



### 2023- 2024 Careers Programme

To help you to access and get the most out of the college careers programme please see the menu below to find out more about the activities and sessions on offer here - <http://www.sheffcol.ac.uk/careers-programme>

#### CAREERS GUIDANCE

##### 1:1 Personal Careers Guidance appointments

*Non-judgmental, expert and impartial 1:1 Careers Guidance*

Decision making is a lot easier than it sounds, especially when it's your future you're deciding on; but that's what we're qualified in. These 45 minute appointments are solely for working with you to help you understand your desires, your goals and your options and guide you to decide what's best for you. We're experts in writing outstanding CV's, successful personal statements, winning application forms and smashing interviews and these 1-1 sessions can support you with that regardless of course choice or employment sector.

##### Careers IAG support EHCP transition review

*Supporting you through transition*

The Careers Team are here to support you during the transition process. The Careers Team can be invited, at your request, to attend your EHCP transition review. They will be there to offer you impartial careers information, advice and guidance. By looking at all of your options, it may help to ease any anxieties about your transition and help to support you in making choices which are right for you. Parents and carers are welcome to also access support and advice from the Team about their child's EHCP review by emailing [CEIAG@sheffcol.ac.uk](mailto:CEIAG@sheffcol.ac.uk)

##### Group guidance sessions

*In it together*

Sometimes it's daunting attending a one-to-one appointment and talking about yourselves. The Careers Team offers a chance for you to chat about and explore the careers and progression routes that you might be interested in in a small, relaxed group setting with your fellow students.

#### DIGITAL OFFER

##### Interactive webinars

*From the comfort of your own home?*

Join us for these interactive sessions hosted through video calls and the online platform Nearpod to learn about different career related topics including progression support and career planning.

## **Careers Service website**

*Explore your career in your own time*

Our Careers Service website is full of useful information, videos and links for whatever stage of your career journey you're on. From planning what you're going to do next, to support for landing that interview, we have it all! Check out our new 'where can my course take me' section to find out more about jobs in your chosen field.

## **Careers Service CEIAG YouTube channel (SheffCol Careers)**

*We've gone digital!*

The Careers Team has its very own YouTube channel! Here you can access all of The Careers Team's video resources; whether you're looking for a webinar about progression or UCAS, or wanting to find out more about the team from our induction video, you will be able to locate it here all on our YouTube [channel](#)

## **Your Career, Your Plan**

*Career planning workshops*

No one knows better than you what your future will look like. That's right, isn't it? Just in case there's some doubt creeping in on margins of your certainty, the Careers Team have developed a suite of online tools and workshops to help you plan your next steps on the progression pathway that's perfect for you.

## **CAREERS SUPPORT IN CURRICULUM**

### **Next Steps progression talks**

*Traineeships, Apprenticeships, University, Employment; your future, your choice!*

There are so many options, we understand that it's so easy to get confused. These talks aim to break down the different options available in a simple manner whilst giving you expert and impartial information, advice and guidance along the way supporting you to consider which route is best for you and your goals.

### **Careers in the Curriculum**

*Inspire, Enthuse, Engage*

What students don't know, they can't aspire to be, right? That's why we're offering our support to enhance the curriculum with inspirational guest speakers and employer-led events and activities to raise students' awareness and inspire them about the vast range of careers and opportunities their course can lead to.

### **Graduate employability support**

*Making the most of your HE qualification*

You are doing well in higher education at college but what next? The Careers Team offers you support during your qualification to think about how to make the most of all opportunities for personal development and to make yourself stand out to employers. Through personal guidance, targeted workshops and events, we are here to help you transition into the competitive graduate labour market.

## **EMPLOYMENT AND APPRENTICESHIP PROGRESSION SUPPORT**

### **Employment selection process mini challenge**

*You're Hired*

Until you apply for a job, you never experience the challenges of recruitment processes, right? **Wrong.** We want to ensure you know exactly what to expect when applying for jobs; writing CV's and application forms, assessment centres and interviews. This exciting real life recruitment process scenario allows you to compete against other students with the aim of one of you hearing Alan Sugar's favourite two words; You're Hired.

This challenge can be in sequence to our CV, Application Writing and Interview Skills workshops. It can also be tailored to faculty and subject areas.

