

Careers Programme and the Gatsby Benchmarks

Time of year/Activity	Gatsby benchmark	What happens
Throughout	1 A stable careers programme	Key Dates are updated annually and finalised in September. Tutorial programme and events are reviewed after each event and updated with changes The Careers department consists of a Careers Leader, Careers & Education Guidance Tutor and assistant Careers & Education Guidance Tutor and 2 careers admin staff all are trained to provide information and advice to students via the CDI.
Throughout	8 Personal Guidance	Students are informed about the formal careers guidance they can have at college with a qualified careers adviser to level 6– a sign up process. It is not limited for individual students. All communication from careers includes information about careers appointments. Personal Guidance is given by PT, ST, interviewer, enroller, Subject teachers and careers staff.
Open Evening Oct	3 Addressing the needs of each student 4 Linking curriculum learning to careers	Students can talk to staff and students about courses. Independent Careers advice is available on the concourse (in Map and referred to in talks). External careers adviser and Careers Leader Some career related Additional Studies are also represented within relevant departments MEDICS/LAWERS)
Enrolment Aug	3 Addressing the needs of each student 4 Linking curriculum learning to careers	Personal Tutor If student is qualified to take courses – they will be counselled if not qualified students can see Careers staff/Senior Tutor. High GCSE achievers spoken to about OXBRIDGE and courses Additional Studies courses for MEDICS/Lawyers/Pre-teaching/Coaching/
Induction Tutorial Aug/Set start of term		Highlights Progression and availability of Career advice, Information and Guidance. Introduction to Morrisby for tracking activities and skills
Initial Personal tutor review		
If students want to change courses. Sept to Oct		
Employability Skills Tutorial Oct	4 Linking curriculum learning to careers	All Students start to think about skills they currently have and skills they will learn in subjects and ways to improve the skills they have. Useful for CV writing and Personal Statement writing. Link to work done in subject areas. Students can add activities to Morrisby

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Opportunities from external agencies	2 Learning from careers and labour market information 3 Addressing the needs of each student 4 Linking curriculum learning to careers 5 Encounters with employers and employees 7 Encounters with further and higher education	Opportunities are advertised in the Careers Bulletin and in the Student Bulletin – virtual and actual work experience, Open days, taster days, employment, apprenticeships
Opportunities provided at college	2.Learning from careers and labour market information 3.Addressing the needs of each student 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	Departments will host outside speakers relevant to their courses. University representatives are invited in to talk to students -Make Happen opportunities are advertised to NCOP students and delivered on site. Independent Careers advice. Trips and visits
November Reviews/Reports	Students can talk to Personal tutors about progress at college and progression plans. Students will have time to update Morrisby	
Parents Talk about Progression activities at college	1. Stable careers programme	TBA (All parents of Year 1 students are invited to be informed about progression routes and our Careers programme)
Progression Tutorial Feb		Introducing the purpose of the University and Employers fair. Also the role that the Careers department can help with in terms of progression decisions

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University and Employers Progression Fair (Feb)	3 Addressing the needs of each student 4 Linking curriculum learning to careers 5 Encounters with employers and employees 7 Encounters with further and higher education	Students can be inspired to think about employment and University options and ask questions
January Reviews/Reports		Students can talk to Personal tutors about progress at college and progression plans. Students will have time to update Morrisby
Progression Tutorials April/May/June	1. A stable careers programme 2. Learning from careers and labour market information 3. Addressing the needs of each student 4. Linking curriculum learning to careers 8 Personal guidance	All students are emailed and Personal tutors deliver materials on all scenarios Students are encouraged to have conversations about their choices. A range of resources are available to help students – KUDOS and Careers interviews, Morrisby Students to research their career choice and routes into their career and encouraged to consider all options and apply for a range if appropriate Students to research courses/why go/ subjects you can study/universities that offer courses/entry criteria/if they have interviews or admissions tests. Check out and attend Open days Encouraged to go to Careers How to complete the UCAS application form and Student finance information Students can use Morrisby to help with researching options
Progression Event June	3 Addressing the needs of each student 4 Linking curriculum learning to careers 5 Encounters with employers and employees 7 Encounters with further and higher education	Can go to subject talks to see if they would like to study the subject at university. Can also go to Apprenticeship/employment talks General CV completion talks Personal Statement Advice from subjects Part of this is also a Employment and University fair
Essex Higher Education Exhibition	7 Encounters with further and higher education	Very similar to our University fair in February and one held in June/July

