

# CAREERS PROGRAMME



# CAREERS TEAM

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Our highly experienced and dedicated careers team is on hand to provide specialist careers advice and guidance to students throughout the year. We organise a number of career directed events each year where students have the opportunity to attend workshops, receive one-to-ones and participate in seminars from a variety of universities, employers and alumni.

*'Career describes our journey through life, learning and work. We need to actively develop our careers to make the best of them. This process of career development takes skill as well as knowledge and the right attitude.'*  
(The Career Development Institute, (CDI) 2021)

Our careers programme is designed to embed the career development skills set out within the Skills Builder Framework. It's purpose is to support all students in the planning of their career, so that they leave The Sixth Form with the skills, knowledge and confidence needed for the next step of their career journey.



## We provide students with multiple opportunities to:

- Develop self-awareness of their skills, strengths and interests in relation to higher education and career options.
- Research their career ideas and HE goals.
- Engage with employers, universities and apprenticeship providers.
- Understand labour market information and its impact on the choices that they make.
- Develop and identify key employability skills so that they have the confidence to demonstrate these during the recruitment process, both for employment and university places.
- Explore enrichment opportunities outside of the curriculum.

As a Sixth Form we actively encourage parents and carers to support their son/daughter with their career planning and exploration. Our website contains a range of online careers resources to facilitate this support and as a Sixth Form, we host a number of parents and carers events during the academic year, which provide further information on post-sixth form progression options.

## Gatsby Benchmarks

The Department for Education provides guidance to all school's and colleges outlining expectations around careers education and guidance. This is to ensure that all young people have the opportunity to raise their aspirations and achieve their career goals via a well established careers programme. The quality of the careers programme is measured against the following Gatsby benchmarks:

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

Further details of the National Careers Strategy and Gatsby Benchmarks can be found at [www.gatsby.org.uk](http://www.gatsby.org.uk).

The Sixth Form Bolton works hard to ensure our careers programme meets the needs of all our students and provides them with many opportunities to acquire career development skills. How we achieve this is set out in the following pages.



# YEAR 1 CAREERS PROGRAMME

## THROUGHOUT ACADEMIC YEAR

### WHAT / HOW

Within each subject area, students are provided with numerous opportunities to develop key skills as set out in the Skills Builder and explore a range of careers and labour market information, in relation to their subject(s) and career aspirations:

[This includes guest speakers from higher education and employment as well as trips which give students experiences of a variety of workplace and university settings.](#)

### WHAT / HOW

1:1 Guidance appointments with our team of qualified careers advisers:

[Students can visit the Careers Hub on the ground floor to book an appointment or use the QR code on the back page.](#)

### WHAT / HOW

Skills Programme:

[This programme incorporates online and 'live' employability sessions to help develop key skills in preparation for the world of work. In the online sessions, students sign up to a career pathway and undertake a project designed by pathway specific employers. In the live sessions, students will gain skills in communication, teamwork and leadership.](#)

### WHAT / HOW

Themed Careers Months:

Throughout the academic year, students have the opportunity to explore a wide range of career pathways through our sector-specific themed careers months. Each month focuses on one of the priority career sectors across Greater Manchester, including Engineering and Manufacturing, Digital and Tech, Professional Services, Creative and Media, and more.

[Throughout each themed month, students can take part in a variety of activities designed to broaden their understanding of the sector and the career opportunities available. These include in-college careers talks, workplace visits and 'safaris', employer engagement activities, and other opportunities to learn more about different roles, industries and pathways into employment.](#)

### WHAT / HOW

Opportunities for work experience:

[Work-related experiences, including Live Project Briefs delivered via subject areas and opportunities to undertake Workplace Safaris as part of the wider college careers programme. These experiences will enhance future applications to university and employment.](#)

## AUTUMN TERM

### WHAT / HOW

Students are made aware of the careers support available and how to book a careers appointment:

[Shown introduction video from careers team via tutor groups.](#)

### WHAT / HOW

Skills Programme - Skills Audit, Self-Awareness and Employer-led project.

