



Southport
Education
Group

Careers & Employability Programme

Apprenticeships

Written by:

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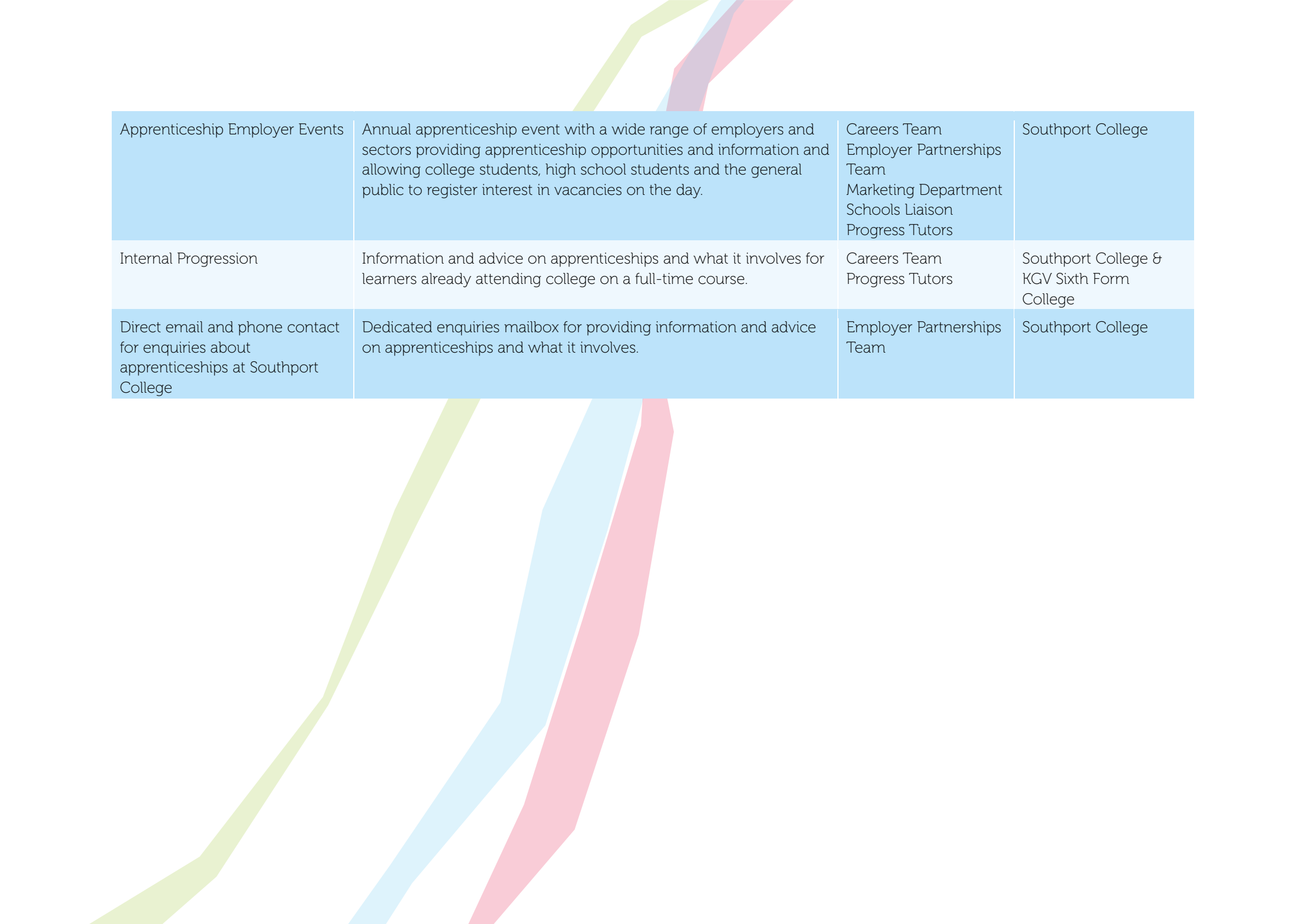
Rebecca Hill – Careers Co-ordinator

Academic Year:

2024/2025

Pre-Entry - Activities are available throughout the year:

Activity	What's Involved	Who	Where
School Activity: class sessions, parent's evenings, careers and options events. (Activities are school dependant).	Participants can receive information and advice about their GCSE options and post-16 opportunities.	School Liaison Team Employer Partnerships Team	In High School. Activities are school dependant
Years 9, 10 and 11 Open Events and College Tours.	Information and advice on apprenticeships and what it involves. Participants can receive sector related and progression information from Performance Coaches and course tutors. Members of the Careers team are available for anyone requiring Information Advice and Guidance about options and future career plans and apprenticeship pathways towards differing careers.	Course tutors Performance Coaches Employer Engagement Team School Liaison Careers Team	Southport College & KGV Sixth Form College
Onboarding Interviews and Impartial pre-entry advice and guidance	Prospective apprentices attend onboarding meetings with a dedicated member of staff from the Employer Partnerships Team where they receive information and advice on their prospective apprenticeship programme. The Careers team is available if additional Information, Advice and Guidance is required. The dedicated member of the Employer Partnership Teams works in collaboration with the Learning Support Team to refer learners to specialist advice and guidance where required to ensure all learners are supported in their choice.	Employer Partnerships Team Performance Coaches Learning Support Careers Team	Southport College
Enrolment sector specific information, advice and guidance	Subject specific information and advice available from the Apprenticeship Teams.	Course tutors Performance Coaches Employer Partnerships Team Careers Team	Southport College



