

Careers

Programme 2024/25

Career
Planning

Apprenticeships

CV
Writing

Gap
Year

Employability

Study
Abroad

Careers
Resources

Jobs & Work
Experience

Interview
Skills

UCAS

Careers
Fairs

RUNSHAW COLLEGE

Careers

Programme

At Runshaw College our aim is to provide you with a range of experiences, opportunities and support to ensure you follow the most appropriate career path and achieve your aspirations.

The Student Services Team as a whole offer support with the following:

- Impartial careers information, advice and guidance
- UCAS support
- Funding for university
- Apprenticeship application support including higher and degree level
- Help with job search, CV writing, interviews and finding part-time work to fit in with your studies
- Planning a gap year
- Enrichment
- Student Finances
- College Transport Information
- Joining the Student Union
- Multi-Faith Facilities
- Volunteering

The careers programme outlines the types of activities and support available to all students during their time at Runshaw.

In addition, the following documents provide additional information on the support available:

- Careers and Progression Support Leaflet
- The Careers Statement of Service. (This document explains the college wide offer of careers related support).

The following college staff have specific input into the careers programme and related activities:

Careers Lead – Head of Student Services

Camilla Gregory

01772 622677

chapman.c@runshaw.ac.uk

Careers, Education, Information, Advice and Guidance Coordinator

Catherine Garstang

01772 622677

careersteam@runshaw.ac.uk

Head of Studies - Apprenticeships

Meg Bamber

01772 622677

bamber.m@runshaw.ac.uk

Careers Link Governor

Dominic Martinez

Runshaw College works towards the Matrix Quality Standard for Information, Advice and Guidance and the Gatsby Benchmarks for Good Careers Guidance. Additional information can be obtained on these standards via the following links:

Matrix

<https://matrixstandard.com>

Gatsby Benchmarks

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

Before you apply

The Runshaw College Schools Liaison Team complete 1:1 interviews with all applicants at the college or in school, offering information on all programmes available at the college.

Enrolment at Runshaw

During the college enrolment process you will be informed about the college careers service.

Careers appointments are available at any time so you will have the opportunity to book one (or more) whenever you would like during your time at Runshaw to review all your options. Appointments offered will fit in with your timetable so you won't need to take time out of lessons to attend.

Programme

Year 1 and Single Year Courses

Term	Careers Activity	How ...
Autumn Term The Personal Development theme for the term is - Active Citizenship and Social and Emotional Development	<ul style="list-style-type: none"> Year 1 induction period including introduction to Runshaw ASPIRE and Careers Pathways on Runshaw Xtra. College careers service to be promoted to all students via Progress Mentors, teaching staff and careers team. 1:1 careers appointments available to review current options. Where appropriate, a referral is made to the Careers Team to discuss subject choices/alternatives if a student has any concerns about their current subject/course choice. 1:1 careers appointments available to all students. Students informed about specific career or subject related societies, clubs and activities they can apply to join, all of which promote the knowledge and skills that are valued in the workplace. These include: <ul style="list-style-type: none"> Medical Society, Science Academy, Law Mock Trials/Mooting, Architecture Society etc Enrichment autumn timetable launched with activities such as Duke of Edinburgh, Runshaw Radio and First Aid. Volunteering/work placement/social action opportunities which could link to future career aspirations. 	<p>Progress Mentor Curriculum including ABCDE and Runshaw Respect.</p> <p>Information stands, Freshers' Fair, college tours etc. Careers leaflet available on the Student Services Careers section of the Runshaw College website (paper copies are available on request).</p> <p>Careers appointments take place in Student Services. Students advised how to book appointments via the Student Portal.</p> <p>Progress Mentor to refer as appropriate.</p> <p>Progress Mentors (based in the Progress Hub), subject teachers and the Student Services Team can all provide information on the different extra curricular activities available.</p> <p>Events will be promoted across college via displays, screens and notice boards. Also look out for more information in the ASPIRE magazine (emailed to all students every Thursday afternoon).</p> <p>Support is provided by the Work Placement Team and Student Services with identifying and applying for suitable opportunities.</p>