### **Introducing apprenticeships and traineeships**

*Want to get that hands on experience whilst continuing to work towards qualifications?*

Traineeships are a great way to continue improving your maths, English and employability skills, whilst completing a 90-hour long work placement in your chosen industry. Apprenticeships give you the opportunity to earn whilst you learn, meaning you'll come away with an industry specific qualification and a wealth of experience from actually working in your chosen industry! The Careers Team can offer one to one appointments to discuss with you the 'ins' and 'outs' of both of these programmes and more information can be found on our Careers Team Sharepoint site and YouTube channel.

### **National Apprenticeship Week**

*Putting you in the know about all things Traineeships and Apprenticeships*

National Apprenticeship Week is coordinated by the National Apprenticeship Service and is designed to celebrate apprenticeships and traineeships and the positive impact they have on individuals (you!), businesses and the wider economy. This week-long event, hosted by The Sheffield College, gives you the opportunity to delve deeper into apprenticeships and traineeships, find out what they're all about and whether they are the best fit for you and your future career plans.

### **Job Hunting workshops**

*Let's get employed!*

There are jobs out there, but sometimes it can feel a bit like wading through a jungle- but our job hunting workshops can help clear the way! These sessions will cover what to look for in employment, where to start looking and how exactly you can land that dream job.

## **Go Further talks (enhancing employability)**

*Making the most of your time at college*

As important as your college qualification is, it is not always enough to secure employment that you love. These talks will help you research and work towards career roles that you are likely to thrive in. They will guide you into making the most of other opportunities during your time at college to develop your skills and to give yourself the best chance of being noticed by employers when you enter the job market.

## **FURTHER EDUCATION PROGRESSION SUPPORT**

### **1:1 Course Advice Appointments**

*Movin' on up - or sideways, or...*

What you are doing right now won't last forever and at some point, you will want to start thinking about what you're going to do next. The Careers Team can help with that. Available to learners of any level on request, why not book a 1:1 session to explore what you do next at College.

### **National Careers Week events (Up Festival)**

*Helping you to plan your next steps...*

Up Festival is The Sheffield College's very own festival about planning your next steps! Get into the festival vibe whilst finding out more about your next steps and the different careers that are available to you. Past festival line-ups have included: industry guest speakers, the HeppSY tour bus, external employer and Post 16 exhibitors, yummy street food, live music, entertainment and much more...

### **Progression pathways tutorials**

*Where are you heading?*

Our progression tutorials are available for all students and cover exactly what your options are for after your course, whether that's more education, an apprenticeship or traineeship, or even work. We will explore the full range of options available and tell you how you can get there.

## **HIGHER EDUCATION PROGRESSION SUPPORT**

### **HE Week**

*Putting you in the know about all things Higher Education*

Higher Education (HE) week, is a week-long programme of events focusing on everything HE! It's a chance to find out more about: the College 'university offer', to meet representatives from different universities, discuss student finance, find out more about university life, the UCAS application process and a chance to talk to HE students past and present about their experiences. Expect guest speakers, industry specific seminars and various HE workshops.



## **UCAS application advice appointments**

*Navigating your way through the process*

Despite all the advice out there about completing your university application sometimes you will just want to sit down with someone to get some individual support. The Careers Team offers tailored advice and support through careers guidance appointments, designated drop-ins and pop-up stalls, helping you to complete the application process. We are happy to talk you through making decisions about courses/universities to apply for as well as helping you navigate the online application form and put together your personal statement.

## **University Guest Speakers**

*Live updates*

We want to make sure you always have the most update information and advice about Higher Education. We understand that not one size fits all. That's why we host a wide range of Guest Speakers from different Universities to share with you their insights on various topics including; The Benefits of HE, Course Content, Application Processes, Student Finance, Student Life, Student Support Service and many more.

## **Mock Interviews**

*Sometimes it's all about the chat*

If you want to work with people, you have to show that you are confident in doing so. Similarly, if you want to walk the walk, you might have to first prove you can talk the talk and, for some of the most competitive courses and universities, an interview is still the only way to do this. The Careers Team can help prepare you, taking you through the steps of both panel interviews and MMIs, to ensure you have what it takes to impress, succeed, and clear this final hurdle.

