



# **North Kent College Careers Programme 2018/2019**

# North Kent College Careers Advice Service

North Kent College has a team of qualified and experienced Careers Advisors who provide both current and prospective students with free, impartial advice and guidance and access to a range of careers information to meet their needs.

We offer a welcoming and supportive environment in which students and prospective applicants can discuss opportunities, identify their skills, interests and abilities and make informed decisions about their future.

We offer:

- **One to one advice;**
- **Email advice; and**
- **Telephone advice**

Careers Advisors are available all year round and are based in the Learning Technology Centre at both the Dartford and Gravesend campuses. Current students can receive help with applying for Higher Education courses, jobs and apprenticeships and any other career-related matters such as CV writing and interview skills. We also work closely with curriculum staff to support employability tutorials and to ensure smooth transitions for our students.

Students can access our online resources on the College's Virtual Learning Environment, Moodle via the MyDay App. They can also make use of the Careers resources available in the careers libraries which located in the Learning Technology Centres.

Want to speak to one of our Careers Advisors? If you are an existing student, you can drop-in to the Learning Technology Centre at either site.

Email: [careers@northkent.ac.uk](mailto:careers@northkent.ac.uk)

Careers Team Telephone Number: **01322 629 515**

## **Careers Advisors:**

Rosemary Keys (Dartford campus)

Leila Baker (Dartford and Gravesend)

Dawn Fox (Dartford and Gravesend)

Careers and Employability Manager: Alyson Aust

Careers Leader: Steven Humphries (Assistant Principal, Learning Experience)

The Careers Team at North Kent College is accredited by MATRIX, the nationally recognised standard for advice and guidance.



Whatever your starting point at College, as part of your learner journey you will be supported and encouraged to consider your career options beyond College and to develop the skills which will help you to progress on to employment further training or Higher Education. At North Kent College, all of our courses are vocational, with strong links between curriculum learning and the world of work. Careers and employability education will be tailored to your specific course, though there will be some common themes whatever course you are taking. The Careers Programme below lists some of the main events and activities that you will encounter before and during your time at North Kent College.

<p><b>Before you enrol</b></p> <p><b>Open Days</b></p> <p>If you are considering a course at North Kent College you can speak to subject staff and the College Careers Advisors at these events. You will also have access to Careers Explorer and Labour Market Information via a link sent to you on registration for the Open Day to assist you in decision-making.</p>	<p><b>Courses up to Level 2</b></p> <p><b>Induction</b></p> <p>Students will be introduced to the Careers and Employability programme during the induction phase and the concept and importance of developing employability skills is introduced. Students will learn about the services offered by the College Careers Team.</p>	<p><b>Level 3 Courses</b></p> <p><b>Induction</b></p> <p>Students will be introduced to the Careers and Employability programme during the induction phase and are encouraged to review their employability skills and consider how they can further develop these skills to enhance their prospects. New students are introduced to the services offered by the College Careers Team.</p>	<p><b>All students</b></p> <p><b>Careers support during early weeks</b></p> <p>Support is available from College Careers Advisors for students who wish to change course/consider options outside College. Students are referred to external providers and for external support as necessary.</p>
<p><b>Taster Days</b></p> <p>Taster days are run in some Curriculum areas so that you can get a real feel for the course and subject area and receive subject related information about progression to help you in your decision-making.</p>	<p><b>Personal Tutorials</b></p> <p>The tutorial programme will include a progression focus. You will have regular contact with a designated tutor to discuss your career and progression plans and have personal action plans which you will update throughout your time at College.</p>	<p><b>Personal Tutorials</b></p> <p>The tutorial programme will include a progression focus. You will have regular contact with a designated tutor to discuss your employment and/or Higher Education plans and produce/update your personal action plan.</p>	<p><b>Career Resources</b></p> <p>Digital Careers resources are available on the North Kent College student portal via the My Day app. Careers Libraries providing up to date careers information are available in Learning Technology Centres (Careers information, University and College prospectuses, Higher Education and employment guides)</p>

## Before you enrol

### College Interviews

At your interview, the tutor can provide information, advice and guidance about the subject area.