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Parents talk – Higher Education and Finance		TBA
Year 2		
Re enrolment with Personal Tutor Sept		Update on progression from the student – possible referral to Careers Introduction to Morrisby for tracking activities and skills
Progression Tutorial – Personal Statements sept		For Use in CV's and UCAS applications.
Progression Tutorials – applying and researching		Personal tutors will check with students about plans and how they are making progress and will refer to previous materials and can refer to Careers.
Opportunities from external agencies	<ol style="list-style-type: none"> 1. A stable careers programme 2. Learning from careers and labour market information 3. Addressing the needs of each student 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 	Opportunities are advertised in the Careers Bulletin and in the Student Bulletin – virtual and actual work experience, Open days, taster days, employment, apprenticeships

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Opportunities provided at college	2.Learning from careers and labour market information 3.Addressing the needs of each student 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	Departments will host outside speakers relevant to their courses. University representatives are invited in to talk to students -Make Happen opportunities are advertised to NCOP students and delivered on site. Independent Careers advice. Trips and visits
November Reviews		Part of the review will be to focus on Progression plans and students can update Morrisby and refer themselves to Careers
UCAS applications	3 Addressing the needs of each student 8 Personal Guidance	Personal Tutors will work with students Encouraged to meet the deadlines but also informed students can apply after the deadline and assistance is provided.
Apprenticeship and Employment applications	3 Addressing the needs of each student 8 Personal Guidance	Students are encouraged to continue researching and signing up of alerts on websites. Student Bulletin and Careers Bulletin and MOODLE also have information. Top 100 apprenticeships, Amazing apprenticeships, GOV.UK, ESSEX apprenticeships etc are all encouraged to be used

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University and Employers fair (Feb)	3 Addressing the needs of each student 4 Linking curriculum learning to careers 5 Encounters with employers and employees 7 Encounters with further and higher education	Students can be inspired to think about employment and talk to universities on their shortlist about accommodation/offers/interviews
Reviews/Reports		Part of the review will be to focus on Progression plans. students can update Morrisby and refer themselves to Careers
Student Finance application support		In Feb/March students are reminded to apply for student finance and help is provided in the careers office .
Year 2 Parents information evening about HE and Finance		Parents are informed about Financial support available and the Student Finance application. Also Post results help
Post results assistance		All students are informed about Post results help and it is included in a newsletter to parents
Leavers day	3 Addressing the needs of each student	Students are asked for their intended destination – any student who does not know or is seeking work is informed they can get help from Careers
Post results assistance		Any student is welcome to contact college and then make an appointment to see Senior Tutor or Careers.
Destination collection	3 Addressing the needs of each student	UCAS report is downloaded Colchester Institute is contacted Students are sent a letter via parents/guardians for the Reunion and Awards evening as part of the form we ask for destination data

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Throughout	6 Experiences of workplaces	<p>Our students follow a 3 A Level programme and do not complete T Levels or a Full BTEC programme. No student is following a direct career path from their studies. Work experience (normally for a week) is allowed for students to take but is not a whole school programme due to the sheer numbers of students we teach. 1600 year 1 and 1500 year 2.</p> <p>We record experiences of work and volunteering work on enrolment.</p> <p>Sports coaching, Pre-teaching, Lawyers and MEDICs all encourage work experience. Health and Social Care year 1 are all doing a week's placement at the hospital We advertise any work experience placements real and virtual and will assist students in finding experiences.</p>
Throughout	3 Addressing the needs of each student	<p>Colleges should keep systematic records of the individual advice given to each learner, and subsequent agreed decisions.</p> <ul style="list-style-type: none"> – The records of advice given should be integrated with those given at the previous stage of the learner's education (including their secondary school) where these are made available. Records should begin to be kept from the first point of contact or from the point of transition. – All learners should have access to these records to support their career development. Colleges should collect and maintain accurate data for each learner on their education, training or employment destinations.