Careers

Programme

Year 1 and Single Year Courses

Term	Careers Activity	How ...
Autumn Term The Personal Development theme for the term is - Active Citizenship and Social and Emotional Development	<ul style="list-style-type: none"> Careers service promoted to parents, carers and students as part of Welcome Evening events (September). 	Careers stand at both Welcome Evening events.
	<ul style="list-style-type: none"> Careers Service promoted to students via Student Representative meetings (September). 	Careers Team and Enrichment Coordinator to attend meetings throughout the year to promote the service and the different activities available.
	<ul style="list-style-type: none"> Scholars Programme starts (Year 1 A Level). 	
	<ul style="list-style-type: none"> Scholars Evening (November). 	<p>Parents/carers to attend the evening event (invitation only).</p> <p>The same session will be delivered to Scholars students on a specified day whilst in college.</p>
	<ul style="list-style-type: none"> Medical Society – additional support available from October. Student Careers Champion meetings. Exam Buster workshops (November). 	Students will have the opportunity to volunteer to become a careers champion (will be required to attend regular meetings/ events each term).
	<ul style="list-style-type: none"> Research begins into exploring career ideas using a range of resources available. At the point of enrolment students will have been asked to identify their intended progression. This will be reviewed by Progress Mentor as part of 1:1 meetings and within any career appointments the student has. 	1:1 career appointments, group sessions, wide range of career resources available, eg. the Unifrog careers platform. Students will be advised on how to register with Unifrog and to identify some progression options they would like to consider.
	<ul style="list-style-type: none"> Opportunities for work placements (included in vocational courses or as an additional separate activity alongside the A Level programme). 	All students are encouraged to undertake work placements during their time in college, allowing them to experience the workplace first hand. This will provide them with additional information on the different careers they may be considering, which can then be used in the career planning process. Support is available to students requiring assistance with this through the Work Placement Team/Careers Team.
	<ul style="list-style-type: none"> Personal Development Day 1 - Year 1 A Level (November). 	Activities linked to the theme for the term.

Careers

Programme

Year 1 and Single Year Courses

Term	Careers Activity	How ...
Autumn Term	<ul style="list-style-type: none"> A range of cross curricular activities will be delivered during the year, which have a specific link to a number of employers and partner organisations. National Green Careers Week (November). 	<p>Activities to be arranged/delivered by individual college schools, Student Services, Enrichment and college societies and clubs, eg. Medical Society.</p> <p>A range of activities will be advertised including information stands and a selection of “green” activities”.</p>
Spring Term The Personal Development theme for the term is - Physical, Sexual and Mental Health and Employability and Careers	<ul style="list-style-type: none"> Student Services – further promotion of the careers service. 	Student Services, progression talks, guest speakers, attendance at Class Representative meetings/Student Union meetings etc.
	<ul style="list-style-type: none"> Progress Evenings (online). 	Careers team to be promoted to parents/carers.
	<ul style="list-style-type: none"> National Apprenticeship Week (February). 	Activities delivered by the Careers Team and the Runshaw Apprenticeship Team.
	<ul style="list-style-type: none"> National Careers Week (March) – range of activities available to promote the importance of career planning and the support available in college. 	Careers Team led activities/information stand to promote the importance of careers planning and promotion of all careers resources/events/support available. Activities may also take place within individual schools to promote careers in different sectors.
	<ul style="list-style-type: none"> Exam buster workshops (March). 	
	<ul style="list-style-type: none"> Encourage students to research into all the progression options available including university, apprenticeships, employment and gap year. A wide range of resources are available to assist with their decision making including UNIFROG. 	<p>Variety of guest speakers and information stands including universities, employers and gap year organisations – arranged by College Schools and Student Services (to be logged as inspirational activities on the Work Related Activities triangle).</p> <p>Tutor group progression talks on topics such as UCAS, Personal Statement Writing, Alternatives to University, Careers in etc – delivered by Careers/UCAS Team</p>
	<ul style="list-style-type: none"> Further promotion of the careers service. All students who do not have a firm plan to be encouraged to book a careers appointment via the Student Portal. 	<p>Progress Mentor curriculum will include sessions on UCAS, taking a gap a year, apprenticeships etc.</p> <p>Support available with UCAS from both the Careers Team and the Learning Resource Centre Team, eg. Personal Statements.</p>
<ul style="list-style-type: none"> Personal Development Day 2 - Year 1 A Level (January/February). 	Activities linked to the theme for the term.	

Careers

Programme

Year 1 and Single Year Courses

Term	Careers Activity	How ...
Spring Term The Personal Development theme for the term is - Physical, Sexual and Mental Health, Employability and Careers	<ul style="list-style-type: none"> Introduction and promotion of both the Passport to Higher Education/Passport to Apprenticeships. 	Progress Mentors to use these resources during group sessions. Students to be encouraged to complete the relevant sections to record their progress regarding research and applications.
	<ul style="list-style-type: none"> Volunteer Fair (February). 	Students encouraged to attend the fair to explore volunteering opportunities available locally or as a gap year activity.
	<ul style="list-style-type: none"> National Volunteer Week (April). University and Careers Fair (April). 	All first year students are invited to attend this event, giving them the opportunity to explore the different progression options available to them.
	<ul style="list-style-type: none"> Personal Development Days – Year 1 A Level (January and February). 	A range of activities to be available .
Summer Term The Personal Development theme for the term is - British Values and Inclusivity	<ul style="list-style-type: none"> Promotion of apprenticeships/ employment opportunities. 	ASPIRE magazine, jobs and volunteering noticeboards in Student Services.
	<ul style="list-style-type: none"> Progression interviews (for students who would like to progress within college or look at alternative options). 	Appointments available to book via the Student Portal. Progress Mentor curriculum and 1:1 support/group sessions delivered by the Careers Team.
	<ul style="list-style-type: none"> Introduction to the UCAS application process and how to register on the system. Students are encouraged to compile a draft personal statement for the end of term. Promotion of the Unifrog online resource – can be used to research into and log career options. 	Progress Mentor Curriculum, Careers Team and Learning Resource Centre team.
	<ul style="list-style-type: none"> Personal Development Day 3 – Year 1 A Level (March/April). 	Activities linked to the theme for the term.

