

# Career Schemes of Work 2024-2025



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<b>Course</b>	Careers Related Learning Programme						
<b>Prepared by</b>	Jenna Cains			<b>Delivered by</b>	Careers Team		
<b>Number of Weeks</b>	38	<b>Target Audience</b>	16-19 years Adults SEN ESOL	<b>Valid from</b>	August 2024	<b>Valid to</b>	July 2025

At the City of Bristol College Careers Department, our vision is to empower students to become confident, resilient, and forward-thinking individuals who are equipped with the skills, knowledge, and aspirations to thrive in a rapidly evolving world. Aligned with the overarching mission of the college, our goal is to cultivate a culture of lifelong learning and personal growth, where every student is inspired to pursue their passions and realise their full potential. With the guidance of our Enterprise Adviser and the support of our dedicated link governor, we are committed to providing comprehensive, innovative, and inclusive careers provision that fosters creativity, ambition, and adaptability. Together, we aspire to shape future leaders, entrepreneurs, and changemakers who make a positive impact on their communities and beyond.

The aim of the following scheme of work is to detail the range of workshops that will be delivered in the academic year 24-25 to students as part of their careers related learning programme. This Scheme excludes 1-1 appointments, drop ins and other careers related activity such as trips, employer encounters and careers fairs but will detail the range of programmes designed to deliver excellence and outstanding quality of CEIAG services to our prospective, current, and advancing students, empowering them to make well-informed choices regarding their future endeavours and eliminating any obstacles that may impede their progress.

Our vision for careers provision is to ignite a transformative journey for every student, fostering a dynamic environment where dreams are not their unique career path with purpose and resilience. Our provision will serve as a beacon of guidance, offering tailored support and innovative resources to inspire ambition, cultivate curiosity, and unlock endless possibilities. Together, we strive to cultivate a community where every student discovers their true potential and emerges as a catalyst for positive change in an ever-evolving world.

Workshop name	Month of delivery	Details of careers related learning outcomes	Links to Gatsby benchmarks	Resources
Career Planning	September 2024	<p><b>Self-Discovery and Exploration Description:</b> Through interactive activities and assessments, students will explore their interests, values, skills, and personality traits to gain deeper insight into themselves and their potential career paths.</p> <p><b>Career Awareness and Research Description:</b> Students will be introduced to various career options, industries, and job roles through presentations, and resources. They will learn how to conduct effective research on different careers, including educational requirements, job outlook, salary expectations, and advancement opportunities.</p> <p><b>Goal Setting and Action Planning:</b> Students will develop short-term and long-term career goals based on their self-discovery and career research. They will learn how to create actionable plans, including identifying necessary skills, gaining relevant experience, networking strategies, and utilising resources such as work experience, work industry placements, and professional development opportunities.</p>	<p><b>Gatsby Benchmark 2</b> Understanding oneself and the opportunities available, enabling students to make informed decisions about their future</p> <p><b>Gatsby Benchmark 1</b> Students having access to a range of opportunities to learn about different career paths and the labour market.</p> <p><b>Gatsby Benchmark 4</b> Students having access to structured opportunities for work experience, including careers guidance and information about future study options.</p>	<p><i><u><a href="#">Career pilot : Plan your future work &amp; study</a></u></i></p> <p><i><u><a href="#">Explore careers   National Careers Service</a></u></i></p> <p><i><u><a href="#">Prospects.ac.uk</a></u></i></p> <p><i><u><a href="#">Browse Careers (ucas.com)</a></u></i></p> <p><i><u><a href="#">Job Search   Indeed</a></u></i></p> <p><i><u><a href="#">LinkedIn</a></u></i></p> <p><i><u><a href="#">Glassdoor   Job Search &amp; Career Community</a></u></i></p>

