HCA Careers & Employability Programme for FE students 2023-24

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|  | Activity | Who will deliver | Gatsby Benchmark | Target group | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| Choosing your pathway | HCA Spring school | HCA tutors | 2,3,7 | Y7-11 |  |  |  |  |  | \* |  |  |  |  |  |  |
| HCA Summer school | HCA tutors | 2,3,7 | Y9,10,11 |  |  |  |  |  |  |  |  |  |  | \* | \* |
| 3 College’s Open Day | HCA tutors | 2,3,7 | Y10,11 |  |  |  |  |  |  |  |  |  |  | \* |  |
| Stay Creative Summer Pack | Sent in post | 2,3,7 | Y11 |  |  |  |  |  |  |  |  |  |  | \* | \* |
| College Open Events | HCA tutors | 2,3,7 | Y10,11 | \* | \* | \* | \* | \* | \* | \* | \* | \* | \* | \* |  |
| College interview-audition | HCA tutors | 2,3,7 | Y11 | \* | \* |  |  | \* | \* | \* | \* | \* | \* | \* | \* |
| Portfolio & Audition clinics | HCA tutors | 2,3,7 | Y10,11 |  |  |  |  | \* | \* | \* |  |  |  |  |  |
| Enrolment support & exams results advice | HCA tutors | 2,3,7 | Y11 |  |  |  |  |  |  |  |  |  |  | \* | \* |
| Course Taster sessions- Bridging the Gap | HCA tutors | 2,3,7 | Y11 |  |  |  |  |  |  |  |  |  | \* | \* |  |
| Work Ready | Creating a CV | Independent careers advisor | 2,3 | Level 1,2  L3 Y1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Mock Interviews | HCA tutors | 3 | Level 1,2  L3 Y1 |  |  |  |  |  | \* | \* | \* | \* | \* |  |  |
| Meeting Employers | Employers linked with Live Briefs | 5 | All students | This will happen as and when Live Briefs are launched. | | | | | | | | | | | |
| Understanding Work Placement | HCA tutors | 3,4,6 | As needed | This will happen as and when any work Placements occur. | | | | | | | | | | | |
| Personal Development | Time Management | HCA tutors | 3,4 | All students |  |  |  |  |  |  |  |  |  |  |  |  |
| Diversity in the workplace | Mel Williams | 3,6 | Level 3 Y1 |  |  |  |  |  |  | \* | \* | \* |  |  |  |
| Safe & Savvy on-line | Mel Williams | 3 | Level 1,2  L3 Y1 |  |  |  | \* | \* | \* |  |  |  |  |  |  |
| Using social-media in your discipline | HCA tutors | 3 | Level 3 Y2 |  |  |  |  |  |  |  | \* | \* |  |  |  |
| Understanding your finances and salary | HCA tutors | 3 | Level 3 Y2 |  |  |  |  |  |  | \* | \* |  |  |  |  |
| Industry relevance | Industry-led Live Briefs | HCA tutors | 3,4,5 | All | \* |  |  |  |  |  |  |  |  |  |  |  |
| External Work Experience opportunity | HCA tutors | 5,6 | As needed | As & when work experience opportunities arise, individuals will have guidance before completing any placement. | | | | | | | | | | | |
| Internal simulated Work Experience | HCA tutors | 3,4,5 | All | \* |  |  |  |  |  |  |  |  |  |  |  |
| Work Place visits |  | 5,6 | As needed | These can happen at any time throughout the year. | | | | | | | | | | | |
| Employer Networking Opportunities- Employer Forum | VPFE | 3,5 | As needed |  |  |  |  |  | \* |  |  |  |  |  |  |
| Personal Guidance | Late Application guidance | HCA staff | 3,7,8 |  | \* |  |  |  |  |  |  |  |  |  |  |  |
| Course transfer requests | HCA staff | 3,7 | Current students | \* |  |  |  |  |  |  |  |  |  |  |  |
| 121 Independent Careers Adviser appointments | Gail Kilminster | 8 | All  incl. EHCP | \* | \* | \* | \* | \* | \* | \* | \* | \* | \* | \* | \* |
| EHCP Annual reviews | Wendy Crum | 3,7,8 | As needed |  |  |  |  |  |  |  |  |  |  |  |  |
| Next steps | UCAS Applications & personal Statements | HCA tutors | 3,7 | Level 3 Y2 | \* | \* | \* |  |  |  |  |  |  |  |  |  |
| HE Visits & workshops | Individual students/ parents/ carers | 3,7 | Level 3 Y1 & 2 | Individual visits throughout the year. | | | | | | | | | | | |
| HCA Degrees | HE tutors | 3,7 | Level 3 Y2 |  |  | \* |  |  |  |  |  |  |  |  |  |
| Targeted follow up and personal guidance for those not able/not wanting to progress in FE or HE | HCA tutors | 3,7 | Level 1 & 2  Level 3 Y2 |  |  |  |  | \* | \* | \* | \* | \* | \* |  |  |
| University Finance Talk | Finance team | 3,8 | Level 3 Y2 |  |  | \* |  |  |  |  |  |  |  |  |  |
| Progression evening- parents/ carers, students | VP FE & HE | 3,4,5,8 | Level 3 |  | \* |  |  |  |  |  |  |  | \* |  |  |
| HE interviews/ auditions/ portfolio building | HCA tutors | 3,7 | Level 3 Y2 |  |  |  |  |  | \* | \* | \* | \* | \* |  |  |
| Meet Your Future- Apprenticeships, employment, HE talks at Hereford & Ludlow college. | External speakers/ stands | 3,4,5 | Level 3 Y2 |  |  |  |  |  |  |  | \* |  |  |  |  |
| HE Fair- at Hereford Sixth Form college | External speakers/ stands | 3,4,5 | Level 3  Y1 |  |  |  |  |  |  |  | \* |  |  |  |  |