



Careers Programme 2023-2024

Grimsby Institute holds both the Matrix Standard for the provision of Information Advice and Guidance IAG. Rated Outstanding in the most recent learner services self assessment review, there are teams of professional qualified and impartial Advisors available to offer a range of IAG services. This programme highlights the IAG offer available to learners.

This Careers Programme is mapped against the Gatsby benchmarks for IAG see www.goodcareerguidance.org.uk for more information.

The Gatsby Benchmarks are:

- 1 A stable careers programme
- 2 Learning from career 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

This Careers Programme is also mapped for all stages and ages of education and training against an adaptation of the Network for Evaluating and Researching University Participation Interventions (NERUPI) framework. This progression framework has five key principles and we have aligned our careers programme to this adaptation for both further and higher education:

- A Developing knowledge and awareness of different progression opportunities
- B Develop the learner's capacity to make informed career progression choices
- C Developing confidence and resilience for progression
- D Developing study skills and capacity for academic attainment
- E Developing the learner's capacity for career decision making through contextualising subject knowledge.

Grimsby Institute's Careers Leader is Tamarra Taylor, Executive Director of Learner Services.

In addition to the Careers Guidance Team, there are a range of staff involved in the delivery of the careers programme including an Advice Team, Success Coaches, a Skills and Employability Team, Inclusion Team, Intensive Support Team and Curriculum Teams.

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Activity	Intended outcomes	When this is planned	Target Groups	Gatsby Benchmark	Desired Learning Outcome - Progression Framework
1:1 Personal guidance careers appointments	1:1 Professional guidance interview to support learners with careers information, advice and guidance	All year	All learners who self-refer or who are referred for support. All year 10s and 11s.	3, 8	A, B
Induction Programme	Learners will be offered information advice and guidance, labour market information, encounters with employers and a range of induction and group tutorial activities to support their curriculum and pathway development	Sept-Oct	All learners	1, 2, 3, 4, 5, 8	A, B, C, D, E
'Swap not Drop' appointments with Careers Advisors	Learners who are at risk of dropping out of education or training are supported to consider alternative progression opportunities	Sept-Oct	All learners who self-refer or who are referred for support	3, 8	A, B
Transition checks - right learner right course	Learners can re-affirm they are on the right programme for their intended career aspirations	Sept-Oct	All learners	3, 8	A, B
Careers Advice at Open Events	One to one careers guidance interviews, discussions with parents, appointment booking and management	Dates published on website	All learners	3, 8	A, B
Community IAG/engagement events	Prospective learners receive careers support at live or virtual community events	Throughout the year	General public/community	7, 8	A, B
Skills Fair for year 10s/9s	Young people can access careers and curriculum support at Skills Fair	July	Years 9-10	4, 7, 8	A, B
Pre-entry schools outreach and engagement work	Young people are introduced to different training and education pathways and options and different career pathways	Throughout the year	All ages/stages	7, 8	A, B
Careers Advice at Enrolment	Learners will be able to access professional careers guidance appointments and look at different progression options	Aug-Sept	Years 11, 12 and upwards	7, 8	A, B
Employability Skills Programme delivered within curriculum	Learners will develop essential employability skills	Throughout the year	All learners	1, 2, 3, 4, 5, 6, 8	A, B, D, E
Employer guest speakers /employer showcase events/workplace visits	Learners will have positive and inspirational engagement with employers	Sept-June	All learners where possible	2, 5, 6	A, B
Work Placements	Learners will gain employability skills and experience the workplace	Spring / summer 2023	All learners where possible	5, 6	A, B
CV Support	Learners will be able to produce, develop or update their curriculum vitae to a higher standard	Throughout the year	All learners on request	3, 8	C

