

# CAREERS CALENDAR OVERVIEW

LEVEL 1, 2 & 3		GATSBY BENCHMARK
TERM 1 (Sept - Dec)	<b>INDUCTION</b> <ul style="list-style-type: none"> <li>Introduction to Careers Team and services provided</li> <li>Tour of the campus including Careers Common Room, Student Services and the Learning Resource Centre (LRC)</li> </ul>	1 7
	<b>GROUP TUTORIALS</b> Course tutors deliver careers-related topics as part of all-college tutorial programme	2 4
	<b>KMC Careers TEAM</b> All students access up-to-date careers resources and information, including live job vacancies, work placement vacancies and local LMI	2 4 7
	<b>WORK PLACEMENT</b> Students secure work experience / industry placement PLEASE NOTE: Hours will depend on the level and course. Please contact <a href="mailto:enquiries@kmc.ac.uk">enquiries@kmc.ac.uk</a> to clarify work placement hours.	5 6
	<b>EMPLOYER ENGAGEMENT</b> First meaningful employer encounter i.e. guest speaker, external workplace visit, virtual encounter	2 4 5 6
	<b>ONGOING SIGNPOSTING and INTERVENTION</b> High quality referrals made to the Careers Team for personal guidance interviews and support, focusing on students at risk of withdrawing)	3 8
	<b>ONGOING</b> <ul style="list-style-type: none"> <li>Southern Universities Network engagement with UniConnect students</li> <li>UCAS personal statement support for Level 3 Year 2 students</li> </ul>	2 3 4 7
TERM 2 (Jan - March)	<b>STUDENT WELFARE WELLNESS EVENT – DECEMBER</b>	3 5 7
	<b>NATIONAL APPRENTICESHIP WEEK – FEBRUARY</b> <b>NATIONAL CAREERS WEEK – MARCH</b>	2 3 4 5 7 8
	<b>WORK PLACEMENT</b> <ul style="list-style-type: none"> <li>Students are encouraged to gain as many hours as possible</li> <li>Industry placements ongoing</li> </ul>	5 6
	<b>EMPLOYER ENGAGEMENT</b> Second meaningful employer encounter	2 4 5 6
	<b>GROUP TUTORIALS</b> Course tutors deliver careers-related topics as part of all-college tutorial programme	2 4

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LEVEL 1, 2 & 3		GATSBY BENCHMARK
<b>TERM 3</b> (April - June)	<b>PROGRESSION</b> <ul style="list-style-type: none"> <li>Students register interest to attend internal progression interviews</li> <li>Transition days</li> </ul>	1 3 7 8
	<b>REVIEWS and SIGNPOSTING</b> <ul style="list-style-type: none"> <li>Tutors complete application forms for HE/alternative provisions if applicable</li> <li>At Risk students are identified and appointment with Careers Advisor arranged</li> <li>Students signposted to Careers Team for additional support with next steps</li> </ul>	1 3 4 7 8
	<b>WORK PLACEMENT</b> <ul style="list-style-type: none"> <li>Students continue to gain as many hours as possible</li> <li>Support given to ensure hours and activity are logged correctly on Unit-E for end of academic year</li> </ul>	5 6
	<b>GROUP TUTORIALS</b> KMC Careers End of Year Questionnaire to monitor distance travelled	2 4
	<b>CAREERS FAIR (MAY 2024)</b> Large scale careers event to be held here at KMC exhibiting a range of employers as well as education & training providers.	5 7

KMCprepared is a **progressive** careers programme. This means that planned careers activities have been designed to build on one another; so as you move up course levels, what you learn gets a bit harder each time. This is also reflected in careers delivery, as we expect more detailed career-related learning outcomes to be achieved by our students.

The following careers activities are covered across your study programme; in core units, (the lessons that you will be taught as part of your course), in group tutorial sessions, led by your course tutor and information is also available on the KMC Careers Team.

<b>PROGRESSION PATHWAYS</b> <ul style="list-style-type: none"> <li>Course tutor highlights progression pathways</li> <li>Introduction to industry-specific Labour Market Information (LMI)</li> </ul>	1 2 3 4 7 8
<b>JOB SEEKING SKILLS</b> <ul style="list-style-type: none"> <li>Writing and updating CV's and cover letters</li> <li>Applying for jobs</li> <li>Interview techniques</li> <li>Curriculum-led mock interviews</li> </ul>	2 3 4 5
<b>CAREER ASPIRATIONS DISCUSSED DURING INDIVIDUAL TUTORIALS</b> <ul style="list-style-type: none"> <li>Course tutors identify and discuss next steps referencing short, medium and long term goals</li> <li>Students signposted or referred to Careers Team for advice and guidance if required</li> </ul>	1 2 3 4 7 8
<b>ONGOING MONITORING PROGRESS</b> Discussions/careers advice about next steps recorded on Unit-E for reference	1 3 4

# CAREERS CALENDAR AT A GLANCE

TERM 1	TERM 2	TERM 3	GATSBY BENCHMARK
Preparation for Work Employability and personal development skills			3 4 8
Workplace visits and employer engagement Enterprise activities			4 5 6
Supported work placements			3 5 6
Taster days Mock interviews CV & Interview Guidance Workshops			1 2 3 5 7 8
Access to expert impartial careers advice and guidance from the Careers Team Personal Guidance appointments with a Level 6 qualified Careers Advisor			1 2 3 7 8
Individual and tailored support for SEND students and those with an EHCP Maths and English functional skills qualifications Additional in class support from T.A's (Teaching Assistants)			3 4 8
Progression onto the next level of KMC course or another pathway as appropriate			1 3 7 8
Independent research and career planning using resources on KMC Careers Team Individual tutorials with course tutor discussing progression and next steps			1 2 3
Individual and tailored support for UniConnect students from SUN Progression Mentor Ongoing support from Careers Team - Drop-in service, Teams chat, email, face-to-face			1 2 3 7 8
Employer engagement and ongoing work placements			2 4 5 6
Encounters with higher/further education & apprenticeship providers			3 5 7