

Careers Service Employability PLANNING TOOL

Individual Support (Provided during a guidance appointment with a Careers Adviser)

Career Planning

Work Experience and
Volunteering

Post Graduate Options

CV and Application
Support

Psychometric Testing

Assessment Centres

Mock Interviews

Video Interviews

Vacancies

Curriculum Support

Foundation induction Year 0

- Planning (Decide, Plan, Compete) – Emphasis on ‘decide’
- Routes and Opportunity Awareness – Graduate Market
- Self-Awareness – Employability Skills

Year 1 Developing Career Planning Skills

- Understanding employability and entrepreneurial skills – audit and self-assessment
- Career planning and self-awareness
- Planning for commercial awareness
- Sector specific information
- Introduction to vacancy service
- Planning for work experience

Year 2 Gaining the Competitive Edge

Opportunity for mock interview assessment and CV assessment as part of an accredited module such as Professional Practice.

- Skilled applications
- Interviews (Associated Technology)
- Assessment Centres
- Social Media
- Networking
- Enterprise

Year 3 Consolidation and Review

- Preparation for careers fairs
- Vacancies and Accessing Opportunities
- Graduate Schemes (Deadlines)
- Positioning
- Applications
- Enterprise

Post Graduate

- Career Management
- Academic CVs
- Advanced skills identification
- Positioning
- Enterprise

Careers Service Events and Resources

Induction

Employability Guide

Bolton Award

Curriculum Input

Careers Hand Outs

Careers Fair / Subject
Specific Events

Careers Website

GradJob Summer
Schools

Vacancy Service

Generic Career
Workshops