## Courses up to Level 2

### Employability Tutorials (may be integrated into study programme)

A range of inputs focussed on:

- Understanding employability and why it matters
- Self-assessment
- Employability skills development (course specific)
- Challenging stereotypes and equalities in the workplace
- Understanding the labour market
- Finding and using Labour Market Information
- Basic CV, job application and interview skills.
- Social media and employment
- Progression options
- Level 2/3 apprenticeship and traineeship options
- Self-employment

## Level 3 Courses

### Employability Tutorials (may be integrated into study programme)

A range of inputs focussed on:

- More advanced employability skills
- Understanding equalities legislation
- Finding and using labour market and Higher Education information
- Advanced CV writing, job application and interview techniques.
- Networking and use of social media/ websites for personal marketing
- Higher Education options
- Higher and degree apprenticeship options
- Employment options
- Taking a gap Year
- Self-employment

## All students

### Computer-Aided Guidance

Students are introduced to computer-aided resources that encourage students to consider their career options and to help them stay informed about their choices

## Enrol

At your enrolment meeting the tutor can provide information advice and guidance about your course. Careers Advisors are available for consultation if you are uncertain and wish to discuss your options.

### Contacts with Employers/ Industry Professionals

As part of their course, students will have opportunities for contact with employers/industry professionals through study visits and guest speakers.

### Contacts With Employers/ Industry Professionals/Higher Education Providers

As part of their course, students will have opportunities for contact with employers/industry professionals and Higher Education providers through visits, guest speakers and University Taster days/Open Days.

### Careers Guidance Interviews

All students have access to careers interviews with a level 6/7 qualified Careers Advisor who can offer impartial guidance on options both within and outside of College. Students can contact the Careers Advisors at any point during their course and as many times as they need.

## Before you enrol

### Careers Guidance Interviews

If you are considering College as an option but are not sure which course is right for you or want to discuss your options, you can make an appointment to see a College Careers Advisor who will offer impartial advice and guidance.

## Courses up to Level 2

### Work Experience

Students on certain courses undertake an external work experience placement as part of their course. Others will have practical experiences of work through industry-based project work or through working in a work simulated college setting.

## Level 3 Courses

### HE Evening for Parents and Students

Level 3 Year 1 students are encouraged to consider Higher Education as a progression option. Careers Advisors and University staff explain all aspects of choosing and applying for Higher Education and the support available in College.

## All students

### Online Advice and Guidance

Students can email the College Careers Advisors with specific questions or queries.

Email [careers@northkent.ac.uk](mailto:careers@northkent.ac.uk) or telephone 01322 629 515 Students can also subscribe to our careers twitter feed and receive regular updates from Careers staff.

Careers Advisors may also email students from time to time with tailored guidance or opportunity details if they are seeking employment or training.

## Telephone & Email Advice

You can speak to a Careers Advisor over the phone or email a query. Email [careers@northkent.ac.uk](mailto:careers@northkent.ac.uk) or telephone 01322 629 515

## Progression Event For Students With Additional Needs

Students with Additional Needs and their parents are invited to attend a progression event where they can meet with a range of Advisors and providers offering supported internships and other alternative provision as well as traineeships and apprenticeships.

## Higher Education Events

Students can come along to our HE fair with selected Higher Education institutions represented. For some courses a course-specific Higher Education event with relevant providers is arranged. Students are also offered the opportunity to attend the UCAS Exhibition in Maidstone.

## Mock Interviews

Students are encouraged to prepare for and participate in a mock interview with feedback provided to help hone their interview skills.

## Before you enrol

### Post- GCSE Results Advice Service

Our Careers Advisors are available for consultation on and after GCSE results day if you need to consider an alternatives following your GCSE results

## Courses up to Level 2

## Level 3 Courses

## All students

### Support With UCAS Applications

Second year Level 3 students who wish to apply for Higher Education will be supported in registering with UCAS and completing their UCAS form online. Careers Advisors offer sessions on writing personal statements and also offer one to one advice on your draft statement. Students are also provided with information and support in applying for student finance. A clearing advice service is offered to students who do not hold offers and wish to enter clearing

### Careers/Apprenticeship Event

Students interested in applying for apprenticeships after College can come along with parents to find out more information and meet employers/ training organisations.

### Post A Level Results Advice Service

Our Careers Advisors are available for consultation on and after A-Level results day if you wish to consider a Higher Education course at North Kent College following A Level results.

### Extended Industry Placements

Students on a number of courses can apply to participate in a 'Gold standard' extended industry placement (up to 50 days during the academic year) with approved college placement providers. This includes pre-placement intensive employability training. Business students can apply for the 'Career Ready' programme an employability programme which involves visits to employers and work experience.

### Progression Week

Students will meet with their tutor to review progress on their course and discuss progression at North Kent College, if desired. Students who will be leaving College are identified and will have the opportunity to meet with a Careers Advisor to discuss their next steps.