Activity	Intended outcomes	When this is planned	Target Groups	Gatsby Benchmark	Desired Learning Outcome - Progression Framework
Access to current vacancies	Dedicated Talent Dock website for vacancies across all faculty areas	Throughout the year	All learners	5, 6	B, E
National Careers Week	Learners will have targeted interventions that inform them about different career areas and employability options which includes a careers fair	4 th –9 th March 2024	All learners	1, 2, 5	A, B
National Apprenticeships Week	Learners will be offered information about apprenticeship pathways, options and apprenticeship application processes	5 th -11 th February 2024	All learners	2,5,8	A, B
Competitions - World Skills inter-college competitions	Learners will participate in competitive skills based challenges that support their potential for progression and employability	Throughout the year	Learners in participating skills areas	4, 6	B, E
Mock Job Interviews	Learners will undergo mock interviews to develop their employability skills	Throughout the year	All learners who self-refer or who are referred for support	3, 8	C
TAG Progression/PUSH Talks	Learners will be guided about progression pathways, options and factors around transition across a range of different provision	Spring / Summer 2024	Years 10-11	1, 7	A, B
YPSS IAG Support for TAG vulnerable learners	Learners will have targeted external support with careers guidance	Throughout the year	Vulnerable learners in years 10-11	3, 8	A, B, C
Apprenticeships Information Sessions	Learners will be offered information about apprenticeship pathways, options and apprenticeship application processes	Throughout the year	All learners	7	A, B
Progression/Open Events	Learners will be able to access transition and progression support information to assist them with progression decisions	Throughout the year	All learners	7	A, B

Activity	Intended outcomes	When this is planned	Target Groups	Gatsby Benchmark	Desired Learning Outcome - Progression Framework
Group tutorials	Learners will undertake activities that will develop their soft skills, employability skills, develop their resilience and well-being and enable their continuous development	Throughout the year	All learners	1, 3, 8	C, D
School assemblies	Learners will be introduced to what they might expect in a further education learning environment. They will be invited to open days, taster days.	Throughout the year	Years 10-11	7	A, B
One to one Careers Guidance Interviews to explore and support progression options, whilst raising aspirations.	Learners will access the information, advice and guidance they need to make a successful transition to their next level of education or training, or into employment.	Throughout the year	Entry - HE	3, 8	A, B
Inspirational Speaker	Learners will anticipate challenges they may face in education and know what skills the need to make a successful transition to the next stage of their education or training (soft skills)	Throughout the year	Entry - HE	3	A, C
Industry Visit/Talk Industry visit/talk with a relevant employer for learners to gain an insight into industry relevant information and potential career pathways they may not have considered previously.	Learners will link existing knowledge and interests to study programmes and academic disciplines in the workplace.	Throughout the year	Entry - HE	4, 5, 6, 8	A, B, E
Masterclasses Subject specific masterclass to provide relevant information on potential career pathways the learners may not have considered previously.	Learners will link existing knowledge and interests to progressions pathways and further/higher study programmes	Throughout the year	Entry - HE	4, 7	A, E

For Transition to Higher Education and Related Careers

Activity	Intended outcomes	When this is planned	Target Groups	Gatsby Benchmark	Desired Learning Outcome - Progression Framework
Introduction to HE, UCAS and Student Finance for Parents/Carers Evening 60 minute information and Q&A session on Higher Education, the UCAS process and Student Finance aimed at parents. In collaboration with the UCG open evening.	Parents/carers will increase knowledge of HE destinations beyond their personal knowledge, identify misconceptions faced by families and will increase knowledge on the application process to support a confident progression.	Terms 1 & 3	Level 3	4, 7, 8	A
UCAS sessions including: One to one appointments with L3 learners, live registration group sessions, application advice sessions, university choices sessions, personal statement workshops, meetings with HE Admissions Tutors from different HEIs	Learners will evaluate different types of HEI's in terms of personal interests and career aspirations. Learners will be introduced to the UCAS Apply system and create personal accounts to enable them to start HE applications. Learners will be informed about how to complete their HE applications, produced good personal statements and be prepared for interviews and/or auditions. Learners will be able to create strong personal statements.	Throughout the year	Level 3	3, 7, 8	A, B, C
University Campus Visit Learners to visit university campus and experience 'life at university'	Learners will have a positive first-hand live or virtual experience of student life and a university environment	Throughout the year	Levels 2-3	7	A, B, C, E
UCAS Convention Trip	Learners will evaluate different types of HEI's in terms of personal interests and career aspirations.	Spring-Summer Term	Level 3	7, 8	A, B, E
Mock University Interviews	Learners will undergo mock interviews to develop their transition skills and potential to succeed at interview	Throughout the year	All learners who self-refer or who are referred for support	3, 8	C

