



West Thames College

2023-2024

CAREERS PROGRAMME



The Careers Programme offers an extensive range of careers guidance and support throughout the year which is available through tutorials, employability sessions, events and 1:1 appointments. For a full list please refer to the Careers Calendar.

In this guide you'll find a list of all the bookable activities, with a brief description, that the Careers Team and others can deliver during tutorials, employability sessions or vocational sessions.

Quick look at activities by level

CAREERS EDUCATION ADVICE & GUIDANCE	SL	ESOL	L1	L2	L3Y1	L3Y2
Introduction to the Careers Service	♦	♦	♦	♦	♦	♦
Looking at Options and making choices	♦	♦	♦	♦	♦	♦
Apprenticeships Explained				♦	♦	♦
Exploring careers in (subject specific)				♦	♦	♦
Exploring careers using First Jed (Job Explorers Database)	♦	♦	♦			
Exploring Careers using Job Explorers Database (JED)			♦	♦	♦	
Exploring the World of work game		♦	♦	♦		
Future careers – Top Trumps	♦	♦	♦	♦		
Exploring alternatives to university				♦	♦	♦
Which way now					♦	♦

HIGHER EDUCATION						
Introduction into higher education options & choices				♦	♦	♦
Understanding the UCAS process					♦	♦
Writing effective personal statements					♦	♦
Preparing for University interviews					♦	♦
Applying for student finance					♦	♦
Preparing for life at University						♦
Budgeting skills at university						♦

EMPLOYABILITY						
The ultimate CV	♦	♦	♦	♦	♦	♦
Effective interview skills	♦	♦	♦	♦	♦	♦
Understanding the work experience process				♦	♦	♦
Starting your own business				♦	♦	♦
Developing your professional brand				♦	♦	♦

Booking sessions

Call into the Careers Hub (Isleworth A008 or Skills + Logistics Centre T034) and discuss your needs with the Careers Lead Dionne Bailey x 2009 or Work Experience Coordinator (Maternity Cover) Alison Jones x 6422. You can also request sessions for your students by email; careers@west-thames.ac.uk

CAREERS EDUCATION AND PROGRESSION

Title	Induction to the Careers Service
Description	An introduction to the services available from the Careers Service including; careers guidance, job shop, careers software, work experience and much more
When:	September, October
Suitable for:	All levels
Title	Looking at options and making choices
Description	This session introduces the range of options available to students after their current course. The session also helps students identify what they need to make good decisions about their next step
When:	August, September, December, January, March, April, May and June
Suitable for:	All Levels
Title	Apprenticeships explained
Description	We've all heard about apprenticeships but what are they really? This session explains the different types of apprenticeships available, who they are for, what can be studied and what their levels mean. It also looks at the myths around apprenticeships and separates fact from fiction
When:	October, November, March, April, May, June
Suitable for:	Level 2, level 3 year 1, level 3 year 2
Title	Exploring Careers in ...(subject specific)
Description	These subject specific sessions will help students explore the options available within their subject, what type of jobs are available, route in , skills required, earning potential and what is next on their career journey
When:	October – June
Suitable for:	Level 2, level 3 year 1, level 3 year 2
Title	Exploring careers using First JED (Job Explorer Database) *computer room needed
Description	First Jed is a fun and interesting introduction to careers and hundreds of concise job summaries that are easy to use, with simple bullet points. It features a colourful World of Work interactive map, short video case studies, and 3500+ pictures showing real people doing real jobs
When:	October – June
Suitable for:	Supported Learning, ESOL entry, level 1
Title	Exploring careers using JED (Job Explorer Database) *computer room needed
Description	This makes use of JED, and encourages students to think about what they might want from a job, and how to get onto the career track. With thousands of career titles, students will find out about job opportunities, pay, required qualifications, transferrable skills and works experience tips
When:	October – June
Suitable for:	Level 1, level 2, level 3 year 1
Title	Exploring the world of work
Description	A fast-moving, quick-thinking board game exploring the world of work. This game of competition and cooperation is filled with quick -fire and mind-boggling challenges that help students think about their future
When:	October – June
Suitable for:	Supported Learning, ESOL entry, level 1, level 2
Title	Future Careers – Top Trumps
Description	A unique twist on the classic games that pits 50 weird and wonderful jobs of the future against each other in a battle of stats. Cards include jobs descriptions, ratings across six categories and a Fun Fact
When:	October – June
Suitable for:	Supported Learning, ESOL, level 1, level 2

CAREERS EDUCATION AND PROGRESSION

Title	Which Way now?
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The 2023-24 Careers Calendar has a full list of the careers guidance and support available through tutorials, employability sessions, events and 1:1 appointment

