

# Cambridge Regional College

## CAREERS PROGRAMME

### CALENDAR 2020/21



|   | SITE  | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL |
|---|-------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| <b>Work Related Activity</b>                        |       |     |      |     |     |     |     |     |     |     |     |     |     |
| External work experience                            | CC/HC |     |      | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| Industry-based placements (T Quals Pilot)           | CC/HC |     |      | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| College real-working environment experiences        | CC/HC |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| Employer-led projects and briefs                    | CC/HC |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| CRC Ambassador programme                            | CC/HC | ●   | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |
| <b>Encounters with Employers</b>                    |       |     |      |     |     |     |     |     |     |     |     |     |     |
| Guest speakers                                      | CC/HC |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| Sector-specific employer talks                      | CC/HC |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| Sector-specific employer visits                     | CC/HC |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| Employer-led projects and briefs                    |       |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| Apprenticeship fair                                 | CC    |     |      |     |     |     |     |     | ●   |     |     |     |     |
| <b>Higher Education</b>                             |       |     |      |     |     |     |     |     |     |     |     |     |     |
| HE progression & UCAS application support           | CC/HC |     |      | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |
| 1:1 UCAS information advice & guidance appointments | CC/HC | ●   | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |
| Higher Education showcase                           | CC    |     | ●    | ●   |     |     |     |     |     |     | ●   |     |     |
| Mock university interviews                          | CC/HC |     |      |     | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |

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|---|-------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Support to attend university open days              | CC/HC |     | ●    | ●   | ●   | ●   | ●   |     |     |     | ●   | ●   | ●   |
| Anglia Ruskin University outreach activities        | CC/HC |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| Student finance information and advice              | CC/HC | ●   | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |
| Sector-specific university talks                    | CC/HC |     |      | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| <b>Personal Guidance</b>                            |       |     |      |     |     |     |     |     |     |     |     |     |     |
| 1:1 careers guidance appointments                   | CC/HC | ●   | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |
| Careers and information, advice & guidance drop-ins | CC/HC | ●   | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |
| Advice Cafés  | CC/HC | ●   | ●    |     |     |     |     |     |     |     |     |     |     |
| Information, advice & guidance at Open Events       | CC/HC |     | ●    | ●   | ●   |     | ●   | ●   | ●   | ●   |     | ●   |     |
| Looked-after children 1:1 careers appointments      | CC/HC |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |
| National Careers Week 1:1 and drop-in appointments  |       |     |      |     |     |     |     |     | ●   |     |     |     |     |
| <b>Careers Enrichment Programme</b>                 |       |     |      |     |     |     |     |     |     |     |     |     |     |
| Careers Enrichment sessions                         | CC/HC |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |     |
| <b>Enterprise</b>                                   |       |     |      |     |     |     |     |     |     |     |     |     |     |
| Start-up loans initiatives                          | CC/HC |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |
| CRC The Big Bid                                     | CC/HC |     |      |     |     |     |     | ●   | ●   | ●   |     |     |     |
| <b>Personal/Professional Development Programme</b>  |       |     |      |     |     |     |     |     |     |     |     |     |     |
| PD+ (Personal Development+) Group Tutorials         | CC/HC |     | ●    | ●   | ●   | ●   | ●   | ●   | ●   | ●   |     |     |     |

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| ACTIVITY                                     | ACTIVITY DESCRIPTION  |
|--|---|
| <b>Work Related Activity</b>                 |   |
| External Work Experience                     | Where a student spends a period of time with an external (to the college) employer, including voluntary work, and carries out a specific role in that workplace. The CRC curriculum planning guidelines state that this should be at least 30 hours over the course of an academic year. (Appendix A)   |
| Industry Based Placements (T Quals Pilot)    | An extended period of time spent with an external employer, for a minimum of 315 hours over the course of the academic year.  |
| College real working environment experiences | Where a student spends a period of time volunteering in house within a department. Common areas include the LRCs, Front of House, IT and Facilities   |
| Employer Led Projects and Briefs             | Community projects, supported internships or other supported placements.  |
| CRC Amabssador Programme                     | "The CRC Student Ambassador Scheme provides students with a wide range of opportunities to develop their skills and demonstrate the College values by acting as an Ambassador for the College. Activities include supporting at College open events, attending learner voice meetings, supporting with staff interviews, speaking at locals schools, promoting the College to prospective students and writing student blogs for the College website."<br>" |

