

# Walsall College Careers Education Information Advice and Guidance Programme

(September 2024 - July 2025)

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	Month/ Term/Date	Gatsby Benchmarks
College wide Careers, HE, Employability Events and Activities	<b>Careers Guidance Team Induction</b> 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 a short Careers Guidance Team Induction Powerpoint during their induction.	All levels	Sep/Oct/Term 1 or when required i.e. New group starts	1 and 3
	<b>Employer Led Activities</b> 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. at large scale events, guest speakers in the classroom, mock interviews and trips to employers where possible.	All levels	Terms 1, 2 and 3	2, 3, 4 and 5
	<b>Careers Fair and HE Fair Entry (2025) - 16th and 17th Oct 2024</b> For students <b>applying</b> to University from this September onwards - will have access to various local and national university representatives. they will also have the opportunity to attend specific HE sessions. Talks include: Personal Statements, How to Prepare for a HE interview and Student Finance, Q&A with university representatives.	Mandatory and highly recommended for Access to HE, Year 2 Level 3 and Level 3/4 FAD (Foundation Degree in Art & Design) students, or any student applying to start university in Sept 2025. Also useful for some Year 1 Level 3 and those HND students looking to 'top-up' to degree level.	16th and 17th Oct 2024 Wisemore Campus - Atrium	2, 5 and 7
	<b>NAW (National Apprenticeship Week) - 10th to 14th February 2025</b> Students will have the opportunity to speak with local and national Apprenticeship employers.	All levels	10th - 14th February 2025 Wisemore Campus	2 & 5
	<b>Careers in Law &amp; Protective Services - February 2025</b> Students will have the opportunity to attend talks, watch live demos and speak with various public sector organisations i.e. Army, Navy, RAF, Police, HMP Service, Fire & Ambulance Services, Legal & other NHS Services to find out about the various careers. This event is open to all students that have an interest in these careers.	All levels	February 2025 (Date TBC)	2, 3, 4, 5 and 7
	<b>NCW (National Careers Week) - 3rd to 8th March 2025</b> 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	3rd to 8th March, 2025 Wisemore Campus	2 & 5
	<b>Childcare Careers Day Event - April or May (tbc)</b> Interested students will have access to early years, education and childcare related employers and recruitment agencies, to find out about careers opportunities locally and further afield.	All levels	April or May 2025 TBC	2 & 5
	<b>SEND Careers Event - June (tbc)</b> Event for students with SEND and EHCP's. Students will have the opportunity to explore careers with employers and other educational local providers.	All levels	June 2025 TBC	2 & 5
	<b>STEAM (Science Technology Engineering Arts Maths) Event - 9th April 2025</b> Students will have access to various Science, Technology, Engineering, Arts & Maths related organisations and employers, including our own internal course areas 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 and year 10 school students.	All levels	9th April, 2025 Sports Hall and Conference Centre	3, 4, 5 and 7
Careers Education & Exploring Careers  Sessions delivered by the Careers Guidance Team, Personal Development Tutor, Tutors and/or external organisations	<b>Options on completion of your course/alternative progression routes</b> 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
	<b>Researching careers, employment and labour market opportunities</b> Students will learn about the various career opportunities their course could lead to. Looking at what jobs and careers are in demand.	All levels	Terms 2 and 3	2, 3, 4 and 5
	<b>Finding out about job opportunities/apprenticeships</b> Specifically investigating Apprenticeship opportunities.	All levels	Terms 2 and 3	2, 3, 4 and 5
Employability Skills	<b>CV Preparation</b> A session to help students create and prepare an accurate and up to date CV. The CV tasks also addresses equality and diversity. Delivered by Careers Guidance Team. Personal Development Tutor, Tutors and/or external organisations.	All levels	Terms 1, 2 and 3	2, 3 and 4
	<b>Completing job application forms</b> Including writing a Job Personal Statement and identifying transferable skills. Delivered by Careers Guidance Team. Personal Development Tutor, Tutors and/or external organisations.	Level 1 and above	Terms 2 and 3	2, 3 and 4
	<b>Preparation for interviews/mock interviews</b> 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	Terms 2 and 3	2, 3, 4 and 5
<b>Work Experience</b> 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 and employer engagement activities.				
University & Higher Education	<b>Unifrog - (exploring Apprenticeships and Universities in the UK and abroad)</b> 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
	<b>Why HE/UCAS Research</b> 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
	<b>Applying to University - the UCAS process</b> 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
	<b>Writing successful personal statements</b> 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	Terms 1, 2 and 3	3 and 7
	<b>University Interview Preparation (Mock Interviews)</b> 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	Terms 1, 2 and 3	3, 7 and 8
	<b>Support with replying to Offers and UCAS Extra</b> 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	Terms 2 and 3	3, 7 and 8
	<b>Student Finance</b> 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	Terms 2 and 3	3, 7 and 8
	<b>Supporting new and experienced tutors through the UCAS process</b> 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

Employers, training providers, universities, other colleges and organisations, please complete the form below if you would like to attend or enquire further about any of our careers, employer or University events: <https://www.walsallcollege.ac.uk/contact/>