

Walsall College Careers Education Information Advice and Guidance Programme

(September 2023 - July 2024)

Walsall College is able to deliver a wide range of workshops/activities to support students & staff with CEIAG (Careers Education Information Advice and Guidance) group work and sessions during tutorials or lessons, with a range of group work, sessions, guest speakers, events and activities during tutorials and/or lessons.

	Session/Activity/Events	Suitable for
College wide Careers, HE & Employability events	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
	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
	Careers and HE Fair (Entry 2024) - 4th-5th October 2023 For students applying to University - they'll have the opportunity to attend specific HE sessions. Talks include: Personal Statements, Student Finance 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 Highly recommended for Year 1 Level 3 also.
	NAW (National Apprenticeship Week) - 5th-9th February 2024 Students will have the opportunity to speak with local and national Apprenticeship employers.	All Levels
	Careers in Public Services and Law - 7th February 2024 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 students that have an interest in these careers.	All levels
	NCW (National Careers Week) - 4th-8th March 2024 Students will have the opportunity to speak with various local and national employers about full and part-time opportunities and attend specific careers/employability talks	All Levels
	STEAM (Science Technology Engineering Arts Maths) - April 2024 (day tbc) 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
Careers Education & Exploring Careers	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
	Researching careers, employment and labour market opportunities Students will learn about the various career opportunities their course could lead to. Looking at what jobs and careers are in demand.	All Levels
	Finding out about job opportunities/ apprenticeships/traineeships Specifically investigating Apprenticeship opportunities.	All Levels
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
	Completing job application forms Including writing a Job Personal Statement and identifying transferable skills.	Level 1 and above
	Preparation for interviews/mock interviews This session will help students better prepare for when attending 'real' jobs interviews. Interview technique, answering popular & difficult questions. In addition, employers and careers staff may also carry out individual mock interviews with students.	Level 2 and above
Work Experience For students who's work experience is not embedded within their course, there is an expectation that some students undertake work experience e.g work shadowing, volunteering, online sessions & activities from one day to a week.		
University & Higher Education	Unifrog - (exploring 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
	Why HE/UCAS 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
	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
	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. Tutors, careers and University staff will support students with personal statements throughout the whole UCAS process.	Level 3 students and higher
	University Interview Preparation (Mock Interviews) Students will know how to prepare for a HE University interview and what questions to expect. Careers and University staff can help prepare students by carrying out mock interviews and delivering group sessions.	Level 3 students and higher
	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. Careers staff can deliver sessions and support students individually with this process. University staff can also support.	Level 3 students and higher
	Student Finance Students will know about tuition fees, bursaries, scholarships maintenance loans and how to repay them back. Careers and University staff can deliver group sessions. Careers staff will also support students individually where required.	Level 3 students and higher
	Supporting new and experienced tutors through the UCAS process CPD & support for new and experienced tutors.	Level 3 tutors and higher

For further information please contact The Careers Guidance Team,
 email: careersteam@walsallcollege.ac.uk