



## **Careers Education, Advice and Guidance 2024/25**

Carmel is committed to providing our students with a comprehensive and impartial careers advice and guidance programme to support them in planning for their future. We help our students engage in their career planning at an early stage of their Carmel journey, helping them choose suitable courses for their plans, apprenticeships or employment, from the start of their time with us.

We aim to help our students equip themselves for an ever changing world, where skills and personal development happen alongside academic achievement.

Throughout their time with us, students are encouraged to make aspirational choices through our tutorial programme, our Personal Tutors, visits from employers and universities and prestigious apprenticeship providers. All students have access to professionally qualified careers advisers to support them whenever they feel they need it.

In June 2024 we were proud to achieve the **National Quality Award** for our Careers Education, Advice and Guidance provision. This is the nationally recognised standard of excellence in careers support in schools and colleges.

### **Pre Enrolment**

**Advice and Guidance from the School Liaison Team** : The school Liaison Team works closely with all local schools to provide information and advice for students in years 8-11. They regularly attend assemblies, careers days and parents evenings.

**Open Days** : These give students the chance to speak directly to staff and our current students about their plans. Our Careers Team also attend these events.

**One to One Interview:** This is focused on the guidance element, helping students gain information and advice about course suitability and career progression.

**Taster Days:** Students have the opportunity to trial subjects prior to enrolment.

**Enrolment** : Careers Advisers are available during enrolment days to ensure students are supported with their course choices

### **Careers and Curriculum**

**Guidance Interviews:** Our fully qualified careers advisers are available for guidance interviews throughout the year. Students can request a careers interview at any time themselves or can also be referred by Personal Tutors, Staff or Parents

**Careers Resources:** A range of online resources are stored on the college VLE, as well as books and prospectuses in our careers library. The College subscribes to Unifrog, an extensive careers platform allowing students access to a wide range of information around careers choice, including University, Apprenticeships, studying abroad, work experience etc.

**Mock Interviews:** Mock interviews, conducted by a qualified careers adviser, are available to students at any time. This could be for a part time job, university place or apprenticeship.

**Curriculum trips and visits:** Trips and visits to universities, work places, employers and cultural or scientific facilities are an important part of all courses. Students have many opportunities to enrich their curriculum learning and to learn from employers and industry about employability skills and the world of work.

All students are booked on to the annual **UCAS H.E. Convention** at the Liverpool Arena.

**Encounters with Employers** We recognise the importance of employers in helping us prepare our students for the future world of work. Employers work with us to support skill development within the curriculum, as well as providing our students with work experience opportunities.

**Annual HE and Apprenticeship Fair** A chance for our students to meet with a wide range of Universities and apprenticeship providers

### **Lower 6<sup>th</sup> Students**

**Personal Achievement Tutors** Students are assigned to a Personal Achievement Tutor (PAT) who will track academic progress and assist with information and advice on careers related matters and progression opportunities - students referred by PATs to the Careers Team if further support is needed. Within the tutorial programme, key careers aspects are covered, these include:

Introduction to the Careers Team

Introduction to work experience

CV production

Preparing for interview and assessment centres

Unifrog registration

Researching Universities

Introduction and registration on Unifrog

Apprenticeships (external speakers)

Personal statement workshops

Student Life and Finance (external speakers)

## **Support from Universities**

Personal statement support is also delivered to our students from our University colleagues, including University of Liverpool, University of Lancaster, Liverpool John Moores University and Edge Hill University.

## **Vocational Work Placements**

Work related experience is a core element of vocational study programmes. Students are given support from our Work Experience Co Ordinator to find placements that are highly related to their curriculum and their future career ideas.

## **Trips and Visits**

Trips are arranged within subject areas to inform about careers options, and students are encouraged to attend University open days. All students are given time off to visit the annual UCAS fair at Liverpool Arena. This brings together hundreds of university representatives, employers, apprenticeship providers and gap year specialists.

## **Information for Parents**

Parents are welcome to attend careers appointments with their child. Please contact our Careers Manager, Jo Billington, if you would like to discuss your son or daughters career plans Email: [joannebi@carmel.ac.uk](mailto:joannebi@carmel.ac.uk)

The Careers Team attends New Parents events to help inform parents about the support in College.

We conduct virtual parents information events on the UCAS process and progression opportunities in conjunction with our University partners.

## **Upper 6<sup>th</sup> Students**

**Careers Guidance** Students can request a careers guidance interview at any time, they may also be referred by their PAT if support is needed.

**Personal Achievement Tutors** Students are assigned to a Personal Achievement Tutor who will track academic progress and assist with information and advice on careers related matters, including UCAS and apprenticeships applications.

## **Tutorial Programme**

Tutorial topics this year include:

Support with UCAS application

Student Finance

Degree Apprenticeships

Money Management

Assessment Centres

Interview Techniques

### **Annual Careers Fair**

The College holds an annual careers fair in March every year. This brings together a range of Universities and Employers, providing inspiring choices for our students around both University and Degree Apprenticeship routes,

### **University Open Days**

This is an essential aspect of the University decision making process and students are encouraged to visit as many Open Days as possible.

### **Personal Statement Sessions**

Regular drop in sessions staffed by Universities to give students feedback and support on their personal statements.

### **Admissions Tests**

Students that need to sit admissions tests for their chosen course are able to access support through our High Achievers programme, Oxford and Cambridge applications, Medicine, Dentistry and Veterinary students.

### **Results Day Support**

Careers staff and Personal Achievement Tutors will be on hand to help any students looking at using UCAS Clearing or Adjustment or who need to get in contact with their University choices, or to offer support on other options.