

Personal Development and Involvement Programme overview 2023-24

We offer a full range of careers advice and guidance throughout the academic year which is available through a dedicated personal and professional development programme, employability events and sessions, and one-to-one guidance sessions with our trained careers advisors.

Careers Advice and Guidance

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Discussing education and training options	X											
Careers guidance appointments		X	X	X	X	X	X	X	X	X	X	X
Careers Coach Initial Assessment	X	X	X	X	X	X	X	X	X	X	X	X
Careers Coach guidance session		X	X	X	X	X	X	X	X	X	X	X
Introduction to Careers and Work Placement support		X	X									
Industry Guest Speakers		X	X	X	X	X	X	X	X	X	X	X
Educational Industry Visit			X				X			X		
Exploring job roles and local market intelligence on Google Classroom		X	X	X	X	X	X	X	X	X		
New Applicant Interview		X	X	X	X	X	X	X	X	X	X	X
Online Careers Advice and Guidance (on demand)		X	X	X	X	X	X	X	X	X	X	X
Applicant Events			X	X	X	X	X	X				

Key annual events

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Enrolment course advice	X	X	X									
Welcome Week (Induction)		X										
Open Events			X	X			X					
Progression Week											X	
National Apprenticeship Week							X					
Careers Week								X				
Higher Education Fair									X			

Personal Development

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Work Readiness Survey		X								X		
Meet the Careers and Work Placement Team		X	X									
Progress reviews linked to next steps and careers progression			X			X			X		X	
Careers Week								X				
Money Management									X			
Life Skills									X			

Progression Week												X	
CV writing support													
Work/Industry Placement (Dates are programme dependent)			X	X	X	X	X	X	X	X	X		
Access to job opportunities via the Job Board		X	X	X	X	X	X	X	X	X	X	X	
LinkedIn masterclass (developing a profile)											X		
Interview skills practice		X	X	X	X	X	X	X	X	X	X	X	
Help with finding work		X	X	X	X	X	X	X	X	X	X	X	

Higher Education

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
UCAS workshops		X	X	X	X							
UCAS guidance appointments		X	X	X	X					X	X	X
Understanding the UCAS process (on-demand)	X	X	X	X	X	X	X	X	X	X	X	X
Personal Statement Workshops			X	X	X							
UCAS application checks			X	X	X	X						
Student Finance support workshops							X					
University visits			X	X	X							
Higher Education Outreach Network workshops sessions			X		X		X		X			

Learner Voice and Community Involvement

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Student Online Survey			X				X					
College Community Forum					X				X			
Course Representative Meetings				X				X				
Student Union Meetings			X		X		X		X		X	