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| PETROC CAREERS PROGRAMME 2025/2026 | | | | | | | | | | | | | | |
| **Careers Activity** | **Group** | **Gatsby Benchmark** | **SEP** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** |
| **Pre Entry Events and Guidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| College open days | Year 10 & 11 | 7 |  |  | Y |  | Y | Y | Y |  |  | Y | Y |  |
| Schools: assemblies, careers events & 1:1 advice & guidance | Year 11 | 7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Helping with Your Post-16 Choices (online) | Year 10 & 11 | 2 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Personal careers guidance appointments | Year 10 & 11 | 8 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Petroc Pace - experience Petroc courses (online) | Years 10 and 11 | 7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| College taster days | Year 11 | 7 |  |  |  |  |  |  |  |  |  | Y | Y |  |
| **Progression Planning (Tutorial)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Progression Month |  |  |  |  |  |  |  |  | Y |  |  |  |  |  |
| - Careers Talks | All FE students | 4,5 |  |  |  |  |  |  | Y |  |  |  |  |  |
| - Petroc Course Tasters (Progression) | Year 1 | 7 |  |  |  |  |  |  | Y |  |  |  |  |  |
| Skills awareness | All FE students | 3 |  |  |  |  |  |  | Y |  | Y |  |  |  |
| CV writing | All FE students | 3 |  |  | Y | Y | Y | Y | Y | Y | Y | Y | Y |  |
| Work Experience | All FE students | 6 |  | Y | Y | Y | Y | Y | Y |  |  |  |  |  |
| UCAS |  |  | Y | Y | Y | Y | Y |  | Y |  | Y | Y |  |  |
| - university, degree & apprenticeship search | Level 3 -  Years 1 & 2 | 7 | Y | Y | Y |  |  |  | Y |  |  |  |  |  |
| - application and personal statement | Level 3 -  Years 1 & 2 | 7 | Y | Y | Y | Y | Y | Y |  |  | Y | Y | Y |  |
| Explore Progression Pathways | All FE students | 4,7 | Y | Y | Y |  |  | Y | Y |  | Y |  |  |  |
| Gap year/Voluntary work | All FE students | 4 |  |  |  |  |  |  | Y | Y |  |  |  |  |
| Enrichment programme | All FE students | 2,4,5,7,8 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |  |
| **One to One Careers Guidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Personal Guidance Appointments covering: |  |  | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| - Career direction and planning | All students | 3,8 |  |  |  |  |  |  |  |  |  |  |  |  |
| - FE course choice | All students | 7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| - Labour Market information | All students | 2 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| - Job and apprenticeship searching | All students | 2 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| - CV writing, advice and review | All students | 2 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| - Job application form advice and review | All students | 2 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| - Interview advice, practice and mock interviews | All students | 2 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| - Decision Making | All students | 3,8 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| - Starting your own business | All students | 2 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| EHCP reviews - careers support from CSW Group | EHCP students | 2,3,7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
|  | | | | | | | | | | | | | | |
| **Employability and Careers Workshops** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Workshops covering employability skills, apprenticeships, career planning and FE and HE course choice. | All students | 2,3,4,5,7 |  |  | Y | Y | Y | Y | Y | Y | Y |  |  |  |
| **HE Choices** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| UCAS HE Exhibition (Exeter) | Level 3, year 1 | 7 |  |  |  |  |  |  | Y |  |  |  |  |  |
| Apprenticeship Fair (Exeter) | Level 3, Year 1 | 7 |  |  |  |  |  |  | Y |  |  |  |  |  |
| University and degree course choices | All students | 7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |  |
| UCAS application form review and advice | Level 3, year 2 | 7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |  |
| UCAS Personal Statement review and advice | All students | 7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Student Finance information and advice | All students | 7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| **Digital Careers Support (24/7)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Careers Central - website | All students | 3,4,7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| The Job Shop - website | All students | 3,6 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| University Applications from Start to Finish - online learning course | Level 3 - 1st years | 7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Careers TOP TIP information leaﬂets x 18 (PDFs) | All students | 2,8 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Unifrog - website. General information on Careers, University &  Apprenticeships | All FE students | 2,3,4,7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Helping with Your Post-16 Choices - online | Year 10 and 11 | 2,3,4,7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| **Extra Curricular Development** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ASPIRE programme | Level 3 | 3 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |  |
| Vocational Academy | Level 3 | 3 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |  |
| 999 Academy | All FE students | 2,3,6 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |  |
| Health and Care Academy | Level 3 | 2,5,6 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |  |
| Sports Academies | All FE students | 3 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |  |
| **Events** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Welcome Festival | All students | 2,3,5 | Y |  |  |  |  |  |  |  |  |  |  |  |
| National Careers Week | All students | 3,4,5,7 |  |  |  |  |  |  | Y |  |  |  |  |  |
| National Apprenticeship Week | All students | 5 |  |  |  |  |  | Y |  |  |  |  |  |  |
| Apprenticeship Fair | All students | 2,5 |  |  |  |  |  |  | Y |  |  |  |  |  |
| Online careers webinars and conferences delivered by a variety of education and employment providers | All students | 2,3,4,5,6,7 | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |  |  |
| **Key contacts** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Careers Leader** | Rachael Warren | [rachael.warren@petroc.ac.uk](mailto:rachael.warren@petroc.ac.uk) | | |  |  |  |  |  |  |  |  |  |  |
| **Careers guidance appointments** | Rachael Warren | [careers@petroc.ac.uk](mailto:careers@petroc.ac.uk) | | |  |  |  |  |  |  |  |  |  |  |
| **Course choice, Travel and Buses, Funding and Bursary** | Advice &  Guidance Team | [guidancecentre@petroc.ac.uk](mailto:guidancecentre@petroc.ac.uk) | | |  |  |  |  |  |  |  |  |  |  |