Careers

Programme

Year 2

Term	Careers Activity	How ...
Autumn Term The Personal Development theme for the term is - Active Citizenship and Social and Emotional Development	<ul style="list-style-type: none"> UCAS applications start/continue. 	Support provided by Progress Mentors/ Careers Team, Student Services and Learning Resource Centre.
	<ul style="list-style-type: none"> UCAS Early Application Deadline – Oxford/Cambridge, Medicine, Dentistry and Veterinary Medicine (October). 	Scholars and Medical Society – additional support provided.
	<ul style="list-style-type: none"> UCAS Internal Deadline (November). 	1:1 careers appointments available to book via the Student Portal.
	<ul style="list-style-type: none"> Prepare students for the job application process inc. higher/degree level apprenticeships. Support available with CV writing, online applications, presentation preparation and interview techniques. 	Support provided by Progress Mentors, Careers Team and the Learning Resource Centre Team.
	<ul style="list-style-type: none"> Guest speakers/information stands. 	Examples of organisations invited into college include BAe, Manchester Metropolitan University, Edge Hill University, NHS, UCLan (these will vary each year).
	<ul style="list-style-type: none"> Higher and Degree Apprenticeship Evening event (November). 	An evening event for students and parents/ carers to meet with employers and training providers/universities offering higher and degree level apprenticeships in a range of career sectors.
	<ul style="list-style-type: none"> National Green Careers Week (November). Exam buster workshops (November). 	A range of activities will be advertised including information stands and a selection of “green” activities”.
Spring Term The Personal Development theme for the term is - Physical, Sexual and Mental Health and Employability and Careers	<ul style="list-style-type: none"> UCAS – official (on time) deadline (final Wednesday in January). Advice and support with applying for student finance for university. Exam buster workshops (March). 	Sessions delivered to Progress Mentor groups by the Finance and Welfare Adviser. 1:1 appointments also available – can be booked via the Student Portal.
	<ul style="list-style-type: none"> Continued support for students applying to university, eg. accommodation advice, support with using UCAS Track to accept/decline offers etc. 	1:1 careers appointments available to book via the Student Portal.
	<ul style="list-style-type: none"> Support for students wishing to apply for alternative courses via UCAS Extra (February – June) 	Careers Team and Progress Mentors.
	<ul style="list-style-type: none"> Continued support for students with the job application process inc. higher/ degree level apprenticeships. Support available with CV writing, online applications, presentation preparation and interview techniques. 	Careers Team 1:1 appointments.
	<ul style="list-style-type: none"> Volunteer Fair (February) 	Students encouraged to attend to explore volunteering opportunities available to them locally or as a gap year activity.

Careers

Programme

Year 2

Term	Careers Activity	How ...
Summer Term	<ul style="list-style-type: none">Students advised of the support available in college during the UCAS Clearing/Adjustment period including Results Days (August).	The Careers Team are available in college during the clearing process to support students with identifying possible degree course options and/or alternatives.
The Personal Development theme for the term is -	<ul style="list-style-type: none">Results Day Celebrations – opportunities open to all within college.	Events will be advertised through ASPIRE.
British Values and Inclusivity	<ul style="list-style-type: none">Careers support for former students	Runshaw College is committed to supporting former students with their career planning and progression. This support may include assistance with UCAS applications and interview preparation. Former students are advised to contact the Careers Team via email/phone to arrange an appointment as required (careersteam@runshaw.ac.uk).

Apprentices and Adult Students

All Runshaw College apprentices and adult students will have **access to the dedicated ASPIRE platform** designed specifically for these learner groups. 1:1 careers support will be available from tutors, trainers and the Careers Team

Apprentices will also be invited to attend a series of **Personal Development Days** during the year.

Students to be offered careers advice on next steps, on completion of their apprenticeship programme. Trainers to receive additional support on CEIAG for their apprentices.

Useful Careers Related Resources

- **National Careers Service**
<https://nationalcareers.service.gov.uk>
- **Prospects**
<https://www.prospects.ac.uk>
- **UCAS – www.ucas.com**
- **Apprenticeships**
<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>
- **Not Going To Uni**
<http://www.notgoingtouni.co.uk/>
- **Labour Market Information**
<https://www.lmiforall.org.uk>

(01772) 644376

careersteam@runshaw.ac.uk

Careers **Guidance**

Communications

Enrichment

Money **Matters**

UCAS

Volunteering