GREENHEAD COLLEGE
CAREERS DEPARTMENT PROGRAMME

Support available at Greenhead College:

- Offer careers guidance appointments Monday to Friday during term time (and in holidays via Susan Stewart from Calderdale & Kirklees Careers)
- Write all the careers lessons delivered by the tutor team.
- Arrange mock interviews.
- Advice on a range of possible options post A Levels including Higher Education, apprenticeship routes, gap year options, volunteering, study abroad and other work based routes.
- Provide information on specific careers areas you may be considering.
- Use of the comprehensive Greenhead College Careers Moodle.
- Advertise jobs, apprenticeships, new courses and careers events via the college bulletin, Facebook and Twitter and regular newsletter emailed to every student and available for parents via the college website.

Arrange a number of careers-related events for students including:

- Speakers from a range of universities and industries will give presentations.
- The Options@18 Fair in February for students and parents to speak to local/national employers, universities and gap year organisations.
- Arrange trips to Higher Education conventions.
- Information from student finance representatives.
- Lunchtime speakers throughout the year.
- Contribute to the H.E evening for parents
- Parent pack https://amazingapprenticeships.com/

Resources and facilities:

- Students have use of a well-stocked and up to date careers library with information about specific careers, university prospectuses and guides, employment information and up to date advertisements of current vacancies, information about careers conferences, gap year and study abroad information.
- Careers websites on the Careers Moodle page.

Who we are:

Zoe Smith – Careers Leader
Claire Stainton – Careers Adviser
Susan Stewart – Calderdale and Kirklees Careers Adviser
Katie Wallis – Careers Administrator