<p><b>Goals and Aspirations</b></p>	<p>September 2024</p>	<p><b>Vision:</b> Students will identify and articulate their long-term career aspirations and personal goals through guided reflection and visioning exercises. By the end of the workshop, participants will have a clearer understanding of their aspirations and the steps needed to achieve them.</p> <p><b>Career mapping:</b> Students will map their career trajectory and outline their goals to reach the end result, recognising the barriers and limitations that may present themselves along the way.</p> <p><b>Resource and networking strategy:</b> explore resources and strategies to support their career goals, including networking techniques, educational opportunities, and professional development resources.</p>	<p><b>Gatsby Benchmark 7:</b> The importance of encounters with employers and employees to understand the world of work.</p> <p><b>Gatsby Benchmark 4:</b> Students having access to structured opportunities for work experience, including careers guidance and information about future study options.</p> <p><b>Gatsby Benchmark 5:</b> Encounters with further and higher education.</p>	<p><i><u>Personal Goal Setting - Planning to Live Your Life Your Way (mindtools.com)</u></i></p>
<p><b>Uni Frog Workshop</b></p>	<p>October 2024</p>	<p>Students will demonstrate increased awareness of post-secondary education and career opportunities available to them through engagement with Unifrog.</p> <p>Participants will develop essential employability skills, such as research, communication, and self-reflection, as they navigate and utilise the features of the Unifrog platform,</p> <p>Through exploration of different pathways and opportunities on Unifrog, students will refine their career aspirations and make informed decisions about their future education and career goals.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p> <p><b>Benchmark 8</b> (Personal Guidance).</p>	<p><i><u>Unifrog - The universal destinations platform.</u></i></p>

<p><b>Go far with Grofar Workshop</b></p>	<p>October 2024</p>	<p>Students will demonstrate increased awareness of career pathways and opportunities available to them through engagement with Grofar.</p> <p>Participants will develop essential employability skills, such as CV writing, interview preparation, and networking, as they utilise the features of the Grofar platform.</p> <p>Through setting goals, tracking progress, and reflecting on their experiences within Grofar, students will enhance their self-awareness and decision-making skills.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p> <p><b>Benchmark 8</b> Personal Guidance).</p> <p><b>Stretch and challenge:</b> <i>Students to create own digital CV through Grofar platform and continue to use this beyond college</i></p>	<p><u>Grofar - Careers Service, Work Placement, and Work Experience Software</u></p>
<p><b>Higher Education Myth Busting</b></p>	<p>October 2024</p>	<p>Students will critically evaluate common misconceptions and myths surrounding Higher Education, leading to increased awareness and understanding of the various pathway's available post-secondary education.</p> <p>Participants will develop research and information literacy skills as they navigate through reputable sources and resources to verify or debunk HE-related myths during the workshop,</p> <p>Through engaging discussions and activities aimed at dispelling myths and providing accurate information about Higher Education, students will gain confidence in making informed decisions about their future educational pathways.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p> <p><b>Benchmark 8</b> Personal Guidance).</p> <p><b>Stretch and challenge:</b> <i>Students to explore higher degree apprenticeships</i></p>	<p><u>UCAS   At the heart of connecting people to higher education</u></p>

<p><b>Applying through UCAS</b></p>	<p>October 2024</p>	<p>Students will develop effective communication skills by articulating their academic achievements, extracurricular experiences, and career aspirations coherently and persuasively in their UCAS personal statement.</p> <p>Participants will demonstrate increased awareness of the importance of personal statements in the university admissions process and gain insight into how to tailor their statements to different institutions and courses.</p> <p>Through receiving feedback and guidance on their personal statements, students will refine their self-presentation skills and enhance their ability to reflect on their strengths and experiences.</p>	<p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p> <p><b>Benchmark 7</b> (Encounters with Further and Higher Education).</p> <p><b>Benchmark 8</b> Personal Guidance).</p>	<p><u><i>How To Write Your Undergraduate Personal Statement   Undergraduate   UCAS</i></u></p>
<p><b>Higher Degree Apprenticeship Support</b></p>	<p>October 2024</p>	<p>Students will gain a clear understanding of what higher degree apprenticeships entail, including the structure, benefits, and how they differ from traditional university degrees. They will learn about the integration of academic study with practical work experience and the advantages of earning while learning.</p> <p>Students will be informed about the application process for higher degree apprenticeships, including eligibility criteria, necessary qualifications, and steps to apply. They will understand how to prepare strong applications, including writing effective personal statements and preparing for assessment centres and interviews.</p> <p>Students will explore the range of higher degree apprenticeship opportunities available across various industries.</p>	<p><b>Benchmark 7</b> (Encounters with Further and Higher Education).</p> <p><b>Benchmark 8</b> Personal Guidance).</p>	<p><u><i>Higher and degree apprenticeships - GOV.UK (www.gov.uk)</i></u></p> <p><u><i>Degree apprenticeships - Learn more here (ucas.com)</i></u></p>

