

# CAREERS PROGRAMME

The Manchester College offers a careers programme designed to help you explore a range of opportunities. We work with colleagues and external stakeholders to enhance your career journey. We are Matrix accredited for offering Information, Advice and Guidance (IAG) to all students. Our Careers Programme is delivered by qualified, professional, and impartial advisors.

TERM	ACTIVITIES	SUITABLE FOR	
CAREER EXPLORATION – The Deal attributes: <i>Proactive and Committed</i>			
	Autumn	Introduction to the Careers & Welfare Service	All learners
	Autumn, Spring, Summer	Career Guidance Appointments - available via our booking system	All learners
	Autumn, Spring, Summer	Career Goal Reviews - the careers team will send you an appointment	L3 year 2, and 1-year L3 learners
	Autumn, Spring, Summer	PRU Career Guidance Appointments	Yr11 learners
	Autumn	King’s Trust Career Guidance Appointments	All learners
AIM HIGHER – The Deal attributes: <i>Collaborative and Ambitious</i>			
	Summer	UCAS Clearing - Support and Advice	All L3 learners
	Summer	Tutorial - UCAS Application and Career Choice	L3 year 1 and adult L2
	Autumn, Spring, Summer	Progression to HE 1:1 - available by appointment	L3 year 1 and adult L2
	Autumn, Spring, Summer	HE Application Support	All L3 learners
	Autumn	Personal Statement Support	All L3 learners
	Autumn, Spring, Summer	Tutorial - Managing UCAS Offers	All L3 learners
	Spring, Summer	Tutorial - HE Funding Options	All L3 learners
AIM FURTHER – The Deal attributes: <i>Collaborative and Ambitious</i>			
	Autumn, Spring, Summer	Tutorial - Careers Language for ESOL	ESOL Entry Level 3 and Level 1
	Autumn, Spring, Summer	Tutorial - Next Step Focus Choices/Options	All learners
	Autumn, Spring, Summer	Tutorial - Careers and Progression Options	All learners
	Spring	Progression Discussions - with your Achievement Tutor/Personal Tutor	All learners
THE APPRENTICE PROGRAMME – The Deal attributes: <i>Collaborative and Ambitious</i>			
	Autumn, Spring, Summer	Tutorial - Overview of Apprenticeships	All learners
	Autumn, Spring, Summer	Employer Events, such as Industry Week	All learners
	Autumn, Spring, Summer	How to write a CV	All learners
	Autumn, Spring, Summer	How to prepare for an interview	All learners
	Autumn, Spring, Summer	Job Club	All learners
EMPLOYABILITY – The Deal attributes: <i>Professional, Respectful and Responsible</i>			
	Autumn, Spring, Summer	Tutorial - Employment and Skills	All learners
	Autumn, Spring, Summer	Tutorial - Job Landscape and Future Options LMI	All learners
	Autumn, Spring, Summer	Tutorial - Entrepreneurship	All learners
	Autumn, Spring, Summer	Work Placements	All 16-18 learners
	Autumn, Spring, Summer	Extended Industry Placement	All 16-18 learners
	Autumn, Spring, Summer	Employer Engagement Sessions	All learners
EVENTS			
	September	Industry Week	All learners
	October	T Level Week	All learners
	February	National Apprenticeship Week	All learners
	March	National Careers Week	All learners
	June	HE Awareness Month	All learners
	July	New Student Welcome Day and Year 10 Taster Day	Prospective learners

### CAREERS LEADERS

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