

Careers Service — Scheme of Work (SOW)

2026-2027



TERM 1: INDUCTION, DIGITAL PROFILES, AND POST-18 OPTIONS						
WK	W/C	Careers Activity Planned	Intended Outcomes	Gatsby Benchmarks	Skills Development	National Awareness Focus
1	7th Sept	Careers Induction & Meet the team Big Hello Week	Introduce the Careers Team and raise awareness of college-wide provision across all 4 campuses. Familiarise students with 1-1 guidance, resources, workshops, and digital tools. Build early engagement for future career activities.	BM 1: Stable Programme BM 3: Addressing Needs BM 8: Personal Guidance	Confidence building (accessing support), Communication (seeking help), Self-awareness	World Suicide Prevention Day (10th Sept)
2	14th Sept	Careers Induction (Cont.) & Enrolment Support with IAG Supporting Informed choices at the start of the Academic Year	Ensure late-enrolling or returning students receive high-quality Information, Advice and Guidance (IAG) to support course choices. Identify students in need of additional targeted guidance or specialist services.	BM 1: Stable Programme BM 3: Addressing Needs BM 8: Personal Guidance	Initiative (using digital tools), Organisational awareness (CEIAG structure). Career & Course Planning	International Day of Democracy (15th Sept) World Alzheimer's Day (21st Sept)
3	21st Sept	Careers Big Hello Week: Campus Employer Encounters Careers Big Hello Week: Campus Employer Encounters - Monday: College Green (CG) 10am–1pm - Tuesday: South Bristol Skills Academy (SBSA) 10am–1pm - Wednesday: Parkway (PW) 10am–1pm - Thursday: Ashley Down (AD) 10am–1pm	Provide clear, direct opportunities for existing and new students to engage with external employers. Expand industry awareness, practice face-to-face communication, and explore real-world roles.	BM 4: Linking Curriculum BM 5: Employer Encounters	Communication (networking), Industry awareness, Active listening and questioning	

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TERM 2: WORKPLACE READINESS, PLACEMENT PREP, AND APPRENTICESHIPS

WK	W/C	Careers Activity Planned	Intended Outcomes	Gatsby Benchmarks	Skills Development	National Awareness Focus
8	2nd Nov	Digital Career Tools Workshops & Future Quest / UCAS Support Continuation	Reinforce digital tool usage for independent career research, CV writing, and LMI exploration. Ensure all activities are logged to build a robust digital record of employability skills and progression plans. HE & UCAS Preparation	BM 2: Learning from LMI BM 3: Addressing Needs BM 4: Linking Curriculum	Digital literacy, Planning and organisation, Independent working HE Destination Support	Movember (Men's Health Month)
9	9th Nov	Workshop Activity: How to Gain Work Experience (Targeted)	Explore the value and vocational purpose of industry placements. Learn how to identify, evaluate, and successfully apply for relevant work experience opportunities. Align studies with placement goals.	BM 4: Linking Curriculum BM 5: Employer Encounters BM 8: Personal Guidance	Research and initiative, Application writing (CVs/ speculative emails), Professional communication	Armistice Day (11th Nov) World Kindness Day (13th Nov)
10	16th Nov	Workshop Activity: How to Gain Work Experience (Continuation)	Continuation of aims and tracking metrics around work experience placements. Formulate specific placement timelines and build deep understanding of industry employer expectations.	BM 4: Linking Curriculum BM 5: Employer Encounters	Goal setting, Confidence, Adaptability in professional environments	
11	23rd Nov	Interview Skills & Mock Practice Days: "Interview Like a Pro"	Develop confidence in articulating skills during standard, panel, or competency interviews. Receive constructive feedback to lower anxiety. Engage parents/carers to reinforce support networks.	BM 1: Stable Programme BM 4: Linking Curriculum BM 5: Employer Encounters BM 8: Personal Guidance	Verbal communication, Self-awareness, Critical thinking, Professionalism	

