

# **Employability and Careers Package for Higher Education Students**

## **Ashton Sixth Form College**

### **Context**

The Careers Department in conjunction with the HE and Skills department helps students with their career choices, discussing the opportunities available to them after they finish their courses and supporting them with their transition into an appropriate destination .

### **Aims**

The aims of the Employability and Careers Package is to clarify to HE students what they can expect in terms of support around their personal employability skills development and Careers Advice whilst on programme at the college.

We will therefore ensure that our service:

- \*Is friendly, approachable, helpful and professional
- \*Provides impartial, high quality information advice and guidance.
- \*Continues to upskill to provide best practise.
- \*Helps raise aspirations and empowers students so that they can make clear and informed choices
- \*Provides coherent and planned support throughout the year
- \*Has strong links with external organisations
- \*Is designed to meet the clients' needs based on their opinions and evaluations.

### **Employability**

At ASFC we put the employability of our learners at the heart of everything we do. We aim to ensure that all of our learners, across all courses, are given the best possible opportunity of gaining, sustaining and progressing in their chosen career or study path.

All of our HE courses have built in employability skills to ensure our learners have the skills, knowledge and personal attributes to catch the eye of employers thus making you highly employable. As one of our HE learners, we are committed to ensuring you understand how to be effective in the workplace and successful in your chosen career – for the benefit of yourself, your colleagues, the community and the wider economy.

Many of our teaching staff have strong industry backgrounds and are experts in their field. We bring in guest lecturers who have industry expertise and a passion for sharing this. Furthermore, our Matrix Accredited Careers Service advisors are here to help you make informed career decisions based on your individual needs, helping you plan the next steps towards your future.

## Services offered by the College Careers Department

During your time at college you can make an appointment with a member of the careers service for any of the services detailed below. In addition, some of the services detailed will be delivered to whole class groups as part of your programme of study.

- ✓ Personal statement writing
- ✓ UCAS registration and support with application
- ✓ Application through clearing
- ✓ Job search
- ✓ Career planning, options and routes
- ✓ CV writing
- ✓ Link to university partner career services
- ✓ Interview techniques for jobs and training
- ✓ Interview techniques for university
- ✓ Careers interviews
- ✓ Access to the careers library and on line careers information and software packages
- ✓ Finance advice for progressing full time HE students. (Information about finance for studying full time or part time HE at the college is available from the HE and Skills Admissions Officer)
- ✓ Information about volunteering opportunities
- ✓ Employability skills sessions

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*The careers department is open Monday- Friday 9.00 -4.00pm  
and appointments can be made after 4 pm by arrangement.*

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## Pledge

We aim to ensure you get more than just a thorough understanding of your subject. Our goal is to develop attributes that will increase your skills set and employability including:

- being professional
- developing excellent communication skills and the ability to work effectively with others
- having an open and enquiring mind about your subject and career discipline
- being a reflective and creative thinker
- being enterprising and developing a global outlook

These abilities are core to Staffordshire University's "Staffordshire Graduate" pledge and all Staffordshire awards are only approved and validated when the opportunity to develop these attributes are embedded within the courses.

As a college we actively support this pledge and reflect this in our course delivery and support services.

Although not all of our courses are Staffordshire University validated, we support this pledge across all of our HE provision to ensure consistency of opportunity for all of our HE learners.

### **Staffordshire University links**

[http://www.staffs.ac.uk/support\\_depts/careers/](http://www.staffs.ac.uk/support_depts/careers/)

### **Salford University links**

<http://www.careers.salford.ac.uk/>

### **External Links**

During your course, both your tutor and the careers service will bring people into college to talk to class groups on themes around employability and progression, tailored to your particular course.

For example, guest talks from employers or university admissions or careers staff. Guests may deliver presentations or run interactive sessions aimed at improving your employability skills and supporting you to progress.

Some of our external links are drawn from our Alumni network. You too may wish to become part of that network.

### **Alumni network**

We invite college leavers to join our alumni network. Our alumni network offers a network of professionals who support events in college, run guest sessions about their sector and provide a network of professionals who can be mutually supportive to each other.

We are always fascinated to hear what former students of the College have gone on to do after leaving and how your experience at the College helped to shape your career or open up opportunities and interests that are now part of your life. Over the years, some students from the College have gone on to achieve outstanding success in a huge variety of different fields.

We aim to keep you connected with the college via a programme of events, reunions and networking opportunities. Whether you studied a further education or higher education course, you can sign up to our alumni service.

As an ex-student of the college you can get involved and keep in touch with us in various ways. Through our alumni service you can:

- Connect with friends and former colleagues as part of an expanding business and professional network.
- Keep up to date with college events

- Get involved and support our current students
- Connect with us and share your story – We'd encourage you to keep in touch and let us know what you're doing now and how the college helped you to get to where you are today. If you'd like to feature as a case study and shout about your successes then please get in touch. This is an ideal opportunity for you to share your success and inspire our current students to see what they could achieve with hard work and dedication to their studies.

### **Sign up to our alumni network**

You can sign up to become a member of our alumni here:

<https://networks.futurefirst.org.uk/former-student-ms-s1/ashtonsixthform>

### **Course specific services and support through the year from the College Careers**

#### **Department:**

\*Careers Department staff will be available on HE open evenings to provide advice and guidance to new applicants throughout the year.

\*They will provide support to new applicants who are applying for courses that require registration through UCAS.

\*All new students will receive an introductory session to the Careers Department detailing how we can help, the opportunities available to them and how to access the service at the beginning of the first term.

\*All Foundation Degrees/HND's and Foundation year courses will receive a session on UCAS and support with registration on the UCAS website in October of the first term.

\*Support sessions will be provided on the completion of personal statements in the first term to all L4 courses. Staff from linked Universities will be invited in to deliver sessions.

\*All courses will be provided with sessions on employability. This will include sessions on job search, putting together CV's, interview technique, completing application forms and signposting to relevant organisations. Employers will be brought in to deliver talks.