

**Career Education Calendar 2023/2024**

Our vision at CWA is to “*change lives through learning*” this will be achieved by ensuring that our learners are at the centre of all that we do. We will support them to achieve the best grades that they can in the qualifications of their choice whilst also preparing them to work towards achieving the career goals of their choice. Our learners do not attend CWA just to gain a qualification, we will also prepare them for the world of work by ensuring they gain meaningful work experience and employability skills as well as the right careers information, advice and guidance (IAG) as required. This IAG is available to prospective learners as well as current, alumni, and our local community.

Our Careers Education Calendar details the support available throughout the year and is available for prospective and current students as well as our alumni. We are committed to ensuring impartial IAG is available for all so that our students are prepared and confident about their next steps. This calendar has been amended to meet government guidelines.,

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
<b>Pre Enrolment</b>												
On line college prospectus/virtual college tour/general queries about courses/enrolment	√	√	√	√	√	√	√	√	√	√	√	√
GCSE/A Level result day support sessions												√
CWA scheduled open days to include Careers Advisors to be in attendance		√	√				√					
College interview	√	√	√	√	√	√	√	√	√	√	√	√
Enrolment	√											√
Starting college evening											√	
Taster days for SEND students prior to starting the course (to be reviewed)									√	√	√	
EHCP review	√	√	√	√	√	√	√	√	√	√	√	
ALS set up with SEND team at CWA	√	√	√	√	√	√	√	√	√	√	√	
<b>Career Guidance/Study Programme</b>												
Induction will include overview of study programme and examples of career options.	√											
Students will participate in tutorial programme throughout academic year which will include Employability skills/work readiness/careers.	√	√	√	√	√	√	√	√	√	√	√	
Work Placement & Career Coordinator will conduct 121 interviews with students within first term to explore career and work placement options.	√	√										
Students who are identifying that they wish to change their study programme will have a 121 meeting with Student Advisor/Learning Resource Specialists/career team to explore alternative options	√	√										
Students who plan to withdraw from their study programme MUST meet to discuss alternative options/complete exit interview. To support their decision-making process	√	√	√	√	√	√	√	√	√	√	√	
Study programme to incorporate links with career/employability information wherever feasible	√	√	√	√	√	√	√	√	√	√	√	
Guest speakers to be invited to attend taught and bespoke sessions to link curriculum and employability skills	√	√	√	√	√	√	√	√	√	√	√	
Parents evening					√							
Career fairs		√	√			√	√		√			
Guest speakers – either faculty specific or Inspirational guest speakers will be invited in to share their success stories-		√	√	√	√	√	√	√	√	√	√	
<b>Individual support and guidance</b>												
Careers guidance appointments and drop in sessions	√	√	√	√	√	√	√	√	√	√	√	
All students will have a half termly review of their progress with their CD		√		√		√		√		√		
All students will be offered at least 2 opportunities to explore their career options with level 4/6	√	√	√	√	√	√	√	√	√	√	√	
<b>Career resources</b>												
Next steps survey to identify progression route/offer additional guidance as needed	√	√	√	√	√	√	√	√	√	√	√	
Career guidance interviews	√	√	√	√	√	√	√	√	√	√	√	√
Monthly evening Career Clinic	√	√	√	√	√	√	√	√	√	√	√	√
National Careers week							√					
National Apprenticeship week						√						
Careers area in LRC with books and journals	√	√	√	√	√	√	√	√	√	√	√	
LEARN resources	√	√	√	√	√	√	√	√	√	√	√	
<b>Work Experience/work readiness</b>												
CV/cover letter/mock interview support		√	√	√	√	√	√	√	√	√	√	
All students will be expected to complete a period of work experience during the academic year.		√	√	√	√	√	√	√	√	√	√	
All students will complete a written reflection on their work experience		√	√	√	√	√	√	√	√	√	√	
Skills competitions			√				√	√	√			
<b>Higher Education/Higher Apprenticeship/Employment Progression</b>												
Support with UCAS application in tutorial session- as appropriate	√	√	√	√								
HE sessions to include why consider uni, how to choose the right course	√	√	√	√			√	√	√	√		
121 support with UCAS application/Personal statement	√	√	√	√								
UCAS application checks	√	√	√	√								
Share information re university open days on LEARN	√	√	√	√	√	√	√	√	√	√	√	
HE readiness event preparing UCAS applications. Parent information evening			√						√			
HE support for late applications					√	√	√	√	√	√	√	
Support for degree students to consider higher quals/employment	√	√	√	√	√	√	√	√	√	√	√	
Liaise with other agencies ie Social Services to support transition to independent living	√	√	√	√	√	√	√	√	√	√	√	

Contact Information	
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Careers Leader: <a href="mailto:Ann.Compton@cwa.ac.uk">Ann.Compton@cwa.ac.uk</a> Careers & Destinations Manager Careers enquiries: <a href="mailto:careerteam@cwa.ac.uk">careerteam@cwa.ac.uk</a>	Careers SMT Lead: Paul O'Shea. Assistant Principal Student Services Careers Governor: David Clark
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The career calendar links to the 6 learning areas of the CDI Career framework

## The six learning areas



<https://www.thecdi.net/New-Career-Development-Framework>

And the **eight Gatsby Benchmarks of good career guidance**

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

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>