

Newham College Careers Programme 2021-2022

Newham College offer a structured careers programme, delivered by qualified and experienced staff and a range of external partners, including employers, Higher Education providers and community organisations. The Colleges aim to offer high quality, impartial information, advice and guidance that will enable young learners to understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the workplace, and to have first-hand experience of the workplace.

Newham Colleges Careers Programme shows due regard to the DfE's Careers Strategy: making the most of everyone's skills and talents (December 2017), and Careers Guidance: guidance for FE colleges and sixth form colleges (January 2018). The programme below incorporates the 8 Gatsby Benchmarks, CDI's Career Development Framework and ELBA Employability Skills Profile and outlines the offer to learners on Study Programmes at the College.

		Autumn					SPRING			SUMMER						
	Course Level	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	GATSBY BENCHMARK	CDI FRAMEWORK	ELBA EMPLOYABILITY SKILLS PROFILE
Personal Careers Guidance		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
Course Advice at Enrolment		•	•	•	•	•	•	•	•	•	•	•	•	2,3,8	GTL, MC, SBP	RES, PS, SM
1:1 Impartial Careers Guidance Interviews		•	•	•	•	•	•	•	•	•	•	•	•	2,3,8	GTL, MC, CO, SBP	RES, PS, SM
Right Course, Right Now Campaign/Results Day		•	•	•										1,2,3,8	GTL, MC, CO, SBP	RES, PS, SM
Supported Learning (SEND) Progression Advice										•	•	•		2,3,8	GTL, MC, CO, SBP	RES, PS, SM
Looked After Children Progression Advice										•	•	•		2,3,8	GTL, MC, CO, SBP	RES, PS, SM
Swap Don't Drop' Careers Advice/IAG			•	•	•		•							2,3,8	GTL, MC, CO, SBP	RES, PS, SM
General Internal Events		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
Enrolment Information, Advice and Guidance		•	•											1,2,8	GTL, SBP	COM, SM, BA
Induction Sessions - (Welcome to Newham College)			•					•						1	SBP	COM, TW
Freshers' Fair: Volunteering Opportunities			•											5,6	MC, CO, SBP	SM, BA, TW, RES, COM
Open Day Information, Advice and Guidance					•	•	•	•	•	•	•	•		1,2,8	GTL, EP, SBP	SM, BA
Open Day Information, Taster Activities					•	•	•	•	•	•	•	•		1,2,8	GTL, EP, SBP	TW, SM, BA
National Apprenticeship Week Event								•						2,5	GTL, EP, MC, CO, SBP	SM, BA
Parents' Evening					•				•					1, 2, 4	GTL, EP, MC, CO, SBP	N/A

College Internal Progression Event										•	•			3,4,7,8	GTL, EP, MC, CO, SBP	SM, BA
Careers & Employability Fair										•				2,3,5	GTL, EP, MC, CO, SBP	SM, BA
Summer Fair: Volunteering Opportunities													•	5,6	GTL, EP, MC, CO, SBP	SM, BA, TW, RES, COM
Employer Mock Interviews (ELBA)									•	•				1,3	GTL, EP, MC, CO, SBP	COM, SM
General External Events		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
CollegesLive				•							•			5	GTL, MC, BLW	SM, BA
Skills London					•									2,3	GTL, EP, MC, CO, BLW, SBP	SM, BA
The Big Bang Fair													•	2,3	GTL, EP, MC, CO, BLW, SBP	SM, BA
London Job show										•				2,5	GTL, EP, MC, CO, BLW, SBP	SM, BA
National Women in Engineering Day													•	3	GTL, EP, MC, CO, BLW, SBP	SM, BA
National Careers Week										•				2,3,5,7	GTL, EP, MC, CO, BLW, SBP	SM, BA
Apprenticeships		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
Open Day Information, Advice and Guidance					•	•	•	•	•	•	•	•		1,2,3,8	GTL, SBP	SM, BA
Initial Assessment and Apprenticeship Overview		•	•	•	•	•	•	•	•	•	•	•	•	1,2,3,8	GTL, SBP	SM, BA
Impartial Careers Guidance Interviews		•	•	•	•	•	•	•	•	•	•	•		1,2,3,8	GTL, SBP	SM, BA
Study Programme		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			

