

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

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TERM 3 (April - June)	PROGRESSION <ul style="list-style-type: none"> Students register interest to attend internal progression interviews Transition days 	1 3 7 8
	REVIEWS and SIGNPOSTING <ul style="list-style-type: none"> Tutors complete application forms for HE/alternative provisions if applicable At Risk students are identified and appointment with Careers Advisor arranged Students signposted to Careers Team for additional support with next steps 	1 3 4 7 8
	WORK PLACEMENT <ul style="list-style-type: none"> Students continue to gain as many hours as possible Support given to ensure hours and activity are logged correctly on Unit-E for end of academic year 	5 6
	GROUP TUTORIALS KMC Careers End of Year Questionnaire to monitor distance travelled	2 4
	CAREERS FAIR (Spring 2025) 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/careers team and information is also available on KMC Careers Teams channel.

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