

Walsall College Careers Guidance Team

(September 2021 - July 2022)

Careers Education Information Advice and Guidance Programme

The Careers Guidance Team at Walsall College is able to deliver a wide range of workshops/activities to support staff and students with CEIAG (Careers Education Information Advice and Guidance) group work and sessions during tutorials or lessons. Most group sessions can also be delivered virtually (through Teams/Zoom).

	Session/Activity/Events	Suitable for	Advisory Month/Term/Date	Gatsby Benchmarks
General	Careers Guidance Team Induction Students will know how and where to access the Careers Guidance Team to help and support them throughout their time at college. Qualified and experienced Careers Officers will advise and guide students with any questions or queries relating to careers, employability and Higher Education. Students will watch the Careers Induction Video and/or PowerPoint during their Induction.	All levels	September/October/Term 1 or when required i.e. New group starts	1 and 3
	Employer Led Activities Students will have access, at various times throughout the year, to specific employers and organisations related to their course. They will have the opportunity to find out more about the various careers and get to ask questions. i.e. guest speakers, mock interviews and trips to employers where possible.	All levels	Terms 1, 2 and 3	2, 3, 4 and 5
	Annual Higher Education (HE) Fair (Entry 2022) For students applying to university - they'll have the opportunity to attend specific HE sessions. Talks include: Personal Statements, Student Finance & Alternative routes into HE and Q & A with university representatives from local and national universities.	Mandatory for Access to HE, Year 2 Level 3, Level 3/4 FAD, Year 1 Level 3 students And useful for HND students looking to 'top-up' to degree level	Wednesday 6th & Thursday 7th October, 2021. 9.30 - 3.00pm	2, 5 and 7
	Health and Social Care/Childcare Employer Event Students will have the opportunity to engage with health and social care and childcare employers and learn about the various diverse careers within this sector.	V6 and Adult students within Health and Social & Childcare subjects	March 2022(date tbc)	2, 3, 4, 5 and 7
	STEAM (Science Technology Engineering Arts Maths) Event Students will have access to various Science, Technology, Engineering, Arts & Maths related organisations, internally and externally and will be given the opportunity to 'Have a go' at the activities and take part in live demos. This event is to raise the awareness of STEAM Careers for all students.	All levels	April 2022 (date tbc) Wisemore Campus	2, 3, 4, 5 and 7
	Public Services Event Students will have the opportunity to attend talks, watch live demos and speak with various public sector organisations i.e. Police, Fire Service, Ambulance Service, NHS & Prison Service to find out about the various careers. This event is open to all other students that have an interest in these careers.	All levels	February 2022 (date tbc) Wisemore Campus	2, 3, 4, 5 and 7
	Themed career opportunity events Students will have the opportunity to attend several face to face as well as virtual careers and employability events, fairs, activities, sessions and webinars on: Apprenticeships, Work experience, with local and national employers i.e. NHS, SEND organisations and lots more!	All levels	Various dates throughout the year	2, 3, 4, 5 and 7
	Options on completion of your course/alternative progression routes Students find out what options are available when they complete their course. i.e. Apprenticeships, other job routes, university, volunteering and other courses and further study.	Level 2 and above	Terms 2 and 3	2, 3, 4 and 5
Exploring Careers	Researching careers and employment opportunities Students will learn about the various career opportunities their course could lead to.	All levels	Terms 2 and 3	2, 3, 4 and 5
	Researching the labour market Looking at what jobs and careers are in demand and those that are decreasing.	All levels	Terms 2 and 3	2, 3, 4 and 5
	Finding out about job opportunities/apprenticeships/traineeships Specifically investigating apprenticeship and traineeship opportunities.	All levels	Terms 2 and 3	2, 3, 4 and 5
Employability Skills	CV Preparation A session to help students create and prepare an accurate and up to date CV. The CV tasks also addresses equality and diversity.	All levels	Terms 1, 2 and 3	2, 3 and 4
	Completing job application forms Including writing a Job Personal Statement and identifying transferable skills.	Level 1 and above	Terms 2 and 3	2, 3 and 4
	Preparation for interviews/mock interviews This session will help students better prepare for when attending 'real' jobs interviews. Interview technique, answering popular & difficult questions	Level 2 and above	Terms 2 and 3	2, 3, 4 and 5
University & Higher Education	Unifrog - (exploring HE and Apprenticeship opportunities in the UK & Abroad) One stop shop on line comprehensive careers package to help students research and explore careers, universities, courses, scholarships, bursaries, apprenticeships, jobs, creating CV's, writing UCAS personal statements, HE student finance, writing competences and much more all in one place! The content also supports lessons and tutorials resources for tutors in all subjects.	All levels	Terms 1, 2 and 3	2, 3, 4, 5 and 8
	Intro to UCAS and HE Research Students will know how to start the research process for university and degree courses and apprenticeship degrees. Including knowing about Open Days, Taster sessions and Student Finance.	Mandatory for all Year 1 Level 3 groups & FAD, Access to HE	Terms 2 and 3 (before June) for Year 1 Level 3's. September/early October for Access to HE and FAD student groups.	7
	Applying to University - the UCAS process Students will know how to complete the UCAS application/online form, including important college guidelines, UCAS deadlines and costs.	Level 3 students and higher	Term 1	3 and 7
	Writing successful personal statements Students will know how to structure a Personal Statement, know what content to add and what admission tutors are looking for.	Level 3 students and higher	Terms 1, 2 and 3	3 and 7
	University Interview Preparation (Mock Interviews) Students will know how to prepare for a HE University interview and what questions to expect.	Level 3 students and higher	Terms 1, 2 and 3	3, 7 and 8
	Support with replying to Offers and UCAS Extra Students will know how to reply to their university offers and make their firm and insurance offers. They will also know how to add an extra course if they are unsuccessful with all of their 5 degree course choices.	Level 3 students and higher	Terms 2 and 3	3, 7 and 8
	Student Finance Students will know about tuition fees, bursaries, scholarships maintenance loans and how to repay them back.	Level 3 students and higher	Terms 2 and 3	3, 7 and 8
	Supporting new and experienced tutors through the UCAS process CPD & support for new and experienced tutors.	Level 3 tutors and higher	Terms 1, 2 and 3. CPD Days in early July/late August and early September	N/A

Other workshops/activities relating to careers, employability and HE can be prepared and delivered on request. If tutors would like to arrange a workshop or session at any of our campuses or online, please contact The Careers Guidance Team, email: guidanceteam@walsallcollege.ac.uk