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| ACTIVITY                         | ACTIVITY DESCRIPTION  |
|----------------------------------|---|
| <b>Encounters with Employers</b> |   |
| Guest Speakers                   | In each year of study, every student on a full time study programme, should be provided with at least two opportunities to have a meaningful encounter with an employer, with at least one of these being delivered through the curriculum. Our approach to this is to utilise a broad range of guest speakers to enrich the curriculum delivery, with each course hosting at least one guest speaker per term.   |
| Sector Specific Employers Talks  |   |
| Sector Specific Employers Visits | A short term activity, usually lasting for one day or less. Examples include a visit to an employer's premises, usually for observational purposes, i.e. to see how something is done. Students could undertake a number of visits to different employers' premises over the course of the year. Another example would be work shadowing, where a student spends a period of time, usually one day or less, observing a specific individual undertaking their role at work. |
| Apprenticeship Fair              | Takes place during National Apprenticeship Week in March in order to raise awareness of Apprenticeship routes and engage potential apprentices.   |

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|---|--|
| <b>Higher Education</b>                       |  |
| HE progression & UCAS application support     | Group sessions including Is Higher Education right for me? Introduction to UCAS, Progression and Next Steps, Doing your Research, Personal Statements and Student Finance. Delivered weekly as part of the Careers Enrichment programme and via tutorials. |
| 1:1 UCAS IAG appointments                     | 1:1 Higher Education IAG and application support from the Careers & Personal Guidance Team. Bookable face-to-face, telephone and virtual appointments. Recorded on Pro Portal as UCAS Meetings against Careers Action Plans.                               |
| Higher Education Showcase                     | Organised at two key points at both campuses with additional Virtual HE Showcase included in Empower 2020 event delivered digitally in September. Open to all students during college day.   |
| Mock University Interviews                    | Offered on a bookable basis via student self-referral and Tutor Careers & IAG referrals on Pro Monitor.  |
| Support to attend University Open Days*       | Financial support to NEACO target wards students and their parents to attend University Open Days.   |
| Anglian Ruskin University Outreach Activities | A programme of events organised in collaboration with Anglia Ruskin University including subject tasters, UCAS application, student finance and student life.  |
| Student Finance Information and Advice        | Offered all year round on a 1:1 basis and during college year as part of tutorials and Careers Enrichment programme.   |
| Sector Specific University Talks              | Offered both centrally and within departments. Focussing on communicating information and raising aspirations.   |

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| ACTIVITY   | ACTIVITY DESCRIPTION  |
|--|---|
| <b>Personal Guidance</b>                                       |   |
| 1:1 Careers Guidance Appointments                              | Face to face, telephone and virtual appointments available all year round to all potential and current students and apprentices. Bookable via self-referral or through Tutor referral on Pro Monitor. All clients receive full Summary of Guidance.   |
| Careers and IAG Drop Ins                                       | Available all year round at both campuses to all potential and current students and apprentices.  |
| Advice Cafes   | Held in August and September directly following A levels and GCSE results days in order to support late applicants.   |
| IAG at Open Events   | The Careers & Personal Guidance Team are available at all open events to support applicants and potential students to make informed decisions about their next steps.   |
| Looked After Children 1:1 Careers and Progression Appointments | Focussed support from the Careers & Personal Guidance Team to ensure all Looked After Children and Care Leaver students have access to a personalised and differentiated CEIAG programme to assist them in developing transferable careers skills and making well-informed decisions about their futures. |

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| ACTIVITY                            | ACTIVITY DESCRIPTION  |
|-------------------------------------|---|
| <b>Careers Enrichment Programme</b> |   |
| Careers Enrichment sessions         | Group sessions covering a range of topics from the areas of Higher Education, Progression options, Employability and Enterprise. Available weekly during college year to all current students and apprentices.  |
| <b>Enterprise</b>                   |   |
| Start Up Loans Initiatives          | Enterprise Enrichment Activities that are available to all students via the Careers & Personal Guidance Team.   |
| CRC The Big Bid                     | A 'Dragons Den' style event that is launched in tutorials for Level 2 students. Students will be required to pitch in their own tutorial groups and the successful applicant will be invited to a full enterprise day, receive mentoring from an industry expert and receive a lecture from an Enterprise Expert from Anglia Ruskin University. |

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