<p><b>How to Gain Work Experience</b></p>	<p>November 2024</p>	<p>Students will develop an understanding of the importance of work experience in enhancing employability skills, such as communication, teamwork, and problem-solving.</p> <p>Participants will gain practical skills in researching, applying for, and securing work experience opportunities, including writing resumes, cover letters, and preparing for interviews.</p> <p>Through reflection and evaluation of their work experience placements, students will identify areas for personal and professional development, setting goals for future career aspirations and learning pathways.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p> <p><b>Benchmark 8</b> Personal Guidance).</p> <p><b>Stretch and challenge:</b> <b>Students to consider undertaking a work industry placement 315 hours/ 45 days</b></p>	<p><u><a href="#">Work experience: how it can help you   National Careers Service</a></u></p> <p><u><a href="#">How to find work experience (Year 12 student guide)   Indeed.com UK</a></u></p> <p><u><a href="#">Work experience and internships   Prospects.ac.uk</a></u></p>
<p><b>Apprenticeships Applications Workshop</b></p>	<p>November 2024</p>	<p>Students will develop practical skills in navigating apprenticeship application processes, including writing resumes, crafting cover letters, and preparing for interviews,</p> <p>Participants will gain a deeper understanding of the variety of apprenticeship opportunities available across different industries and sectors, as well as the entry requirements and progression pathways associated with each,</p> <p>Through engagement with employers, apprenticeship providers, or alumni who have successfully completed apprenticeships, students will gain valuable insights into the day-to-day responsibilities and career prospects associated with various apprenticeship roles.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 2</b> (Learning from Career and Labour Market Information).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p>	<p><u><a href="#">Find an apprenticeship - GOV.UK (www.gov.uk)</a></u></p> <p><u><a href="#">Apprenticeships   Learn About Apprenticeships And Find The Right One For You (ucas.com)</a></u></p> <p><u><a href="#">Apprenticeship search / Institute for Apprenticeships and Technical Education</a></u></p>

<p><b>Stop the Tracks</b></p>	<p>December 2024</p> <p>March 2025</p> <p>June 2025</p>	<p>Students will develop a deeper understanding of their personal motivations and aspirations, enabling them to set meaningful goals and make informed decisions about their future educational and career pathways.</p> <p>Participants will enhance their self-confidence and resilience by learning strategies to overcome obstacles and setbacks, fostering a growth mindset essential for success in further education, training, and employment.</p> <p>Through engaging with motivational speakers, role models, or alumni who have achieved success in their chosen fields, students will gain inspiration and insights into various career possibilities.</p>	<p><b>Benchmark 8</b> (Personal Guidance).</p> <p><b>Benchmark 3</b> (Addressing the Needs of Each Pupil).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p>	<p><i>See contact list</i></p>
<p><b>Industry Expert Journey (World of Work)</b></p>	<p>January 2025</p> <p>Repeat March, May</p>	<p>Students will gain valuable insights into specific industries or sectors through direct interaction with industry experts, fostering a deeper understanding of career pathways and opportunities available to them.</p> <p>Participants will develop networking skills and professional etiquette as they engage in dialogue and exchange ideas with industry professionals, enhancing their employability and career readiness.</p> <p>Through exposure to real-world challenges, trends, and innovations within their chosen industries, students will refine their career aspirations and make informed decisions about their future education and training options.</p>	<p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p> <p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 2</b> (Learning from Career and Labour Market Information).</p>	<p><a href="https://www.linkedin.com/">https://www.linkedin.com/</a></p>

<p><b>LinkedIn Workshop</b></p>	<p>January 2025</p>	<p>Students will develop proficiency in creating and optimising their LinkedIn profiles, including crafting compelling summaries, highlighting skills and experiences, and building professional networks.</p> <p>Participants will enhance their understanding of the role of LinkedIn in career development and job search strategies, learning how to leverage the platform for networking, job hunting, and accessing career-related resources.</p> <p>Through simulated networking activities and peer feedback sessions, students will refine their online communication skills, build confidence in presenting themselves professionally, and expand their virtual professional networks.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 2</b> (Learning from Career and Labour Market Information).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p> <p><b>Stretch and challenge:</b> <i>Students to consider how branding themselves on other Social media platforms can influence and impact their future self</i></p>	<p><a href="https://www.linkedin.com/">https://www.linkedin.com/</a></p>
<p><b>Interview Skills</b></p>	<p>February 2025</p>	<p>Students will develop confidence and proficiency in articulating their skills, experiences, and career aspirations during interviews.</p> <p>Participants will enhance their understanding of the interview process, including common types of interview questions, techniques for effective communication, and strategies for managing nerves.</p> <p>Through mock interview sessions and constructive feedback from peers and facilitators, students will refine their interview techniques, identify areas for improvement, and enhance their employability skills.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p> <p><b>Benchmark 8</b> (Personal Guidance).</p>	<p><a href="#"><u>Interview advice   National Careers Service</u></a></p> <p><a href="#"><u>Enhancing 12 Interview Skills: Tips for Improvement   Indeed.com UK</u></a></p> <p><a href="#"><u>Interview Skills - What to Do Before, During and After Your Interview (mindtools.com)</u></a></p>

<p><b>CV Workshop</b></p>	<p>February 2025</p>	<p>Students will develop the ability to create well-structured and tailored CVs that effectively showcase their skills, experiences, and qualifications.</p> <p>Participants will enhance their understanding of the importance of CVs in the job application process, including how to customise CVs for specific job roles and industries.</p> <p>Through peer review and feedback sessions, students will refine their CVs, identify areas for improvement, and learn how to highlight their strengths and achievements effectively.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p> <p><b>Benchmark 8</b> (Personal Guidance).</p>	
<p><b>Destination</b></p>	<p>March 2025</p> <p>Repeat in June &amp; August</p>	<p>Students will gain clarity and direction regarding their post-secondary education and career options through self-reflection, exploration of interests, and identification of potential pathways.</p> <p>Participants will develop resilience and problem-solving skills as they navigate uncertainty and setbacks in their decision-making process, fostering a growth mindset essential for success in further education, training, and employment.</p> <p>Through exposure to a variety of career exploration resources, such as career assessments, informational interviews, and experiential learning opportunities, students will expand their understanding of potential career pathways and gain insight into the world of work.</p>	<p><b>Benchmark 8</b> (Personal Guidance).</p> <p><b>Benchmark 3</b> (Addressing the Needs of Each Pupil).</p> <p><b>Benchmark 2</b> (Learning from Career and Labour Market Information).</p>	<p><u><a href="#">11 Steps To Take if You're Unsure of Your Career Path   Indeed.com</a></u></p> <p><u><a href="#">Skills for Life: it all starts with skills   Skills for Careers (education.gov.uk)</a></u></p>

<p><b>Green Jobs</b></p>	<p>April 2025</p>	<p>Students will gain awareness of the emerging green economy and the growing demand for sustainability-focused skills and knowledge.</p> <p>Participants will develop an understanding of the range of green jobs and career pathways available across various industries, including renewable energy, sustainable agriculture, environmental conservation, and green technology.</p> <p>Through interactive activities and discussions, students will identify and explore opportunities to develop green skills and pursue environmentally-focused career paths, fostering a sense of purpose and direction in their education and career aspirations.</p>	<p><b>Benchmark 2</b> (Learning from Career and Labour Market Information).</p> <p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 8</b> (Personal Guidance).</p>	<p><u><i>GreenJobs, Environmental Jobs and Renewable Energy Jobs in the UK</i></u></p> <p><u><i>Green careers   National Careers Service</i></u></p> <p><u><i>What's a green job   Friends of the Earth</i></u></p>
<p><b>Applying for Jobs</b></p>	<p>April 2025</p>	<p>Students will develop practical skills in job searching, application writing, and interview preparation, enhancing their employability and readiness for entering the workforce.</p> <p>Participants will gain awareness of different job search strategies, including online job boards, networking, and direct employer outreach.</p> <p>Through mock application exercises and peer feedback sessions, students will refine their job application materials, identify areas for improvement, and enhance their confidence in presenting themselves professionally to potential employers.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 2</b> (Learning from Career and Labour Market Information).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p>	