Apprenticeship Employer Events	Annual apprenticeship event with a wide range of employers and sectors providing apprenticeship opportunities and information and allowing college students, high school students and the general public to register interest in vacancies on the day.	Careers Team Employer Partnerships Team Marketing Department Schools Liaison Progress Tutors	Southport College
Internal Progression	Information and advice on apprenticeships and what it involves for learners already attending college on a full-time course.	Careers Team Progress Tutors	Southport College & KGV Sixth Form College
Direct email and phone contact for enquiries about apprenticeships at Southport College	Dedicated enquiries mailbox for providing information and advice on apprenticeships and what it involves.	Employer Partnerships Team	Southport College

On Programme - Activities are available throughout the year:

Activity	What's Involved	Who	Target Group
Careers Team Induction during Apprenticeship Induction and Tour of the College	Information on the Student Hub, resources and how to contact the Careers Team is delivered to all apprentices during their on-site induction. In a minority of cases, inductions will take place off with the same content delivered.	Careers team Progress Tutors	All learners
Personalised impartial advice and guidance one-to-one	All learners have access to support from the Careers Team for personalised Information, Advice and Guidance to explore progression options beyond their apprenticeship.	Careers team Progress Tutors	All learners
One-to-one Progress Tutor Support	Learners will meet regularly with their Progress Tutor to discuss their career goals and ambitions on a 1:1 basis. During 1:1 Progress Reviews, the Progress Tutor will support the learner in identifying goals and targets and help them monitor progress towards these. Regular 1:1s will take place during the course of the apprenticeship programme to monitor and track learner's short term and long-term career goals and intended destinations for once they have finished their apprenticeship. Further appointments with the Careers Team can be arranged if additional Information Advice and Guidance is required.	Progress Tutors Careers team	All learners
Job search skills e.g., CV development and interview techniques	Advice and help searching and applying for future jobs including hints and tips on interviewing and resources to help with all of aspects of getting that job.	Careers team Progress Tutor Study Skills Mentors	All learners
Regular one-to-one Progress Reviews	Learners on apprenticeship programmes will have regular Progress Reviews with their Performance Coach and Employer to assess progress on their apprenticeship towards their long term career goals. Referral to the Careers Team will take place where required and appropriate.	Performance Coaches Progress Tutor Employers Careers Team	All Learners

Apprenticeship Drop In Sessions	Weekly Information and Advice drop in sessions are available to apprentices. Information is provided to current apprentices on their progression as well as prospective apprentices.	Progress Tutors Careers Team	All Learners
Personal Development Programme	A selection of personal development topics, including career development is available to apprentices throughout their apprenticeship and delivered via Performance Coaches and the Progress Tutor during 1:1s and group sessions (where applicable). Information on key safeguarding and mental health topics is available to all apprentices via OneFile	Performance Coaches Progress Tutor	All Learners
Apprenticeship Conference	During the Annual Apprenticeship Conference, apprentices participate in workshops, lectures, panel discussions and keynote speeches aimed to support their personal and career development. This includes workshops on Personal Branding, Resilience and Confidence to support progression throughout their careers post apprenticeship.	Employer Partnerships Progress Tutors Marketing Safeguarding and Welfare Performance Coaches Careers Team	All Learners
Careers Related Resources	A pick and mix of resources is available for all learners to support their career progression and progress on programme. This includes podcasts, websites and 'Grab and Go' employability resources.	Progress Tutors Careers Team	

On Request


Activity	What's Involved	Who	Target Group
Personalised progression impartial advice and guidance one-to-one	All learners are able to access support from the Careers Team for personalised Information, Advice and Guidance to explore progression options beyond the apprenticeship. This can be face to face, by telephone or on Teams as and when required.	Careers Team Progress Tutors	All Learners
Personalised impartial advice and guidance one-to-one for apprentices looking to change their career path	Information, Advice and Guidance for those with those looking to change their career path during the apprenticeship is available to all apprentices via their Progress Tutor or Careers Team. This can be face to face, by telephone or on Teams as and when required.	Careers Team Progress Tutors	All Learners
Higher Education Support	Level 3 and above Apprentices will be given information about Higher Education opportunities and offered a face-to-face, Teams or telephone appointment with the Careers team if additional Information Advice and Guidance is required.	Careers Team Progress Tutors	All Learners
Bespoke Internal Progression Applications	For students on full time programmes applying for apprenticeships within the College group as their progression path, individualised progression support is provided across the group to support a successful transition to an apprenticeship through collaboration with key staff across the group. This information is recorded internally for relevant staff to refer to in supporting the transition of internally progressing students. The Careers Team and Learning Support team are available for additional Information Advice and Guidance for learners where required.	Curriculum Teams Progress Tutors Careers Team Learning Support Team Employer Engagement Team	Entry Level, Level 1, Level 2 and Level 3

In addition, the following activities take place across the College Group at various points throughout the academic year which will be open to apprentices as appropriate to their future plans.