Description	A session to explore options following level 3 – higher education or into work. We will cover the information and actions needed for students to get onto the right track which will set them up well for their next step
When:	September, March, April, May and June
Suitable for:	Level 3 year 1, level 3 year 2
Title	Exploring alternatives to university
Description	University isn't for everyone and it isn't essential for many careers. This session takes a look at the alternatives, including apprenticeships, School leavers programme, gap years, and more
When:	October, November, December, April, May, June
Suitable for:	Level 3 year 1, level 3 year 2
Title	Career guidance referral
Description	Referral system to direct students to the Careers Advisers - offers an opportunity to discuss what is important to them, consider how they can overcome obstacles and create strategies for developing their career.
When:	September, July
Suitable for:	All levels

HIGHER EDUCATION

Title	Exploring higher education options and choices
Description	This session helps students find courses appropriate to interests, career ambitions, and current studies as well as evaluate and compare various learning paths
When:	September, October, November, December, April, May
Suitable for:	Level 2, level 3 year 1, level 3 year 2
Title	Understanding the UCAS process
Description	A step-by-step guide to the UCAS process, clearly explaining what needs to be done and by when. Students will also understand how to make smart course choices
When:	September, October, May, June, July
Suitable for:	Level 3 year 1, level 3 year 2
Title	UCAS application support
Description	A session supporting students with registering on UCAS, explaining sections of the form and how to enter qualifications correctly
When:	October, November, May, June, July
Suitable for:	Level 3 year 1, level 3 year 2
Title	Writing effective personal statements
Description	Taking students through what Admissions tutors look for in a personal statement and how to structure their statement and use the subject specific template
When:	September, May, June, July
Suitable for:	Level 3 year 1, level 3 year 2
Title	Personal statement surgeries * notice required
Description	Bookable 1:1 appointments providing feedback on personal statements. Appointments are delivered by Careers Team during half term and university partners
When:	October, November, May, June, July
Suitable for:	Level 3 year 1, level 3 year 2

HIGHER EDUCATION

Title	Preparing for university interviews
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Description	Impressing at interview is a key part of university admissions for some courses and is often vital to securing a place. This session covers the process for different types of interviews and assessment, developing interview skills, sample questions and what to expect on the day
When:	February, March * notice required for creative courses as delivered by universities
Suitable for:	Access to Nursing, Midwifery, Radiography, Social Work and some creative courses*
Title	Applying for student finance
Description	Overview of the Student Finance system, including how to apply for loans and how they are paid and repaid. Session also covers other financial support available – bursaries and scholarships
When:	February, March, April
Suitable for:	Level 3 year 1, level 3 year 2
Title	Preparing for life at university * notice required
Description	A session delivered by our partner universities, this session gives an overview of student life, including living away from home, university accommodation, the Students Union, sports and societies. It will also help students understand the social life aspects of attending university and the range of opportunities available
When:	April, May, June
Suitable for:	Level 3 year 2
Title	Budgeting skills at university * notice required
Description	A session delivered by our partner universities, this session will look at the actual costs associated with university, how to make the most of maintenance loans and live on a budget
When:	April, May, June
Suitable for:	Level 3 year 2

EMPLOYABILITY

Title	Employability skills programme* Work experience placement*	Guest speaker careers inspiration talks* Students social action projects*
Description	Activities organised through Employability Coaches	
When:	September - July	
Suitable for:	All levels (work experience for L2 and L3 students)	
Title	Understanding the work experience process and finding a placement	
Description	With work experience being a vital part of L2 and L3 courses this session will give students a step-by-step guide to the finding a work placement, clearly explaining what needs to be done and by when and how to work with their Employability Coach	
When:	September – December, May June	
Suitable for:	Level 2, level 3 year 1, level 3 year 2	
Title	The ultimate CV	
Description	This session provides the key guidance needed to create a CV that will grab employer's attention to help you to stand out from other candidates, open doors to job interviews and maximize the potential for job offer	
When:	October - July	
Suitable for:	All levels	

Title	Effective interview skills
Description	Impressing at interview is key to securing a part-time job, apprenticeship or full-time employment. This session covers the process for different types of interviews and assessments, developing interview skills, sample questions and what to expect on the day
When:	October - June
Suitable for:	All levels
Title	Developing your professional Brand
Description	This session looks at your brand and how it distinguishes you from competitors, helps you to form a lasting impression in the mind of your audience and customers. Without a compelling personal brand that attracts your target audience, you may find yourself struggling to build a profitable and sustainable business.
When:	March, April, May, June
Suitable for:	Level 2, Level 3 Year 1, Level 3 Year 2
Title	Starting your own business “notice required
Description	Whether you are still in the idea phase or are looking to grow this session delivered by our partner employers is packed with practical tips, advice and resources that will help you confidently take your next steps.
When:	April, May, June
Suitable for:	Level 2, Level 3 Year 1, Level 3 Year 2