



CAREERS DEPARTMENT

College Careers Guidance/Education so far

- Careers lessons are delivered through the tutorial programme in the A1 year by the Personal Tutors looking at all options at 18. (Spring and Summer Term)
- Careers Library induction. (December)
- Careers Library (which is open access 8.30am – 4.00pm) contains:
 - research materials for courses and careers
 - prospectuses from all the universities
 - Computer databases:
 - Course Discover: search for degree courses at different universities.
 - Pathfinder + HE: consists of a psychometric test, which then suggests various careers/courses for the student to investigate.
 - Careers Abroad: information about studying/working overseas.
 - Web sites of individual universities and UCAS (www.ucas.com).
 - Time out opportunities both at home and abroad (www.yearoutgroup.com).
 - Connexions Resource Centre – with details of careers and job vacancies.
 - College careers intranet includes sections on Higher Education, Employment and Time Out (accessible from college and home.)
 - Moodle vle has downloadable careers resources (accessible from college and home.)

Future Opportunities (A1 and A2)

Spring Term

- Employers and Gap Year Fair – March 3rd 2011, 4.30pm-6.30pm.

Summer Term (A1)

- Higher Education Information Evening – Thursday May 5th 2011.
- Tutorial programme continues.
- UCAS “Apply” training (this explains the online application process).
- Project and Work Placement Scheme (PaWS): June 20th-24th 2011.
- “What’s Ahead?” Careers Conference: June 17th 2011 for ALL A1 students with 40 different speakers. Each student chooses three sessions: mainly HE related, but also covers employment at 18 and time out opportunities/personal development.
- Send for prospectuses.

Autumn Term (A2)

- Tutorials – different materials to suit those applying for university, and those applying for employment.
- Individual guidance.
- Interview skills for all – individual, group, telephone.
- Mock interviews in October for students applying to very competitive areas where we know interviews are held.

Spring Term (A2)

- University accommodation.
- University finance.
- Budgeting.
- Living independently.

Careers Interviews

- Self Referral interviews lasting 35 minutes are available with either the Careers Adviser from Calderdale and Kirklees Careers or with the College Careers Adviser on every day of the week.
- There are drop-in sessions on Monday and Tuesday lunchtimes.
- Students will also receive a lot of help and advice from their Personal Tutor and from subject teachers.
- We encourage ALL students to have a careers interview.

Other Careers Department Events

- University Open Days: we run trips to Newcastle, Northumbria and York Universities. Other University Open Day dates can be found at www.opendays.com (many are at the weekend).
- Manchester UCAS Higher Education Fair.
- Armed Forces interviews for interested students.
- University focus groups.