<p><b>Self-employment</b></p>	<p>May 2025</p>	<p>Students will gain an understanding of the entrepreneurial mindset and the skills required for self-employment, including creativity, problem-solving, and resilience.</p> <p>Participants will explore different aspects of starting and managing a business, such as business planning, marketing, financial management, and legal considerations.</p> <p>Through interactive activities and case studies, students will develop entrepreneurial skills, such as opportunity recognition, innovation, and risk management, fostering a sense of agency and empowerment in pursuing self-employment opportunities.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 2</b> (Learning from Career and Labour Market Information).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p>	<p><u><i>Working for yourself - GOV.UK (www.gov.uk)</i></u></p> <p><u><i>Self employment vs. employment   The Prince's Trust (princes-trust.org.uk)</i></u></p> <p><u><i>Companies House - GOV.UK (www.gov.uk)</i></u></p>
<p><b>ESOL Careers Events</b></p>	<p>May 2025</p>	<p>Students will develop English language proficiency specific to career-related contexts, such as writing resumes, participating in job interviews, and communicating effectively in the workplace.</p> <p>Participants will gain awareness of career pathways and opportunities available to them, as well as the skills and qualifications required for success in their chosen fields.</p> <p>Through simulated workplace scenarios, role-playing exercises, and interactive discussions, students will develop confidence and readiness to pursue their career goals in English-speaking environments.</p>	<p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 2</b> (Learning from Career and Labour Market Information).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p>	<p><u><i>Supporting students with EAL: Careers ideas and activities   Undergraduate   UCAS</i></u></p>

<p><b>Navigating the Job Market</b></p>	<p>May 2025</p>	<p>Students will build confidence in their ability to navigate the job market, understanding how to adapt to changing market conditions and job trends. They will learn strategies to stay resilient in the face of challenges and rejections, and to continuously improve their skills and employability.</p>	<p><b>Benchmark 2</b> (Learning from Career and Labour Market Information).</p> <p><b>Benchmark 8</b> (Personal Guidance).</p>	
<p><b>Taster Sessions (Careers)</b></p>	<p>July 2025</p>	<p>Students will gain awareness of the range of vocational and academic courses available in FE colleges, allowing them to make informed decisions about their future educational pathways.</p> <p>Participants will develop practical skills and knowledge relevant to their chosen subject areas through hands-on activities and workshops, giving them a taste of what to expect in FE courses and preparing them for further study or apprenticeships.</p> <p>Through interaction with FE college staff, current students, and alumni, students will gain insights into college life, support services, and progression opportunities, fostering a sense of confidence and readiness for transitioning from school to FE.</p>	<p><b>Benchmark 2</b> (Learning from Career and Labour Market Information).</p> <p><b>Benchmark 4</b> (Linking Curriculum Learning to Careers).</p> <p><b>Benchmark 5</b> (Encounters with Employers and Employees).</p>	<p><i><u>South Bristol Youth   Empowering young people to succeed (sby.org.uk)</u></i></p>

## Navigating the Job Market

August 2025

Students will gain clarity on the range of courses and qualifications available at the FE college, allowing them to make informed decisions about their educational pathways,

Participants will receive personalised guidance and support in selecting courses that align with their interests, abilities, and career aspirations, ensuring they are on track to pursue their desired pathways.

Through information sessions on financial aid, study support services, and extracurricular opportunities, students will develop a comprehensive understanding of the resources available to them at the FE college, fostering a sense of readiness and belonging in their educational journey.

**Benchmark 2**  
(Learning from Career and Labour Market Information).

**Benchmark 8**  
(Personal Guidance).

**Benchmark 8**  
(Encounters with Further and Higher Education).

[City of Bristol College](#)

[South Gloucestershire and Stroud College | Welcome \(sgscol.ac.uk\)](#)

[Faith in Learning | St Brendan's Sixth Form College \(stbrn.ac.uk\)](#)

[Creating brighter futures | Weston College](#)

### **School sixth forms**

Ashton Park School | **0117 377 2777**

Blaise High School | **0117 903 0100**

Bristol Cathedral Choir School | **0117 353 5000**

Bristol Free School | 0117 959 7200

Cabot Learning Federation Post 16 | **0117 988 2525**

Kingsweston School | **0117 903 0400**

Learn Knowle DGE | **0117 353 2011**

MA.16 (Merchants' Academy) | **0117 301 5000**

North Bristol Post-16 Centre

St Bede's Catholic College | **0117 377 2200**

St Mary Redcliffe and Temple School | **0117 377 2100**

V6 (Montpellier High School) | **0117 942 4328**

[Where to get post 16 education \(bristol.gov.uk\)](#)