L3 Yr 2	2, 3, 8	1, 10, 14, 15, 16, 17												
Introduction to UCAS and Higher Education research tutorial session	Research skills for informed-decision making and understanding the application process.	L3 Yr 1	4,7	1, 4, 5, 6, 7, 10, 11, 14, 15, 16, 17												
UCAS clearing support	Personalised support to enable informed decision making and next steps planning.	L3 Yr 2	3, 8	1, 2, 4, 10, 14, 15, 16, 17,												

#### The Gatsby benchmarks of Good Career Guidance

- 1. A stable careers programme
- 2. Learning from career 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

## **CDI Framework link**

https://www.thecdi.net/write/BP556-CDI-Framework-web.pdf

