



Careers Programme 2023-24

The City of Liverpool College is committed to developing learner's knowledge, skills and awareness of careers and the labour market. The College takes a collaborative approach to delivering a high quality CEIAG programme. Careers Advice and Guidance, Work Experience, curriculum departments and progress leaders all contribute to this, to ensure it meets the needs of all learners.

The college offers a range of careers and employability activities and services which are underpinned by the Gatsby Benchmarks ([view on back page](#)).

All learners who attend The City of Liverpool College have access to a team of fully qualified, Matrix-accredited careers advisers who offer impartial IAG throughout the year. This includes half-terms and during the summer break. Each college site has a dedicated careers adviser that students can speak to, as well as the regular drop-in service offered daily at the Learning Exchange.

In addition to this, every student will be supported by their progress leader who will develop, support and review their career and progression plans. During the academic year, students will complete a Personal Development Plan with three stages:

- **Preparation for Learning**
- **Develop my Learning**
- **Progress my Learning**

Each of these stages includes a mix of dedicated careers and personal development lessons and regular one-to-one progress reviews. During *Progress my Learning*, students' career aspirations and progress will be reviewed and students requiring career guidance are referred to CAG for one-to-one careers guidance.

Throughout the academic year, the Careers Advice and Guidance team offers targeted one-to-one careers guidance to vulnerable learners (learners with EHCPs, care experienced and Young Carers).

Our team of qualified careers advisers are available in all college centres and are located in the pastoral hubs during term times.

Careers advisers are also available for drop-in advice during half terms at the Learning Exchange, Roscoe Street.

Appointments are available throughout the year to all students. Parents and carers are welcome to attend.

Call the team on: 0151 252 3607 or email: careersadvice@liv-coll.ac.uk

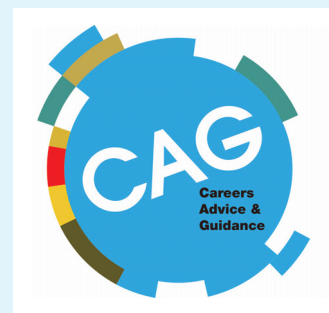


The City
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College

Themed Careers Guidance

In addition to offering personal careers guidance interviews to all college learners, the Careers Advice and Guidance team organises a range of wider careers and employability activities, including:

- Presentations by a range of employers, universities and partners
- Employability workshops
- Annual careers fair
- Bespoke cross-college careers events.



The careers calendar provides an insight into the activities on offer this year. However, other activities will be delivered in collaboration with individual departments to meet the needs of all students.

The Careers Programme 2023-24 is available online at:

<https://www.liv-coll.ac.uk/life-at-the-college/careers-advice-guidance/>

CAREERS CALENDAR 2023 - 24

September

- Transition day welcome talks
- Enrolment advice and guidance drop-in
- Course transfer advice and guidance drop-in ('Swap don't Drop' clinics)
- Drop-in careers advice in all pastoral hubs and Learning Exchange
- Positive Inclusion Project drop clinic
- CAG introductions
- Entrepreneurs Monthly Meet-up - Liverpool

October

- EHCP/LAC/YAC on-course targeted careers advice
- UCAS planning sessions and foyer events
- University talks across college
- Drop-in careers advice in all pastoral hubs and Learning Exchange
- Shaping Futures sessions (university and finance talks)
- Half-term UCAS planning workshops (university delivery)
- Positive Inclusion Project drop-in clinic
- CV workshops
- Entrepreneurs Monthly Meet-up - Liverpool

November

- EHCP/LAC/YAC on-course targeted careers advice
- Employer talks across centres
- EHCP/LAC on-course targeted careers advice
- UCAS personal statement sessions
- ESOL taster sessions in curriculum
- Career Coach Launch across all centres
- Positive Inclusion Project drop-in clinic
- Apprenticeship support
- Entrepreneurs Monthly Meet-up - Liverpool

December

- Careers advice referrals in pastoral hubs
- EHCP/LAC/YAC on-course targeted careers advice
- Drop-in careers advice in all pastoral hubs and Learning Exchange
- Career Coach employability workshops in pastoral hubs
- ESOL HE University talks
- ESOL employer visits
- UCAS support sessions
- Entrepreneurs Monthly Meet-up - Liverpool

January

- Career advice referrals in pastoral hubs
- ASK Apprenticeship sessions
- UCAS foyer events
- Career Coach employability workshops in pastoral hubs
- ESOL taster sessions in curriculum
- ESOL HE University talks
- ESOL employer visits
- Positive Inclusion Project drop-in clinic
- Entrepreneurs Monthly Meet-up - Liverpool

February	<ul style="list-style-type: none"> • Drop-in careers advice in all pastoral hubs and Learning Exchange • Employer talks • Career Coach employability sessions • Half-term employability sessions • ESOL Sports Leaders Award • Entrepreneurs Monthly Meet-up - Liverpool
March	<ul style="list-style-type: none"> • EHCP and LAC on-course targeted careers advice • University talks across college • Drop-in careers advice in all pastoral hubs and Learning Exchange • 'Prepare for the Fair' sessions in tutorials • College Careers Fair • Career Coach employability sessions • ESOL taster sessions in curriculum • ESOL university visit • ESOL Emergency services careers progression event • Entrepreneurs Monthly Meet-up - Liverpool
April	<ul style="list-style-type: none"> • EHCP Progression event • Vauxhall Road employer talks • Employer talks across centres • Career Coach employability sessions • ASK Apprenticeship sessions • ESOL Progression Fair • ESOL taster sessions in curriculum • Entrepreneurs Monthly Meet-up - Liverpool
May	<ul style="list-style-type: none"> • Careers advice referrals in pastoral hubs • EHCP/LAC/YAC on-course targeted careers advice - review • Drop-in careers advice in all pastoral hubs and Learning Exchange • Career Coach employability workshops in pastoral hubs • Level 3 vocational course application and employability sessions • EHCP progression fair • Progression Board careers advice and guidance referrals • ESOL Next Steps event • Entrepreneurs Monthly Meet-up - Liverpool
June	<ul style="list-style-type: none"> • Progression Board careers advice and guidance referrals • Career Coach employability workshops in pastoral hubs • Health & Social Care and Sports: progression event (employer and university talks all week) • Academic Studies: progression event (employer and university talks) • Positive Inclusion Project drop-in clinic • Progress Board next steps event • Entrepreneurs Monthly Meet-up - Liverpool
July	<ul style="list-style-type: none"> • Progression Board careers advice and guidance referrals • Positive Inclusion Project drop-in clinic • Entrepreneurs Monthly Meet-up - Liverpool
August	<ul style="list-style-type: none"> • A-level/Level 3 results support week (careers, university, apprenticeships and employment) • GCSE results support week (careers, university and partner support service drop-in) • Enrolment drop-in advice and guidance sessions and referrals from curriculum • Positive Inclusion Project drop-in clinic • Entrepreneurs Monthly Meet-up - Liverpool

Key Contacts

Director of Student Progress and Personal Development:

Gillian Williams - gillian.williams@liv-coll.ac.uk

Careers Lead - Careers Advice and Guidance Team:

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GATSBY BENCHMARKS

WHAT ARE THEY?

1

A STABLE CAREERS PROGRAMME

2

LEARNING FROM CAREER AND LABOUR MARKET INFORMATION

3

ADDRESSING THE NEEDS OF EACH PUPIL

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

1

Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers

2

Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information

3

Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout

4

All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths

5

Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

6

Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

7

All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

8

Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs