



Learning for Skills **Careers** & Life Bolton College 2023/25



Part of the University of Bolton Group





Introduction from the Principal

Bill Webster

Bolton College prides itself on being inclusive and welcoming, offering a wide range of high quality career pathways fit for the fast changing world of work. We provide progression routes for those who might be furthest away from those opportunities via the community learning offer in our local learning hubs through to degree level education and training as part of the University of Bolton group.

Our employability programme helps students develop the skills and personal qualities required for good participation in the world of work and education. Our careers education programme helps develop career management skills; providing learners and apprentices with careers knowledge, research and decision making skills to support their career ambitions. In addition we offer impartial information, advice and guidance from a highly qualified and experienced career team when more intensive support is needed.

Our programmes are designed to enable learners and apprentices to develop the personal and social skills that prepare them for the next steps on their journey whether that be to more independence in everyday life, further education, apprenticeships or careers, and our offer includes opportunities for high quality meaningful work experiences, extra curricula activities, volunteering and engagement in community project work.

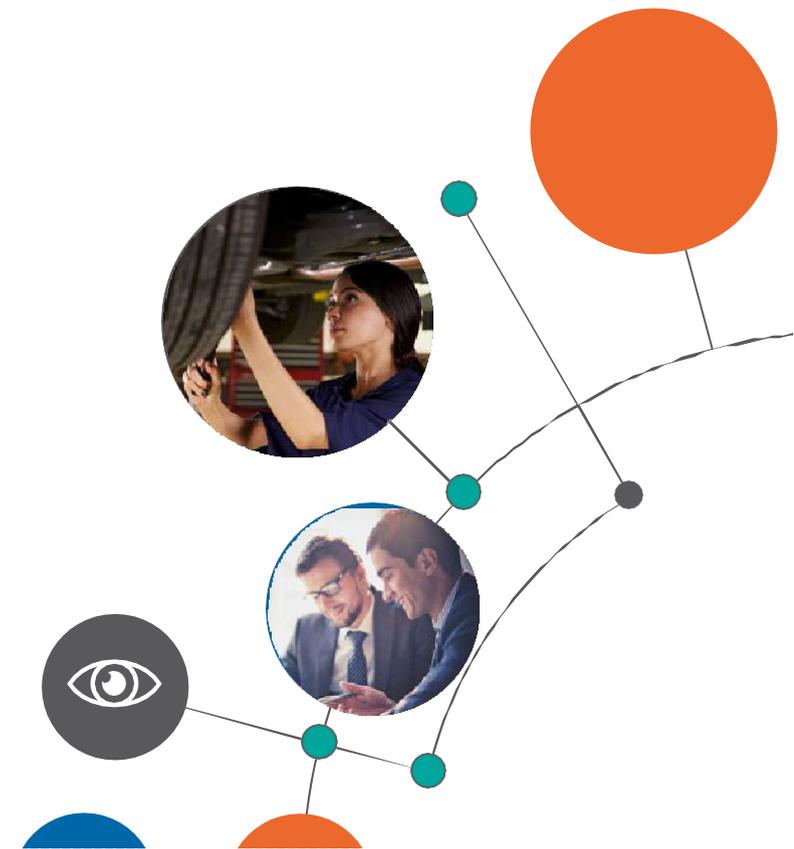
As well as identifying what we already have in place to support learners' career ambitions, this strategy describes how we intend to take the agenda forward. It sits closely with and complements our Wellbeing for Learning and Life Strategy which details our overarching mission; 'to support our learners to develop the understanding, skills and behaviours to lead fulfilling, worthwhile and happy lives'.



The Learner Journey: Pre-Course

- Publications including the Young People's Guide & College Connect for Parents & Carers provide articles of interest and a wealth of information such as; how to get started at College; programmes on offer; support available for the learning journey and how to apply.
- Prior to and during the enrolment period our Recruitment & Relations Team provide first line information and support with applications, including online via the website and social media.
- The Information, Advice and Guidance Team (IAG) provide one to one interviews for prospective learners who require more detailed impartial information advice and guidance. Tailored information and guidance is provided for looked after children and care leavers.
- Our Schools Liaison Team (SLT) engage with schools across Bolton to share how the College can support career and skills aspirations including; attending assemblies, parent's evenings and presentation events where the College sponsors pupil awards.
- In addition the SLT offer Careers Fairs also a lunch time drop-in services where pupils & teachers can learn more about career and skills pathways and get support with applications. Our Year 10 Tasters in July regularly attract more than 1,000 pupils from local schools who enjoy a real taste of College life.
- During National Apprenticeship Week SLT have for a number of year employed the services of Adam Corbally, formerly a contestant on The Apprentice. Adam is a highly motivational speaker who shares the benefits of apprenticeships using a range of Bolton College case studies.
- School Leavers Open Evenings provide opportunities for prospective learners and their parents and carers to find out more about curriculum areas and the courses on offer.
- The Transition Team provide bespoke visits to the College for learners with high needs. The team arrange curriculum tasters and ensure that all risk assessments, support and reassurance is in place ahead of learners starting their course.
- We offer subject specific Information Events to help interested people gather all the information they need about our range of subjects from a central resource.

- Adults wishing to join a Level 2 or above course are interviewed by an experienced teacher which provides the applicant the opportunity to ask questions and discuss their hopes and concerns. The Learner Support Team are also available to talk about any potential support needs.
- Where applicable, we assess applicants to help us provide course recommendations at the right level taking in to account existing qualifications and skills.
- The College uses labour market information (LMI) across College in support of employability for prospective learners their parents and carers.
- We ensure parents, carers and prospective learners have high quality information regarding T Levels, work experience, industry placements & the new apprenticeship standards.
- We provide telephone and face-to-face interviews that lead to in-depth information, advice and guidance, specifically for learners and parents.
- We ensure all services that support employability, skills and careers, engage in College events such as school leavers open evenings.
- The College has the College Connect newsletter to better inform and engage parents & carers about learning for skills, careers & life at Bolton College.





The Learner Journey: On Commencing Course

- Induction programmes include; research into skills, careers including job descriptions and salary levels, making sure learners know about progression routes from their course to employment and Apprenticeships; visiting speakers from industry; support available for learners' employability and skills development including online materials, resources in the LRC and impartial information advice and guidance available through Student Services.
- 16-18 learners meet their Learning & Development Mentor (LDM) who will be a key support for employability and careers throughout their learning programme.
- All 16-18 learners complete an employability skills self-assessment to help inform skills development needs and support for career ambitions.
- Those with additional or high needs have their learning needs articulated for teachers to ensure they have the best opportunity to achieve learning, skills and career goals.
- Right Choice Review in week four gives learners the opportunity to review their learning experience and, if needed consider moving course. In addition, the Parents and Carers Evening in term one focusses on ensuring learners are settled and are on the right course and to offer support, advice and guidance if needed.
- College Engage is the newsletter for parents and carers of learners once enrolled and keeps parents and carers up to speed through articles of interest that support the learner journey.
- The College embeds the Greater Manchester Apprenticeship & Careers Service (GMACS) and the online programme Xello to support learners in building the skills and knowledge for their career ambitions.
- The College has a positive working partnership with the University of Bolton (UoB) in promoting aspiration and progression as part of the induction programme.
- All curriculum areas include motivational speakers from industry during the programme.
- Work experience coaches take a more supportive role in induction in promoting work experience and industry placements.
- High quality labour market information is used to better inform Right Choice Review.



The Learner Journey: During the Course

- Employability is fully embedded in the curriculum with teachers linking course content to skills, development and careers. In addition, employability is embedded in the tutorial programme for 16-18 learners delivered by the LDM team and learners benefit from one to one sessions with their LDM in support of their learning goals and careers ambitions.
- Our Careers Team offer impartial group and individual guidance interviews and sessions; support with applying to degree courses (UCAS application); interview preparation and CV building. The team also deliver the Higher Education Fair on an annual basis and facilitate careers related presentations to learners.
- The Student Experience Team have dedicated Work Placement Officers to support learners whilst on work experience. The team ensure learners, including those with high needs, have access to high quality work experience, industry placements or social action projects, providing ongoing support for learners during those placements.
- Learners benefit from high quality realistic working environments on site to support their skills development.
- Foundation learners have the opportunity for vocational taster sessions to help shape future career plan and develop their skills.
- Good practice across curriculum includes; learners having the opportunity to engage with skills competitions locally, regionally & nationally; industry experts informing curriculum and addressing learners on careers; past learners who are now successful in their career sharing their lived experience once they left college, learners having opportunities for vocationally related site visits and visits to the UoB for a taster of HE life.
- Parent Portal supports feedback to learners parents and carers and curriculum with regard to work experience and industrial placements.
- Employability and skills is adopted across all curriculum areas.
- LMI is used in the curriculum to support employability, skills and the careers ambitions of learners.
- Positive links with UoB to promote ambition and support progression.



The Learner Journey: During the Course Continued

- Work Placement Officers attend parents evenings to share information about work experience and industrial placements.
- Parent Portal allows access to information on learners' progress towards their learning goals, skills development and career ambitions.
- The College provides careers talks for parents including UCAS presentations.
- All teachers are supported to have annual industry/professional updating opportunities to enrich the employability and careers aspects of teaching learning and assessment.





The Learner Journey: Coming to the End of Course

- My Next Steps interviews and exit tutorials are informed by employer feedback for those who engaged in work experience or industry placements and provide advice and support to learners going forward.
- Employability Self-Assessment; giving learners the opportunity to reflect on distance travelled in developing 'soft skills' for employability during their learning journey.
- All safeguarded and looked after learners have the opportunity for a careers interview towards to the end of their programme

What We Will Do Next:

- Further improve our capture of destinations data and create an alumni



