



West Thames College

2025-2026

CAREERS PROGRAMME

At West Thames College, we are committed to delivering a high-quality Careers Education, Information, Advice, and Guidance (CEIAG) programme that empowers every student to progress successfully into further study, higher education, apprenticeships, or meaningful employment. Our strategy is underpinned by the CDI Career Development Framework, the Gatsby Benchmarks, and the Skills Builder Essential Skills Framework. Together, these frameworks ensure that students not only gain the knowledge of pathways and labour market opportunities, but also build confidence and the essential skills needed to thrive in a rapidly changing labour market.

Quick look at activities by level

CAREERS EDUCATION ADVICE & GUIDANCE	SL	ESOL	L1	L2	L3Y1	L3Y2
Introduction to the Careers Service	♦	♦	♦	♦	♦	♦
Progression and Next Steps	♦	♦	♦	♦	♦	♦
Apprenticeships				♦	♦	♦
Exploring alternatives to university				♦	♦	♦
Portfolio & LinkedIn Clinics (NEW)			♦	♦	♦	

HIGHER EDUCATION						
Introduction into higher education options & choices				♦	♦	♦
Writing effective personal statements					♦	♦
Applying for student finance					♦	♦
Understanding Scholarships and bursaries						♦
Personal statement surgeries					♦	♦
Budgeting Skills at University						♦
Apprenticeship			♦	♦	♦	♦

EMPLOYABILITY						
The ultimate CV	♦	♦	♦	♦	♦	♦
Effective interview skills	♦	♦	♦	♦	♦	♦
Work Experience Process & Placement Search				♦	♦	♦
AI & Digital Skills for the Workplace		♦	♦	♦	♦	♦
Resilience & Future-Proofing Careers (NEW)			♦	♦	♦	♦
Green Careers Spotlight (NEW)	♦	♦	♦	♦	♦	♦

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 Hibo Aynan 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
Gatsby Benchmarks:	1 (Stable Careers Programme), 3 (Addressing Needs of Pupils]
Skills Builder Focus	Listening, Speaking, Aiming High
Title	Apprenticeships explained
Description	We have 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
Gatsby Benchmarks:	2 (Labour Market Information), 7 (Encounters with Further/Higher Education)
Skills Builder Focus	Problem Solving, Listening, Aiming High

CAREERS EDUCATION AND PROGRESSION

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
Gatsby Benchmarks:	3 (Addressing the needs of each student) 7 (Encounters with Further/Higher Education), 2 (Labour Market Information),
Skills Builder Focus	Aiming High, Problem Solving, Staying Positive
Title	Portfolio & LinkedIn Clinics (NEW)
Description	Hands-on support in creating professional online profiles, digital portfolios, and creative reels. Focus on LinkedIn optimisation, networking, and using portfolios in applications.
When:	March- July
Suitable for:	Level 2 Level 3
Gatsby Benchmarks:	4 (Curriculum Links), 5 (Employer Encounters),
Skills Builder Focus	Digital Literacy, Writing, Creativity
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
Gatsby Benchmarks:	3 (Addressing Needs of Pupils), 8 (Personal Guidance), 1 (Stable Careers Programme)
Skills Builder Focus	Listening, Staying Positive, Aiming High

HIGHER EDUCATION

Title	Introduction into 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
Gatsby Benchmarks	7 (Encounters with Further/Higher Education)
Skills Builder Focus	Problem Solving, Aiming High, Creativity
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
Gatsby Benchmarks	7 (Encounters with HE), 8 (Personal Guidance), 3 (Addressing Needs of Pupils)
Skills Builder Focus	Writing, Problem Solving, Staying Positive
Title	Personal statement surgeries
Description	Bookable 1:1 appointment providing feedback on personal statements. Appointments are delivered by Careers Team during half term and university partners
When:	October, November,
Suitable for:	Level 3 year 1, level 3 year 2
Gatsby Benchmarks	4 (Curriculum Links), 7 (Encounters with HE), 3 (Addressing Needs of Pupils)
Skills Builder Focus	Writing, Creativity, Aiming High
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
Gatsby Benchmarks	2 (LMI), 7 (Encounters with HE), 8 (Personal Guidance)
Skills Builder Focus	Problem Solving, Staying Positive, Aiming High
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
Gatsby Benchmarks	4 (Curriculum Links), 7 (Encounters with HE), 3 (Addressing Needs of Pupils)
Skills Builder Focus	Problem Solving, Creativity, Staying Positive
Title	Apprenticeship
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:	Dec, Jan,
Suitable for:	Level 3 year 2
Gatsby Benchmarks	2 (LMI), 5 (Employer Encounters), 7 (Encounters with HE & Training Providers)
Skills Builder Focus	Aiming High, Teamwork, Speaking