Month	Activity	Target Groups	Who
September	Careers Induction: information on the Careers Hub, resources available and how to contact the team.	Entry, Level 1, Level 2, Level 3 year 1 Vocational and A Level year 1	Careers Team Progress Tutors
	Introduction to Unifrog: introduction to this e-resource and its uses in destination planning.	Entry, Level 1, Level 2, Level 3 year 1 Vocational and A Level year 1	Progress Tutors
	Competitive Applications: Finalising and submitting competitive applications for University of Oxford, University of Cambridge, Medicine or Veterinary Science.	A Level Year 2	Careers Team
	Your Future: Post Level 3 Options recap: refresher of planned chosen destination and how it is going to be achieved.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors
	UCAS Application Support: how to apply for a university place and the process involved.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors Higher Education Speakers
	Higher Education Application Support: help available to successfully apply for a Higher Education place.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors Careers Team Higher Education Speakers
	Placement Readiness Programme: how to apply for and secure a placement for your course and the process to follow.	Entry, Level 1, Level 2, Level 3 year 1	Employer Relations Team Curriculum Teams

		Vocational and A Level year 1	
October - December	Higher Education Application Support: help available to successfully apply for a Higher Education place.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors Careers Team
	Higher and Degree Apprenticeship Support: help to apply for and secure a Higher or Degree Apprenticeship	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors Careers Team
	Competitive Applications: Interview support including interview prep and mock interviews.	A Level year 2	Progress Tutors Careers Team
	Competitive Applications Launch: An introduction to competitive applications to University of Oxford, University of Cambridge, Medicine or Veterinary Science.	A Level year 2	Progress Tutors Careers Team
January	Goal setting Tutorial: Learners will explore and create careers related goals for the New Year to support their achievement and next steps after college.	All Students	Progress Tutors
	Next Steps Tutorial: discussions with Progress Tutors on what you would like to do after your course has finished.	Entry, Level 1 and Level 2	Progress Tutors
	UCAS: What Next? Information sessions on the next steps following the application process.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors
February	National Apprenticeship Week: Information on Apprenticeships, what is involved and activities including external speakers highlighting the benefits of Apprenticeships.	All groups	Careers Team, Employer Relations Team External apprenticeship speakers

	Internal Progression Applications: Individual Progression Meetings with Progress Tutors to apply for the next level of course internally	Entry, Level 1 and Level 2	Progress Tutors
	Internal Progression Course Discussions: available to all students who are changing curriculum area to discuss with curriculum teams the new courses.	Entry, Level 1 and Level 2	Progress Tutors Curriculum Tutors
March	National Careers Week: activities, sessions, speakers and resources designed to help you consider what your next steps after college will be and how to achieve your planned destination.	All groups	Careers Team External apprenticeship Higher Education Employer speakers Progress Tutors
	Student Finance Tutorial: information about applying for student finance to support you through Higher Education and what is involved.	A Level year 2 and Level 3 year 2 Vocational	Progress Tutors
March-May	Student Finance one-to-one support: additional help for learners wanting to apply for financial support to study in Higher Education.	A Level year 2 and Level 3 year 2 Vocational	Careers Team
	Careers Fair: A chance for students to meet with representatives from a wide variety of universities as well as local and national employers and training providers to discuss options and applications.	All level 2 and level 3 year 1 students	Higher Education providers External speakers Employers Progress Tutors Careers Team
	Your Future: Post Level 3 Options: information on things to consider and resources available to help students consider their next steps following the completion of their course.	A Level year 1 and Level 3 year 1 Vocational	Progress Tutors Careers Team



April	Parent Progression Advice Event: information on the benefits and process of applying to University and Student Finance as well as the benefits and process of applying for Higher and Degree Level Apprenticeships	Parents of A Level year 1 and Level 3 year 1 Vocational	Careers Team Progress Tutors
May-August	Introduction to Unifrog: introduction to this e-resource and its uses in destination planning.	A Level year 1 and Level 3 year 1 Vocational	Progress Tutors
	A Level, Level 3 Results Day and Clearing: information, advice and guidance for students following their results.	Level 3 year 2 students progressing to Higher Education	Careers Team