

## **Notre Dame Sixth Form College**

### **Careers Programme 2018-2019**

Each year group at Notre Dame Catholic Sixth Form College has a clear and stable Careers Programme tailored to meet their needs. This Careers Programme is embedded into tutorials, assemblies, subject curriculum, and enrichment activities, providing a variety of compulsory and optional events throughout the academic year. Students can access careers support from Monday to Friday either face to face or via email, and can book their own appointments using Moodle Careers. Students can also access a range of useful resources and independently learn using the Moodle Careers page. The schedule below summarises the key events planned over the academic year. If you would like to contribute to the planning of the Careers Programme at Notre Dame please email [careers@ndonline.ac.uk](mailto:careers@ndonline.ac.uk) or offer your feedback via the link below.

#### **Level 2 Students**

- Apprenticeship assembly
- Careers tutorials including sessions such as; Options after Notre Dame, Apprenticeships, Employer Expectations, Work Experience, Labour Market Information, and Action Planning and Goal Setting
- 121 careers guidance appointment/s
- A one-week compulsory work experience placement
- Visits from inspirational and motivational speakers
- Careers Fair
- STEM Fair
- Careers presence at all parents' evenings
- Careers presence on GCSE results day
- Range of visits from higher education institutions & employers throughout the year, staffing stands in the common room, and offering lunch time workshops that are open to all students
- NCS assemblies, stalls and tutorials.

#### **Lower Sixth Students**

- Fresher's Fair – attendees include local volunteering organisations and higher education institutions
- STEM Fair
- Careers Fair
- Higher Education (HE) Day – attendees include universities, apprenticeship providers and FE providers. Presentations are given about student finance, writing a personal statement, and choosing a degree subject and place of study
- Apprenticeship assembly
- HE Parents' Evening – includes a student finance talk
- Enhancing Excellence Programme for targeted students
- Range of visiting universities offering lunch time talks
- Range of visiting employers offering lunch time talks
- One-week compulsory work experience for students studying a double or triple BTEC or CTEC in business, IT or health and social care
- Optional work experience for all other students
- 'Countdown to HE Day' tutorials covering Russell Group universities, foundation years and degrees, social access schemes, and how to make the most of university open days
- UCAS preparation, including subject-specific personal statement workshops
- Careers presence at all lower sixth parent's evenings
- Careers presence on A level Results Day
- Employer visit days

- NCS assemblies, stalls and opportunities
- Visits to universities and other higher education institutions
- Range of HE taster days/open days promoted
- 121 careers guidance appointment/s – optional
- HE assembly delivered by NCOP, to raise aspirations and provide positive role models for students
- Future programmes: Teaching, Media, Engineering, Digital and Public Services.

### **Upper Sixth Students**

- Higher Education (HE) Personal Statement Clinic Week
- STEM Fair
- UCAS tutorials
- Careers Fair
- Apprenticeship assembly
- Employment Tutorial Groups – optional, for students seeking an alternative to a full-time degree
  - Employer mock interview days
  - One-week compulsory work experience placement
- Careers presence at all upper sixth parent evenings
- Careers presence on A level results day
- 121 careers guidance appointment/s - optional
- HE mock interview workshops - optional
- Tutorial sessions covering; School Leaver Programmes, HE, apprenticeships, CV writing, employer expectations, using social media for job searching, using the STAR technique in application forms and job interviews
- Employer visits including ex-Notre Dame students speaking in assemblies and tutorials
- Leeds Apprenticeship Fair.

If you have any comments, feedback or suggestions about the Careers Programme at Notre Dame please do get in touch using the link below as we would be grateful for any feedback. We will evaluate the programme on an annual basis and always seek to improve it based on student, parent, staff and employer feedback.

[https://forms.office.com/Pages/ResponsePage.aspx?id=qjfyCvk2kUu5wXrAyzYaViXmpQNwStFOI\\_xavFL8unIUQVNEMDIRQ1pMTDFaMFo1TUNWSUcwUFc0MC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=qjfyCvk2kUu5wXrAyzYaViXmpQNwStFOI_xavFL8unIUQVNEMDIRQ1pMTDFaMFo1TUNWSUcwUFc0MC4u)