For Transition to Higher Education and Related Careers

Activity	Intended outcomes	When this is planned	Target Groups	Gatsby Benchmark	Desired Learning Outcome - Progression Framework
Introduction to UCAS	A session introducing the UCAS process including how to search for courses, UCAS points system including key dates and how to get started. The session will explore choosing a course at HE including levels, qualifications, types of institution to help learners make informed decisions.	On request	Level 3, Year 2	7	C
Personal Statements	Session covering how to write an effective personal statement for UCAS Higher Education courses including hints and tips to make your application stand out. UCAS timeline will be covered, including key dates.	On request	Level 3, Year 2	3, 7	A
Becoming a self-directed learner + Research Skills	A self-directed research session with an optional follow on independent research project*. Learners will participate in a research topic preparing them for some of the skills needed in HE, allowing them to compare courses. *L3/Y13	On request	Level 3	2, 3, + supports 7	B, C, D
University survival session	A practical carousel-based activity where learners will participate in activities, practicing the life skills needed for independent living and their next steps such moving away from home to university.	On request	Level 3	Supports 7	C
FE/HE Campus Visits*	Learners will be given exposure and first-hand experience to different pathways. Learners will explore the wide variety of institutions and opportunities available to them to assist them with their own pathway planning. *Subject to numbers, availability and resources. Campus visits can be subject specific or General HE themed.	On request	All years	7	A, B, C
Student Finance	A session introducing Student Finance including student loan information, tuition fees, repayments according to the latest Student Finance England information.	On request	Level 3, Year 2	7	B, C
Options and Pathways - Choosing a Post 18 destination	Session covering Post 18 routes including applying for university, apprenticeships, gap years and moving into employment	On request	Level 3	2, 3, + supports 7	A, B
Occupational Routes - Apprenticeships	A session looking at apprenticeships in more detail such as apprenticeship levels including degree apprenticeships, occupational areas and how to start researching opportunities to make applications	On request	Level 3	3, 7, 8	C
Preparing for HE Study	Session covering organisation, time management and critical thinking skills with practical application. Session will aim to bridge the gap between L3 and L4 study.	On request	Level 3	7, 8	C



Applications and CVs	A session that covers the information and layout for an effective C.V including cover letters. If time allows or during an extended session, learners will start to create their own CV.	On request	All years	2, 3, + 5 if supported by employer	A, B, C
Resilience and Target Setting	Session exploring potential barriers and challenges to HE study. Session will include personal goal setting.	On request	Level 3	3	B, C
Interview Skills and Communication Skills	Exploring the different types of interview, research and preparation techniques. Learners will identify effective and ineffective body language examples and put this into practice themselves.	On request	All years	2, 3, + 5 if supported by employer	B, C
Social Media and your Digital Footprint	Session will explore use of social media platforms and managing digital footprint including online safety. The session will explore the benefits of creating a professional brand online.	On request	All years	3 + 5 if supported by employer	C
Student Budget Challenge	A session explaining Student Finance and support available. Learners will take part in a practical workshop around budgeting with consideration of student load, accommodation, lifestyle costs and part time work.	On request	Level 3	Supports 7	C
Mentoring	Small group sessions - programme to fit with needs of school in exploring activities that may address specific characteristics and barriers to progression with targeted students.	On request	All years	3, 8	B, C
1:1 CEIAG*	1:1 CEIAG interviews with targeted students *not initial Y12 interview/NEET/SEND and subject to numbers/availability and resources.	On request	Level 3	2, 3, 8	A, B, C, D, E