

Careers Workshops Calendar 2024-25

Days and start times available

Mondays with Catherine Allison (1:30pm)

Wednesdays with Catherine Allison (9:30am/11am/1:30pm)



Thursdays with Briony Roberts (9:30am/11am/1:30pm)

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1:1 Career Guidance Appointments	*	*	*	*	*	*	*	*	*	*	*	*
UCAS applications & Personal Statements		*	*	*	*							
Student Finance England (SFE)		*	*	*	*							
Interview skills						*	*	*	*	*	*	
CV & cover letter						*	*	*	*	*	*	
Preparation adulthood						*	*	*	*	*	*	
Progression									*	*	*	

Careers Workshops 2024-25

Workshop	Content	Duration	Suitable for	Delivery includes:	
UCAS applications & Personal Statements	<p>Aim: To introduce students to UCAS and the Personal Statement process</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Understand how to apply to a UK University through UCAS • Know what the UCAS process is • Acknowledge UCAS deadlines • Understand how to track applications and reply to offers • Understand the rules and framework for creating a Personal Statement 	1 hour	Level 3, 4, 5	<ul style="list-style-type: none"> ✓ Presentation ✓ Digital resources ✓ Hand-outs ✓ Independent work ✓ English development 	Available to book Sept-Dec
Student Finance England (SFE)	<p>Aim: To introduce students to Student Finance England – SFE (providing financial support on behalf of the UK Government to students entering higher education in the UK).</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Understand how to apply to SFE • Know what the SFE process is • Acknowledge SFE deadlines • Understand repayments to SFE post-graduation 	30 minutes	Level 3, 4, 5	<ul style="list-style-type: none"> ✓ Presentation ✓ Digital resources ✓ Independent work ✓ Group work ✓ Maths development 	
Interview skills	<p>Aim: To prepare students for future interview scenarios (education and employment based)</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Gain practical experience of an interview process • Experience positive and negative interview outcomes with the opportunity to provide feedback 	1 hour	All levels	<ul style="list-style-type: none"> ✓ Presentation ✓ Interactive activity ✓ Roleplay ✓ Digital resources ✓ Hand-outs ✓ Group work ✓ English development 	Available to book Jan-June
CV & cover letter	<p>Aim: To provide students with an introduction to CVs and Cover Letters. <i>Students will not create a CV in this session but can be provided with templates and book a CV 1:1 with one of our careers advisers.</i></p> <p>Objectives:</p> <ul style="list-style-type: none"> • Gain up-to-date knowledge of CV and Cover Letter layout and content • Understand the purpose and benefits of a great CV and accompanying Cover Letter (via role play) 	30 minutes	All levels	<ul style="list-style-type: none"> ✓ Presentation ✓ Roleplay ✓ Digital resources ✓ Hand-outs ✓ Group work ✓ English development 	

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Workshop	Content	Duration	Suitable for	Delivery includes:	
Preparation adulthood 	Aim: To prepare students for transitions into 'adulthood'. Objectives: <ul style="list-style-type: none"> • Understand the importance of money management • Know how to effectively job hunt and increase employability • Be prepared for transitions (from education to employment and independent living) 	1 hour	All levels	<ul style="list-style-type: none"> ✓ Presentation ✓ Practical activity ✓ Digital resources ✓ Independent work ✓ English development ✓ Maths development 	Available to book Jan-June
Progression 	Aim: To provide students with internal progression information, advice & guidance Objectives: <ul style="list-style-type: none"> • Understand your options • Know how to navigate options to support career progression • Understand attainment requirements 	15 minutes	Entry level, Foundation, Level 1, Level 2	<ul style="list-style-type: none"> ✓ Presentation ✓ Digital resources ✓ Hand-outs 	Available to book April-June

Student feedback

All students will complete a skills-based assessment when participating in a workshop to provide us with key feedback on delivery and student achievement.

The format has been updated for the 2024-25 academic year in response to student feedback: each workshop will come along with its own individualised feedback form.

2023-24 academic year statistic examples (from student feedback provided)

- **93%** of students who took part in the **CV & Cover Letter Workshop** felt better prepared for their future career as a result.
- **61%** of students who took part in the **Interview Skills Workshop** saw skills improvement (*particularly in confidence*).



Careers Education, Information, Advice & Guidance (CEIAG) Workshops

Our workshops have been designed to meet the needs of all of our learners, providing them with up-to-date knowledge of careers-related topics and the essential skills and behaviours they will need to develop and sustain successful employment and/or further/higher education.

How our Careers Workshops support Gatsby Benchmarks & the CDI Code of Ethics framework.

Gatsby Benchmark 2 Learning from career and labour market information

- Skills, career pathways and progression routes in the local labour market;
- job applications and interviews;
- educational institutions, courses, qualifications, entry requirements and costs;
- professional bodies;
- employment sectors, employers, jobs, salaries and employment trends;
- jobs, training and apprenticeships;
- job demands and working life;
- financial planning.

Gatsby Benchmark 4 Linking curriculum learning to careers

- promoting students' career learning, development wellbeing
- enhancing students' subject learning and attainment and their overall personal and social development.
- providing career learning as a subject in its own right;
- incorporating career learning within other subjects;
- organising career learning through extra-curricular activities (i.e. enrichment activities strongly connected to the formal curriculum).

Gatsby Benchmark 8 Personal guidance (1:1 Careers Guidance Appointments)

- listening to students' initial ideas, qualifications, skills, experiences, circumstances and life aims;
- helping students to identify and explore suitable options and to consider the career implications of subject and course choice that are in their best interests;
- developing practical strategies on how to achieve their goals, including pointing students to information sources of most use to them;
- building students' persistence, motivation and confidence and helping them to see how they could overcome any barriers preventing them from moving forwards.

CDI - Accessibility

Promoting access to career development activities and services in a range of ways that are appropriate and ensure inclusion.

CDI - Impartiality

Professional judgement is objective and takes precedence over any external pressures or factors that may compromise the impartiality of career development activities and services.

CDI - Equality

Actively promoting equality and diversity and working towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination.

CDI - Transparency

Providing career development services and activities in an open and transparent manner.

1:1 Careers Guidance Appointments

Available throughout the year - September to August (by appointment only)



It's always good to plan for the future! In a 1:1 appointment we can support students with a range of activities, including (but not limited to);

- Information on College courses, tuition fees, and the Advanced Learner Loan
- Exploring careers or study options
- Support with writing or updating a CV/cover letter
- Preparing for professional interviews
- Applying for university (including UCAS applications, personal statements & Student Finance)
- Finding out how or where to apply for jobs, apprenticeships or volunteering opportunities

Our **Student Engagement Team** (*based in the Hex*) are here to help students with all initial advice and guidance enquiries. If a student requires support to explore options and guidance on how to move forward with their career, a **1:1 Careers Guidance Appointment** with a qualified adviser can be arranged.

To book this service, students can:

- 👤 Enquire in person at the **Resources Desk** in **The Hex**
- ✉ Self-refer or be referred by tutors/staff/parent or guardian via email (**Advice@lmc.ac.uk**)
- ☎ Phone (**01524 521 385**)

1:1 Appointments (subject to availability)

	9:30am	11am	1:30pm
Mon	Jake Edlin	Jake Edlin	Jake Edlin
Tue	Jake Edlin	Jake Edlin	Briony Roberts
Wed	Briony Roberts	Briony Roberts	Briony Roberts
Thu	Briony Roberts	Briony Roberts	Briony Roberts
Fri	Briony Roberts	Briony Roberts	Briony Roberts