## **L3Y1 progression tutorials preparing for HE applications**

*Making that transition*

Are you approaching the end of your first year on your level 3 course and starting to wonder what the future holds after college? This series of five tutorials will take you through some of the key considerations for thinking about progression options as well as the preparations that you can start putting in place for researching and applying to Higher Education.

## **UCAS Clearing Advice and Support**

*Plans changed? No Problem*

Things don't always go to plan and sometimes, we just change our mind. UCAS Clearing exists to ensure that when the unexpected happens, university remains on firmly in your future. The Careers Team have navigated Clearing with many students over the years and can help with making the decision to self-release or how to secure a place at university, even if your original plans have gone awry. We can also help with UCAS Extra.

## **Aim Higher, Go further**

*Enhanced support for Medicine/Dentistry/Veterinary Medicine/Oxford and Cambridge*

The Careers Team will get involved sooner – to match your early deadline – and spend more time working with you and your teachers and tutors to ensure that your application – including your reference – is as strong as it can be. Expert advice is available on entrance exams, interview technique – including MMI – and writing a strong personal statement. In year 1, we can help you find and secure work experience to help boost your application.

## **ENCOUNTERS WITH EMPLOYERS**

### **National Careers Week events (Up Festival)**

*Helping you to plan your next steps...*

UpFest is The Sheffield College's very own festival about planning your next steps! Get into the festival vibe whilst finding out more about your next steps and the different careers that are available to you. Past festival line-ups have included: industry guest speakers, the HeppSY tour bus, external employer and Post 16 exhibitors, yummy street food, entertainment and much more...

### **Skills workshops**

*Give yourself a leg up with our skills workshops!*

Everyone is looking for them: skills. But what are they, and just how do you get them? Our workshops will cover all different sorts of transferable skills that employers are looking for; teamwork, communication, time management (to name a few!). These workshops will leave you with something to talk about on your CV and an understanding of your own abilities.

### **Challenging stereotypes in the workplace**

*You can do it too!*

Every workplace has its stereotypes, but these are not always true to life. These sessions will challenge your expectations of the sorts of people in certain sectors. With guest speaker content, and real life employers, prepare to have your expectations blown away!

## **ENTERPRISE**

### **Enterprise Academy 2023-2024 launch**

Join us to find out more about the Sheffield Chamber of Commerce Business and Enterprise Employer Skills Academy in our launch this year. Last year we hosted the founder of the Academy, Steve Manley, who spoke about the benefits of skills development and self-employment! Join us to find out what we'll be up to this year!

### **Enterprise introductory tutorials**

*The concept of being 'Enterprising' isn't just associated with business.*

In fact, employers from most industries are yearning for the future workforce to be enterprising. This tutorial breaks down exactly what the concept means, explores the skills and qualities associated with Enterprise and the importance of having them. More importantly, we discuss the amazing opportunities we've got lined up for you this year to help you acquire the skills and attributes employers so heavily desire.

### **Skills Masterclasses with inspirational employer guest speakers**

*They could be your future employer!*

Due to the ever advancing nature of technology, the world of work is rapidly changing. Employers need you now more than ever to have a toolkit of transferable skills and qualities, many of them linked to the concept of Enterprise and these workshops will help you develop just that. Enhanced by the expertise of employers, we bring it back to basics exploring skills and qualities such as; The Art of Networking, Leadership, Communication and Public Speaking, Creativity and Innovation, Pitching and many many more.

### **Global Entrepreneurship Week**

*Let's go international*

Are you enthused by innovative ideas? Do you like the sound of being your own boss? We've got a week full of activities to help motivate, inspire and support you to set up your own business so you can dream big, aim higher and go further.

### **Enterprise Challenges**

*Have you ever had a business idea but you're not sure where to start?*

Take part in one of our enterprise challenges to get support to start your business, learn new skills, develop your ideas- and potentially even win prizes! We work with big names in the region, including Sheffield Technology Park, ScaleUp 360 and Sheffield Hallam University to provide you with exciting opportunities to help your ideas go further!

### **Enterprise advice sessions**

*Expert advice when you need it*

We know that you're all at different stages of your career journey. For some of you, your born Entrepreneurs building your empire, for others, it might feel like only a dream. Whichever stage you're at, we want you to know that you have access to enterprise advice to help you achieve your goals and turn dreams into reality. Whether that be from a member of the College Careers Team, an industry expert or a successful entrepreneur; we are here to help.