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TERM 3: UCAS DEADLINES, INCLUSION, AND WORLD OF WORK FESTIVAL

WK	W/C	Careers Activity Planned	Intended Outcomes	Gatsby Benchmarks	Skills Development	National Awareness Focus
15	4th Jan	Workshop Activity: Finalising UCAS & Navigating the Job Market	Complete final application edits, statements, and choices to meet institutional criteria. Analyze local and national LMI to determine job vacancy hot spots and growth sectors.	BM 2: Learning from LMI BM 4: Linking Curriculum BM 8: Personal Guidance	Written communication, Research strategy, Organisation	Veganuary BRIT Challenge 2026
16	11th Jan	Workshop Activity: UCAS Deadline Support & Job Search Tactics	Provide critical support leading to the Equal Consideration UCAS Deadline (Wed 13th Jan, 6pm). Introduce job-search strategies, including online boards, recruitment agencies, and proactive outreach.	BM 2: Learning from LMI BM 7: Encounters with HE BM 8: Personal Guidance	Decision-making validation, Initiative, Confidence in transitional settings	World Religion Day (18th Jan)
17	18th Jan	SEND Careers Fair (SBSA & AD Campus Dates TBC) Nto	Enable learners with SEND to engage with employers, training providers, and support services in an inclusive environment. Map accessible pathways (supported internships, inclusive apprenticeships).	BM 1: Stable Programme BM 3: Addressing Needs BM 5: Employer Encounters BM 6: Experiences of Workplaces BM 8: Personal Guidance	Communication (supported setting), Self-awareness, Confidence building, Self-advocacy	International Day of Education (24th Jan)
18	25th Jan	Adult Learners Career Reflection Week	Support adult learners in evaluating professional journeys, mapping transferable skills, and working alongside the National Careers Service to navigate career transitions or re-entry.	BM 3: Addressing Needs BM 4: Linking Curriculum BM 8: Personal Guidance	Reflection, Adaptability, Strategic goal setting, Professional presence	

WK	W/C	Careers Activity Planned	Intended Outcomes	Gatsby Benchmarks	Skills Development	National Awareness Focus
19	1st Feb	Industry Expert Week: Guest Speakers (Curriculum Targeted)	Expose students to professionals within their direct curriculum areas. Unpack sector expectations, qualifications, daily responsibilities, and hidden or emerging roles.	BM 2: Learning from LMI BM 4: Linking Curriculum BM 5: Employer Encounters	Listening and questioning, Industry awareness, Professional networking	LGBT History Month
20	8th Feb	National Apprenticeship Week Workshops: Where Next & How to Apply	Focus on live vacancy searching, application structuring, CV customization, and cover letter optimization tailored to local and national apprenticeship specifications.	BM 2: Learning from LMI BM 4: Linking Curriculum BM 5: Employer Encounters BM 7: Encounters with FE/HE BM 8: Personal Guidance	Application writing, Research skills, Digital literacy, Timeline management	National Apprenticeship Week
Half Term Break						
21	22nd Feb	Workshop Activity: What is a Green Based Career STEM Careers Fair Parkway & AEC	Explore sustainability roles within the green economy and renewable sectors. Engage with the STEM Careers Fair (Parkway & AEC) to understand technical requirements shaping the future workforce.	BM 2: Learning from LMI BM 4: Linking Curriculum BM 5: Employer Encounters BM 7: Encounters with FE/HE	Environmental awareness, Career exploration, Employer engagement, Curiosity, Networking	Love Our College Week STEM Fair (Parkway: Tue 23rd Feb)
22	1st Mar	World of Work Festival: Student-Led Interviews & Sector Visits	Students take initiative to plan and conduct interviews with guest professionals (via LinkedIn coordination). Participate in organized workplace visits to experience corporate and industrial environments.	BM 2: Learning from LMI BM 4: Linking Curriculum BM 5: Employer Encounters BM 6: Experiences of Workplaces	Communication and questioning, Networking, Industry insight, Proactive initiative	International Women's Day (8th Mar) Love Our Colleges Week

TERM 4: WORKPLACE WELLBEING, RIGHTS, ENTERPRISE, AND DESTINATION SUPPORT

WK	W/C	Careers Activity Planned	Intended Outcomes	Gatsby Benchmarks	Skills Development	National Awareness Focus
26	12th Apr	Workshop Activity: Occupational Culture & Workplace Wellbeing	Analyze how wellbeing impacts workplace productivity. Understand stress management, work-life boundaries, and identifying toxic vs. healthy work environments. Outline employee rights.	BM 3: Addressing Needs BM 4: Linking Curriculum BM 8: Personal Guidance	Emotional intelligence, Critical thinking, Self-management, Rights awareness	Earth Day (22nd Apr) Stephen Lawrence Day (22nd Apr)
27	19th Apr	ESOL Careers Fair College Green & Ashley Down (Dates TBC)	Engage with employers and training providers in a tailored language-supported framework. Build confidence in professional communication and presenting skills regardless of fluency levels.	BM 3: Addressing Needs BM 4: Linking Curriculum BM 5: Employer Encounters BM 8: Personal Guidance	Verbal communication (English practice), Confidence, Cultural adaptation, Networking	
28	26th Apr	Workshop Activity: Self-Employment & Entrepreneurship (Part 1)	Explore the mindset, financial liabilities, and structural risks of enterprise. Master basic business layout models, simple marketing, and legal parameters for startups.	BM 2: Learning from LMI BM 4: Linking Curriculum BM 5: Employer Encounters	Creativity and innovation, Financial literacy, Problem solving, Enterprise awareness	
29	3rd May	Creative Careers Fair College Green Campus	Explore professional options across media, design, performing arts, and heritage industries. Encourage inventive thinking and entrepreneurial resilience within creative freelance structures.	BM 2: Learning from LMI BM 4: Linking Curriculum BM 5: Employer Encounters	Proactive initiative, Creative thinking, Networking, Industry sector research	Local Community & History Month