EMPLOYABILITY

Title	Employability skills programme
Description	Activities organised through Employability Coaches
When:	September - July
Suitable for:	All levels (work experience for L2 and L3 students)
Gatsby Benchmarks	4 (Curriculum Links), 5 (Employer Encounters), 8 (Personal Guidance)
Skills Builder Focus	Teamwork, Speaking, Staying Positive
Title	Work Experience Process & Placement Search
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
Gatsby Benchmarks	2 (LMI), 5 (Employer Encounters), 6 (Workplace Experiences)
Skills Builder Focus	Problem Solving, Aiming High, Listening
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
Gatsby Benchmarks	4 (Careers in the Curriculum), 5 (Encounters with Employers)
Skills Builder Focus	Writing, Speaking, Aiming High
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 difference types of interviews and assessments, developing interview skills, sample questions and what to expect on the day
When:	October - June
Suitable for:	All levels
Gatsby Benchmarks	4 (Curriculum Links), 5 (Employer Encounters), 8 (Personal Guidance)
Skills Builder Focus	Speaking, Staying Positive, Creativity

EMPLOYABILITY

Title	AI & Digital Skills for the Workplace
Description	explores how artificial intelligence is changing the workplace and recruitment. Students learn how AI is used in CV screening, job searches, and workflow automation, plus how to build essential digital skills.
When:	May – July
Suitable for:	All Levels (content simplified or extended depending on L1–L3)
Gatsby Benchmarks:	2, 4, 5
Skills Builder Focus	Digital Literacy, Problem Solving, Creativity, Aiming High
Title	Green Careers Spotlight (NEW)
Description	an introduction to careers in the green economy including renewable energy, sustainable business, and environmental management. Includes practical exploration of required qualifications and pathways.
When:	May -July
Suitable for:	Entry 3, L1, L2, L3
Gatsby Benchmarks:	2 (LMI), 4 (Curriculum Links), 5 (Employer Encounters)
Skills Builder Focus	Creativity, Problem Solving, Aiming High
Title	Green Careers Spotlight (NEW)
Description	an introduction to careers in the green economy including renewable energy, sustainable business, and environmental management. Includes practical exploration of required qualifications and pathways.
When:	May -July
Suitable for:	Entry 3, L1, L2, L3
Gatsby Benchmarks:	2 (LMI), 4 (Curriculum Links), 5 (Employer Encounters)
Skills Builder Focus	Creativity, Problem Solving, Aiming High

Key Events and Workshops (2025–26)

- **Careers Induction Sessions** – embedding career planning at the start of every student’s journey.
- **Higher Education & Apprenticeship Fairs** – engaging with universities and training providers.
- **University Options Talks** – impartial information on progression routes.
- **UCAS Personal Statement & Student Finance Sessions** – practical support for higher education applications.
- **CV and Employability Skills Workshops** – building confidence in self-presentation and job-readiness.
- **Subject Group Tutorials Linked to Sectors** – careers embedded into curriculum delivery.
- **Progression Information Sessions** – clear advice on routes into work, training, or further study.
- **Educational and Industry Visits** – widening horizons through exposure to employers and sectors.
- **External Guest Speakers (bespoke to learning areas)** – students gain direct insights from professionals.
- **Careers Fair on Campus** – a whole-college event linking students with employers and providers.
- **Work Experience Preparation Sessions** – practical readiness for workplace expectations.
- **Parent Engagement Events** – supporting families to understand and guide career pathways.
- **Portfolio & LinkedIn Clinics (NEW)** – practical support to build digital portfolios, reels, and LinkedIn profiles for applications and networking.
- **AI & Digital Skills for the Workplace (NEW)** – exploring how artificial intelligence is transforming recruitment, job searches, and workplace skills.
- **Resilience & Future-Proofing Careers (NEW)** – developing adaptability, resilience, and transferable skills for a fast-changing labour market.
- **Green Careers Spotlight (NEW)** – introducing careers in the green economy, including renewable energy and sustainable business.

Impact

West Thames College equips students with the knowledge, confidence, and essential skills to navigate their future careers successfully, while actively developing the Skills Builder competencies Listening, Speaking, Problem Solving, Creativity, Staying Positive, Aiming High, Leadership, and Teamwork within authentic career and work-related contexts.