

Varndean College Careers Programme (2022-23)

| Date | CEAIG Activity | YR Group | Services | Delivery | Gatsby Benchmarks |
|----------|---|----------|--|--|-------------------|
| All Year | Tutorial Programme | All | Careers Education is delivered through the tutorial programmes for Level 2, Year 1 and Year 2 students. | Tutors | 1,2,3, |
| All Year | Unifrog programme | Y1 & Y2 | Careers education and support for progression into all routes. All students will have access to and be supported using materials to explore and aid in choosing positive progression routes. | Unifrog | 1,2,3,4,7 |
| All Year | Independent and impartial careers advice and guidance | All | All students can access one to one guidance – careers interview appointments & drop in available throughout the year Collect Feedback | Careers Team | 3,8 |
| All Year | Work Experience/Job Shadowing | All | Mandatory on Level 3 Early Years and Health & Social Care courses. All other students are expected to undertake a placement either as a block in a specific 'Work Experience Week' where the timetable is dropped, or to fit around their timetable. Experience of the workplace to be appropriate for the individual student. | Employers/Parents/Careers/EBP | 5,6 |
| All Year | Widening Participation Activities and Events | Yr 1 & 2 | Eligible students take part in a wide range of WP activities at college and externally; university taster days & summer schools, workshops & talks, 1:1 UCAS Personal Statement support Collect Feedback | University of Brighton University of Sussex IntoUniversity and other universities in the South East of England we have established links with. | 3,7,8 |

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| All Year | Uni Connect Programme & events | Yr 2 | Identify all eligible students on entry though postcode and WP survey Supporting students with no intended destination | Uni Connect Elev 8 Careers | 3,8 |
| All Year | Oxbridge Support Group | Yr 1 & 2 | Specialist support for students applying for Oxford or Cambridge university Distinct tutor groups | Oxbridge Coordinators | 3,7,8 |
| All Year | Med/Vet/Dent Support Group | Yr 1 & 2 | Specialist support for students applying for medical, dentistry and veterinary sciences Distinct tutor groups | MED/VET/DENT Coordinator | 3,7,8 |
| All Year | Spotlight Careers Weeks | All | Employers/organisations deliver talks/workshops for students about careers related to their chosen career pathways Central booking system to target specific students' interests and individualised invites. Curriculum Team lead with support from Careers Team Collect Feedback | Employers | 2,4,5 |
| All Year | University taster lectures | All | Students have the opportunity to attend a wide variety of subject taster lectures and conferences at our local universities/online | University of Sussex University of Brighton | 4,7 |
| All Year | Volunteering | All | Students can access help to find a volunteering opportunity to develop experience & skills. Includes Downsview Link College and the NHS at Royal Sussex County Hospital or Princess Royal Haywards Heath & other 'partnership' organisations | Employers | 5,6 |
| All Year | Careers Software | All | Students can access career development, LMI and | Careers Team | 1,2,3,4 |

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| | | | exploration software – UNIFROG & eClips | | |
| All Year | Student Bulletin and Social Media/email | All | A Careers page, advertising careers related events and job opportunities is included in the weekly student bulletin. Students have told us they prefer to be emailed | Careers Team | 1,2 |
| All Year | CV Help | All | Students can access help with writing a CV for applications. | Careers Team/Tutorials | 3 |
| Aug - Sept | Students Identify & Select Career Pathways | Level 2 Yr 1 | At their enrolment interview students select their current career interest/pathway. | Careers Team | 3,4,5,6, |
| Sept | Careers Library Inductions | Yr 1 Level 2 | Students are introduced to the resources available in the Careers Library and the services available to them | Careers Team | 1,2,3 |
| Sept | National/Large Firm Apprenticeship Applications open | Y2 | Students considering apprenticeships with national organisations given support to apply – Video/slides | Careers Team/Tutorials | 2,3,8 |
| September - January | UCAS Help | Yr 2 | One to one guidance and support for students completing the UCAS application Collect Feedback | Tutors/Careers Team | 8 |
| October | Parent/Carer Progression Evening | Y1 | Exploring all Progression Routes beyond Varndean and the support the college gives students with their planning Collect Feedback | Careers Team | 1 |
| October – December | UCAS - Workshops 'Filling in the Education Section' | Y2 | Every week for students and tutors – guidance on the qualification section of the UCAS form | Careers Team | 3 |
| November - December | Personal Statement Workshops | Yr 2 | Group workshops to support students in writing a personal statement for their UCAS application | Careers Team University of Brighton University of Sussex Chichester University | 3,7 |

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| | | | | Reading University IntoUniversity Careers Team Weekly | |
| October – December | UCAS Application Workshops | Y2 | Group workshops to support students in completing their UCAS application | Careers Team Weekly | 3 |
| October-November | Personal Statement Clinics | Yr 2 | One to one support for Widening Participation students in writing a personal statement for their UCAS application | University of Brighton University of Sussex IntoUniversity Chichester University + others | 3,7,8 |
| All Year | Mock Interviews | All | Students can request a mock interview for higher education, an apprenticeship or employment | Careers Team | 3 |
| February-March | Apprenticeship talks/Interview Skills | Yr 2 | Group workshops to provide information about apprenticeships - how to search for them, apply and interview skills. Collect Feedback | Amazing Apprenticeships - ASK | 2,5 |
| March | Careers Survey | Level 2, Yr1, Yr2 | All students asked to complete annual Careers Department Survey Collect Feedback | Careers Team | |
| March | Student Finance Talk | Yr 2 | Talk on student finance and how to apply | University of Brighton | 7 |
| March | Apprenticeship Fair at Varndean College | All | Students are encouraged to attend and talk with employers, training providers and apprentices. Collect feedback | Careers Team | 2,5,7 |
| March | HE Parents/Carers Evening | Parents/Carers of Year 1 | Talks on Choosing a course, support available at Varndean College, Student Finance, Widening Participation, MVD & Oxbridge applications, Art Foundation applications | Careers Team | 7 |

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| | | | Collect feedback | | |
| March | UCAS HE Exhibition | Year 1 | Students are encouraged to attend – over 100 universities exhibiting + employers and apprenticeship providers. | UCAS | 2,5,7 |
| March | UNIFROG Next Steps Fair (Virtual) | Year 1 | universities exhibiting + employers and apprenticeship providers. | UNIFROG | 2,5,7 |
| April | Interview Skills | Year 2 DE Group | Students are encouraged to attend a mock interview with feedback | Careers Team | 3,8 |
| April | Studying Abroad Talk | Year 1 | All students invited to attend Collect Feedback | A Star Future | 3 |
| April | Studying in Scotland Talk | Year 1 | All students invited to attend Collect Feedback | University of Dundee | 3 |
| June | University Information Day | Year 1 | All students attend an information day at University of Sussex. Talks on Choosing courses, writing a personal statement, student finance, + a subject specific taster session Collect feedback | University of Sussex | 7 |
| August | UCAS Clearing & Advisory | Leavers | One to one advice sessions available for students in UCAS Clearing. | Careers Team | 3,7, 8 |



DE Focus



HE Focus