WK	W/C	Careers Activity Planned	Intended Outcomes	Gatsby Benchmarks	Skills Development	National Awareness Focus
30	10th May	Workshop Activity: Understanding Workers' Rights (Law & HR)	Gain core knowledge of basic UK employment rights (contracts, pay, working hours). Understand HR protocols and clear procedures for raising formal grievances safely.	BM 2: Learning from LMI BM 4: Linking Curriculum BM 8: Personal Guidance	Legal awareness, Critical thinking, Self-advocacy, Professional conduct	Exam Period Starts
31	17th May	Workshop Activity: Self-Employment & Entrepreneurship (Part 2)	Advanced planning: develop specific business mock proposals, analyze small enterprise case studies, map pitches, and thoroughly evaluate personal risk tolerances.	BM 3: Addressing Needs BM 4: Linking Curriculum BM 8: Personal Guidance	Business strategy, Self-reflection, Pitch presentation, Resilience under uncertainty	World Day for Cultural Diversity (21st May)
32	24th May	Workshop Activity: Self-Employment (Consolidation & Brand Pitch)	Refine personal branding outlines or specific business pitches. Engage in peer-review circles to finalize individual enterprise planning elements.	BM 3: Addressing Needs BM 4: Linking Curriculum BM 8: Personal Guidance	Personal branding, Pitch clarity, Collaborative communication	
Half Term Break						
33	7th June	LGBTQ+ Employment Panel	Hear from LGBTQ+ professionals regarding career journeys and corporate inclusion. Analyze how personal identity intersects with employability, workplace protections, and professional values.	BM 3: Addressing Needs BM 4: Linking Curriculum BM 5: Employer Encounters BM 6: Experiences of Workplaces	Inclusion awareness, Identity alignment, Constructive dialogue	Pride Month World Environment Day (5th June)
34	14th June	Workshop Activity: Destination Unknown (Campus Drop-Ins)	Provide critical 1:1 IAG drop-in assistance across campuses for unconfirmed students. Remove structural barriers and craft actionable, realistic progression plans.	BM 1: Stable Programme BM 3: Addressing Needs BM 8: Personal Guidance	Decision-making, Goal setting, Proactive independence, Problem-solving	

WK	W/C	Careers Activity Planned	Intended Outcomes	Gatsby Benchmarks	Skills Development	National Awareness Focus
35	21st June	Stop the Tracks Week: Campus Careers Workshops (Off-Timetable)	Students come off-timetable to participate in scheduled, campus-wide intensive career focus workshops. Learners complete specialized training on professional branding via LinkedIn, configure and update digital tracking platforms including Grofar and Unifrog, refine professional CVs, and receive targeted preparation for vocational work experience placements. Wrap up the World of Work festival by evaluating employer feedback and presenting reflective case studies or reports on industry encounters to support future curriculum design.	BM 2: Learning from LMI BM 3: Addressing Needs BM 8: Personal Guidance	Digital Branding: LinkedIn profile creation, optimization, and networking. Digital Literacy: Grofar tracking and Unifrog platform management. Application Readiness: Structural CV development and enhancement. Research & Initiative: Preparation for vocational work experience placements. Presentation Skills: Employer reflection delivery and case study reports	World Refugee Day (20th June) Student Festival Focus on Volunteering
36	28th June	Workshop Activity: Destination Unknown (Campus Drop-Ins) Final 1:1 IAG Guidance Appointments End of Year Celebrations & Achievement	Provide accessible support services for last-minute guidance and smooth transitions to intended destinations. Celebrate student achievements through interactive campus events.	BM 1: Stable Programme BM 3: Addressing Needs BM 5: Employer Encounters BM 8: Personal Guidance	Self-reflection, Informal communication, Social collaboration, Transition readiness	