CV Building							•	•						2,3,8	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Interview Skills								•	•					2,3,8	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Mock Interview Practice									•	•				2,3,8	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Time Management and Personal Presentation					•	•								2,3,8	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Employment Rights and Responsibilities										•	•			2,3,8	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Communication Skills				•	•	•								2,3,8	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Behaviour and Absence Management			•	•										2,3,8	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Labour Market Information								•	•					2,3,8	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Work Experience Preparation			•	•	•	•	•	•	•	•	•	•	•	3,5,6	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Work Experience Placement			•	•	•	•	•	•	•	•	•	•	•	3,5,6	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Supported Learning (SEND) Enterprise			•	•	•	•	•	•	•	•	•	•	•	2,3,4,8	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
ESOL YP and Pre-16 Curriculum Options Talks								•	•					2,3,4,8	GTL, EP, MC, SBP	SM, BA, TW, RES, COM
Employability		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
CV Clinics								•	•	•				5	GTL, MC	COM, RES, PS, LEAD, SM, BA
Curriculum Focused Careers Talks							•	•	•					5	GTL, MC, SBP	COM, RES, PS, LEAD, SM, BA
Job Search Support									•	•	•	•		2,3	GTL, MC, SBP	COM, RES, PS, LEAD, SM, BA
Employer Mock Interviews								•	•					6	EP, CO	COM, RES, PS, LEAD, SM, BA
Employer Visits								•	•					6	EP, CO	COM, RES, PS, LEAD, SM, BA
Alumni Engagement							•	•	•	•				6	EP	N/A
Digital Skills (Enrichment)			•	•	•	•	•	•	•	•	•	•	•	3	MC, SBP	SM, BA, TW, RES, COM
Higher Education		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
UCAS Apply Registration			•									•	•	1,3,4	GTL, MC, SBP	COM, SM, BA
UCAS Application Support			•	•	•	•								1,3,5	GTL, MC, SBP	COM, SM, BA
College HE Fair				•										7	GTL, MC, CO, SBP	COM, SM, BA
Personal Statement Workshops				•	•									7	GTL, MC, CO, SBP	COM, SM, BA

Higher Education Mock Interviews									•	•					7	GTL, MC, CO, SBP	COM, SM, BA
Student Finance Presentations									•	•					7	GTL, MC, CO, SBP	COM, SM, BA
Student Finance Application Support									•	•	•	•			7	GTL, MC, CO, SBP	COM, SM, BA
Why Go to University Sessions												•	•		7	GTL, MC, CO, SBP	COM, SM, BA
Parent talks - Student Finance															1,2		N/A
Higher Education External Events		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul				
East London UCAS exhibition												•			1,7	GTL, MC, CO, SBP	COM, SM, BA
HE Open Days		•									•	•	•		1,7	GTL, MC, CO, SBP	COM, SM, BA
HE Taster Courses (www.unitasterdays.com)		•	•	•	•	•	•	•			•	•	•		1,7	GTL, MC, CO, SBP	COM, SM, BA
Create Your Future (UCAS)				•											1,7	GTL, MC, CO, SBP	COM, SM, BA
GATSBY BENCHMARK	STATEMENT																
1. A stable careers programme	Every college should have an embedded programme of careers education and guidance that is known and understood by learners, parents, teachers, employers and other agencies																
2. Learning from career and labour market information	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. Addressing the needs of each pupil	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. Linking curriculum learning to careers	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. Encounters with employers and employees	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. Experiences of workplaces	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. Encounters with further and higher education	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. Personal guidance	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.																

CDI FRAMEWORK	STATEMENT
1. Grow throughout life (GTL)	Grow throughout life by learning and reflecting on yourself, your background, and your strengths
2. Explore possibilities (EP)	Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces
3. Manage career (MC)	Manage your career actively, make the most of opportunities and learn from setbacks
4. Create opportunities (CO)	Create opportunities by being proactive and building positive relationships with others
5. Balance life and work (BLW)	Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community
6. See the big picture (SBP)	See the big picture by paying attention to how the economy, politics and society connect with your own life and career.

ELBA Skills Profile	STATEMENT
1. Communication (Spoken & Written) (COM)	The application literacy, ability to produce clear, structured written work and oral literacy, including listening and questioning skills.
2. Teamwork (TW)	The ability to respect others, co-operate, negotiate, persuade, contribute to discussions; the awareness of interdependence with others.
3. Resilience (RES)	The ability to adapt to challenges and seek growth in them, as well as the idea of being able to bounce back from setbacks; includes financial capability.
4. Problem Solving (PS)	The ability to analyse facts and circumstances to determine the cause of a problem, identify and select appropriate solutions.
5. Leadership (LEAD)	The ability or potential to organise and provide direction for a group of people to achieve a common goal.
6. Self-Management (SM)	The ability to act on initiative, identify opportunities and be proactive in putting forward ideas and solutions.
7. Business Awareness (BA)	The ability to set professional goals, the awareness of job application processes, and insight into the variety of job roles in businesses.