[Students begin their Skills Programme by undertaking a 'personal skills assessment' using the Skills Builder platform. This helps them to identify their strengths and weaknesses and what skills areas they need to focus on developing during their time at sixth form. Following on from this, students undertake some independent careers exploration. The term ends with students choosing one of our 9 employer led projects, which has been designed by a leading employer and provides them with a taster of working life within their sector of interest.](#)

### WHAT / HOW

Eligible students are provided with information about a range of widening participation programmes, such as The Manchester Access Programme, Lancaster Access Programme, MMU First Generation Scheme, The SMF Aspiring Professionals Programme:

[These are promoted via the Careers TEAMS platform and guest speakers from these programmes deliver information sessions about the programme content and how to apply.](#)



### WHAT / HOW

Team Building and Leadership Skills:

[In tutor group, students will develop important employability skills around team building and leadership. These are the skills that are necessary to succeed both in college and in any workplace setting.](#)



## SPRING TERM

## WHAT / HOW

## Debating &amp; Presentation Skills:

In tutor group, students undertake a series of sessions on debating and deliver an individual presentation. These activities help students to develop their communication, an important employability skill for any workplace setting.



## WHAT / HOW

## Skills Programme:

Students spend their spring term within the Skills Programme researching post-sixth form pathways, in particular the difference between full time university education versus the opportunities available to them via degree apprenticeships. By the end of this module, students should have clearer idea of their chosen destination after sixth form and understand the steps they need to take to secure either a university or apprenticeship offer.

## WHAT / HOW

## Annual Careers Day:

Students have the opportunity to attend a selection of career insight talks and university lectures. A careers and HE marketplace is available throughout the day, for students to access information on university and employment options.



## SUMMER TERM

## WHAT / HOW

## 'Beyond B6' Parents HE Information Evening:

Guest presenters of HE institutions and apprenticeship providers provide parents with information on University life, UCAS and student finance.

## WHAT / HOW

## Planning Your Future:

**Planning Your Future.'**  
In tutor group students begin to explore their post sixth-form options and create their own action plan in terms of what they need to do to ensure they secure offers from their chosen university or employment sector.

## WHAT / HOW

## Live Project Briefs:

Students take part in a live project brief, during our in-college 'live brief week.' These projects briefs are designed to simulate a real life workplace challenge and are delivered in conjunction with key local employers.



## WHAT / HOW

## Finance, Budgeting and Fraud:

Delivered in tutor group, this session raises awareness of the importance of managing finances, including the importance of this at university and/or when in employment.

## WHAT / HOW

## Tutor Group - UCAS sessions

Students research their university and career ideas. Students begin to complete the UCAS application process during the final tutor groups of the summer term, including draft writing of their UCAS personal statement.



# YEAR 2 CAREERS PROGRAMME

## THROUGHOUT ACADEMIC YEAR

### WHAT / HOW

Within each subject area, students are provided with numerous opportunities to explore a range of careers and Labour Market Information, in relation to their subject(s) and career aspirations:

This includes guest speakers from higher education and employment as well as trips which give students experiences of a variety of workplace settings.

### WHAT / HOW

1:1 Guidance appointments with our team of qualified careers advisers:

Students can visit the [Careers Hub on the ground floor to book an appointment.](#)

### WHAT / HOW

Skills Programme:

During Year 2, students continue with the online Skills Programme, undertaking modules on recruitment and personal statement writing along with further opportunities to reflect on the skills they have developed during their time at sixth form.

### WHAT / HOW

Enrichment activities, such as volunteering, Learner Voice, Debating Society, First Aid and the Student Leadership Programme:

Students are actively encouraged to sign up to the many enrichment activities available at The Sixth Form.

### WHAT / HOW

Themed Careers Months

Throughout the academic year, students have the opportunity to explore a wide range of career pathways through our sector-specific themed careers months. Each month focuses on one of the priority career sectors across Greater Manchester, including Engineering and Manufacturing, Digital and Tech, Professional Services, Creative and Media, and more.

Throughout each themed month, students can take part in a variety of activities designed to broaden their understanding of the sector and the career opportunities available. These include in-college careers talks, workplace visits and 'safaris', employer engagement activities, and other opportunities to learn more about different roles, industries and pathways into employment.

### WHAT / HOW

Apprenticeship Academy:

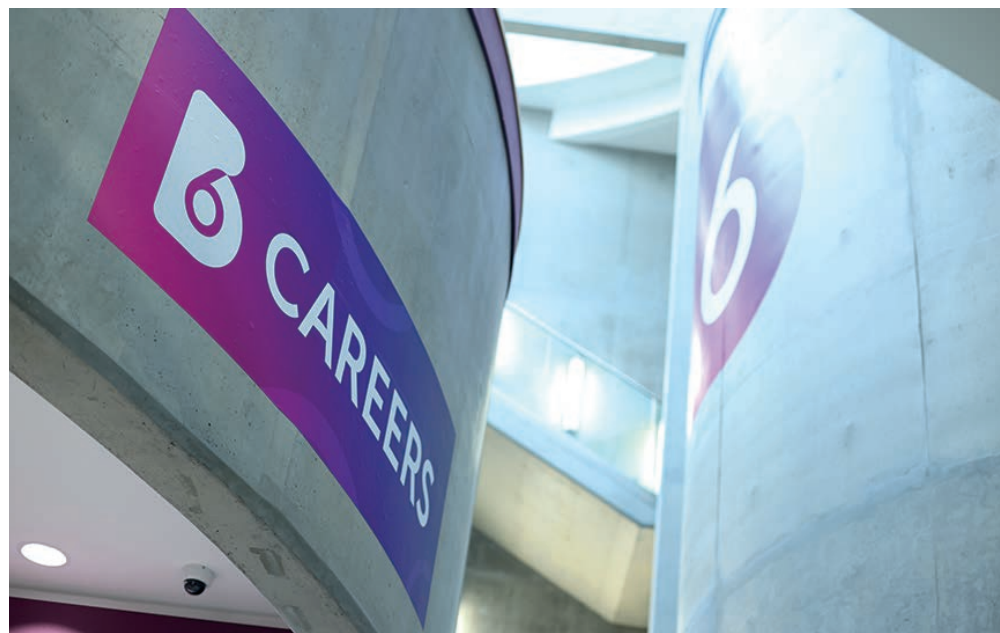
Students who have expressed an interest in securing a degree apprenticeship, can sign up for additional advice and support via our Apprenticeship Academy. Including application support, mock interviews and assessment centre preparation.



### WHAT / HOW

1:1 interview preparation and support:

Students can book appointments with the careers team to practice for both university admissions interviews and apprenticeship/employment interviews.



## AUTUMN TERM

## WHAT / HOW

UCAS, Personal Statements, Apprenticeships and progression pathways:

The focus for second-year students in tutor groups is to ensure a plan is in place for the end of sixth form. Students receive support and guidance from progress tutors with the completion of their UCAS applications and applications for jobs and apprenticeships.

## WHAT / HOW

1:1 Personal Statement Support:

A range of university admissions experts provide 1:1 appointments to offer advice on personal statements. This runs in conjunction with and compliments the personal statement support provided by The Sixth Form tutors and the careers teams.

## WHAT / HOW

Interview Skills:

Students will take part in a range of practical activities in tutor group where they will work on and develop their interview technique in preparation for future interviews for jobs, apprenticeships and competitive university courses.

## WHAT / HOW

Skills Programme:

Students have the opportunity to work on their UCAS application and personal statement during their Skills sessions. Those hoping to secure employment or an apprenticeship after sixth form, can spend time developing their CVs and learning how to write a stand-out cover letter.

## WHAT / HOW

Budgeting and Independent Living:

Delivered in both tutor group and the Skills Programme students gain awareness of the importance of managing finances, both at university and/or in employment. Students learn more about how the student finance system works and how they can create an excel spreadsheet to help them to monitor and manage their own finances.



## SPRING TERM

## WHAT / HOW

Skills Programme:

Career Simulation- 'Solve a real-life job task': Students will pick out of 10 job titles that aligns with their career interests and solve a task.

Reflection: Students will look back on their two years of being at The Sixth Form and reflect on their experiences and how they have gained their professional skills. They will also explore the skills they want to improve on and will be given links to various websites like Microsoft learn to enhance these skills.

## WHAT / HOW

Transferable Skills:

In tutor group students work on transferable life-skills such as time management and resilience, which will not only prepare them for their end of year exams, but equip them with skills that will help them to navigate their transition to the world of work or higher education.

## SUMMER TERM

## WHAT / HOW

Ongoing support from B6 Careers:

As students prepare to leave The Sixth Form the B6 careers team are still available to support students who need it. Students can arrange 1:1s with the careers team to discuss any concerns they have around their transition to university, apprenticeships or employment. Students who have not managed to secure a job and have decided not to apply to university can attend our employability fair which is attended by training providers, FE colleges and external support agencies such as Connexions, to find out more about their options and the people who can help them after completing their studies with us.

# CAREERS PROGRAMME



Scan to book your  
careers appointment

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CareersTeam@boltonsfc.onmicrosoft.  
com/?ismsaljsauthenabed=true](https://outlook.office365.com/book/CareersTeam@boltonsfc.onmicrosoft.com/?ismsaljsauthenabed=true)

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