



| Activity | Location | Who Delivers This? | What's Involved / Learning Outcomes | Autumn Term | Spring Term | Summer Term |
|-----------------------------------|------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|
| Careers Guidance | | | | | | |
| 1:1 Careers Guidance Appointments | Career Advice Hub | Careers Team | <p>Access support from the Careers Team for personalised Information, Advice and Guidance to explore progression, UCAS support or any queries about your future including creating embedded Careers Plans and SMART targets.</p> <p>For <i>High Needs Learners</i> the ALS and Health & Wellbeing Team can support with any appointments, and you will be contacted for priority appointments when starting your programme.</p> | ✓ | ✓ | ✓ |
| Employability | | | | | | |
| Employability Skills Sessions | Burnley College Campus | Careers Team / Themis Team | Develop your 'power skills' with engaging workshops and 1:1 support. These sessions are designed to boost your confidence and prepare you for the job market, ensuring you're ready to impress potential employers. | ✓ | ✓ | ✓ |
| CV Support | Burnley College Campus | Careers Team / Themis Team | Sessions to help you create and polish your CV. You'll receive 1:1 advice, tips on formatting and how to highlight your skills and experiences. These sessions aim to give you a standout CV ready to start your career journey. | ✓ | ✓ | ✓ |

Careers Activity – Burnley College Sixth Form Centre Students (16–19 Study Programmes) – On Programme



Sixth Form Centre



Building Beyond

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| Interview Techniques Sessions | Burnley College Campus | Careers Team / Themis Team | These sessions cover everything from answering common questions to body language tips. You'll have the opportunity to have a mock interview, gain feedback and learn how to make a great first impression. | ✓ | ✓ | ✓ |
| Job Search Support | Burnley College Campus | Careers Team | Advice and support in searching and applying for jobs including completing applications and the interview process. | ✓ | ✓ | ✓ |
| Trips, Visits and Guest Speakers | Burnley College Campus | Careers Team / Curriculum Teams | Engage in a range of trips, visits and guest speakers, embedded into your programme of study and beyond. | ✓ | ✓ | ✓ |
| Work Placements | Various | Curriculum Teams | You are encouraged to find, apply for and complete work experience or a work placement, relevant to your course. You will reflect on the experience and your new knowledge and skills. | ✓ | ✓ | ✓ |
| Skills Competitions | Various | Curriculum Teams | Opportunities to compete in national and regional competitions in your subject area. | ✓ | ✓ | ✓ |
| National Apprenticeship Week and National Careers Week | Burnley College Campus | Careers Team / Themis Team | Information and activities for Apprenticeships and next steps, including action planning to ensure successful destination outcomes. | | ✓ | |

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| Progression | | | | | | |
| Progression and Choices Tutorials | Burnley College Campus | Careers Team | Sessions to aid in guiding you through your next steps. These will help you explore different career paths, further education options and Apprenticeship opportunities. You'll get advice on making informed decisions that align with your interests and goals. | | | ✓ |
| Career and Course Advice | Career Advice Hub | Careers Team | Explore specific career and course options using our Career Resources tool to track future job opportunities and pathways to success. | ✓ | ✓ | ✓ |
| Preparation for Higher Education | | | | | | |
| University Application Support | Career Advice Hub | Careers Team | These sessions offer guidance on completing the UCAS application process, writing an engaging personal statement and choosing the right courses and universities. Gain tips on preparing for entrance exams and interviews. | ✓ | ✓ | ✓ |
| Personal Statement Drop-Ins with Universities | Career Advice Hub | External University Outreach Teams | Gain advice and guidance on your Personal Statement directly with universities from across the region. | ✓ | | |
| University Advice Event | Burnley College Campus | Careers Team / External University Outreach Teams | Opportunities to interact with a wide range of around 40 HE institutions, including specialist subject talks and general HE prep information. | | ✓ | |
| University Visits | Various | Curriculum Teams | Take trips to universities across the region, either as part of your subject curriculum or centrally. | ✓ | ✓ | ✓ |



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| 1:1 Progress Reviews | In Company / Microsoft Teams | Trainer Assessor | Regular reviews with your Trainer Assessors during key points of your Apprenticeship programme. Discuss progress, goals and objectives set through OneFile. | ✓ | ✓ | ✓ |
| Employability | | | | | | |
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| School Activity (School Learners) | In School | School Liaison Team | Our School Liaison Team deliver session to a range of local schools, including class sessions for Y7-11, and parents evenings. | ✓ | ✓ | ✓ |
| Personalised 1:1 Tours | Burnley College Campus | School Liaison Team / Careers Team | Get a tour of the college, focused on the areas you're interested in studying, with opportunities for specialist advice and guidance. | ✓ | ✓ | ✓ |
| Open Events | Burnley College Campus | Burnley College Staff | Visit the college and speak with staff, students and advisors about your options, including access to specialist careers and progression advisors. <i>For High Needs Learners, the ALS team are available to discuss support.</i> | ✓ | ✓ | ✓ |
| College Interviews | Burnley College Campus | Burnley College Staff | Discuss the 'why' behind your chosen route or options with subject staff. Specialist advisors are on hand to support with specific queries around progression and career options. | ✓ | ✓ | ✓ |
| Burnley College Programmes (for Year 10/11 School Learners) | Burnley College Campus | Burnley College Staff | These short evening courses allow you to engage with your subject area before enrolling – experience life as a Student and try out your chosen subject. | ✓ | ✓ | |
| General and Subject Taster Days / Masterclasses | Burnley College Campus | Burnley College Staff | Discover what it's like to study on your chosen programme, receive subject advice from tutors and access to specialist advisors to support with progression options. | ✓ | ✓ | ✓ |



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| Pre-Entry IAG | Burnley College Campus | School Liaison Team / Careers Team | Access support from the School Liaison Team for personalised Information, Advice and Guidance to explore progression options after school or any queries about your future. | ✓ | ✓ | ✓ |
| Transition Week for High Needs Learners | Burnley College Campus / In School | Additional Learning Support Team / School Liaison Team | Our Additional Learning Support and School Liaison Teams work together with High Needs Learners and SENCOs to provide a week of transitioning into college, with support from the Safeguarding and Health & Wellbeing Team. | | | ✓ |
| Enrolment | Burnley College Campus | Burnley College Staff | Subject tutors and qualified Information, Advice and Guidance advisors are on hand to support you through the process, including discussions around courses to suit next steps and goals. | ✓ | | |

