New City College

Careers Education, Information, Advice & Guidance (CEIAG) Programme 2023 – 2024 careers@ncclondon.ac.uk

Careers Leader - Kerry Green (Group Head of Careers and IAG)

Careers Education Information Advice & Guidance (CEIAG) is managed by Imran Ahmed (Group IAG Manager) and Samantha Hennessey (Careers & HE Team Leader). They are supported by a team of qualified Careers Advisers and the NCC Senior Management Team. Linked to the Gatsby Careers Guidance Benchmarks, the CEIAG programme aims to meet the relevant Careers Development Institute (CDI) framework.

	Benchmark	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Careers Advice & Guidance					1								
Careers Advice provided at enrolment	8	\checkmark	~				✓	\checkmark					
Careers Guidance Interviews available by appointment	3, 8	 ✓ 	√	✓	 ✓ 	✓	✓	 ✓ 	 ✓ 	 ✓ 	✓	√	 ✓
Course Advice for drop-ins	3, 7, 8	\checkmark	√	 ✓ 	 ✓ 	 ✓ 	\checkmark	\checkmark	\checkmark	\checkmark	 ✓ 	√	 ✓
National Careers Service offer	3, 8	 ✓ 	√	\checkmark	\checkmark	 ✓ 	\checkmark	\checkmark	 ✓ 	\checkmark	\checkmark	√	 ✓
Classroom visits to introduce Careers Advice Service	7, 8	 ✓ 	√	\checkmark	\checkmark	 ✓ 	\checkmark	\checkmark	 ✓ 	\checkmark	\checkmark	√	
EHCP Students offered Next Steps Interviews	3, 8	\checkmark	\checkmark				\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
LAC Students offered Next Steps Interviews	3, 8	 ✓ 	√				\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	√	\checkmark
SEND Students offered Next Steps Interviews	3, 8								\checkmark				
'At Risk' Students offered Next Step Interviews	3, 8		\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	
Progression support within Classrooms	2, 8		\checkmark				\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Careers Fairs: Epping Campus	1, 2, 4, 5, 6		 ✓ 										
Careers Fairs: Hackney Campus	1, 2, 4, 5, 6							\checkmark					
Careers Fairs: Redbridge Campus	1, 2, 4, 5, 6							\checkmark					
Careers Fairs: Tower Hamlets Campus	1, 2, 4, 5, 6								\checkmark				
Careers Fairs: Havering Ardleigh Green Campus	1, 2, 4, 5, 6								 ✓ 	\checkmark		\checkmark	
Careers Fairs: Havering Rainham Campus	1, 2, 4, 5, 6												
Careers Fairs: Havering Sixth Form Campus	1, 2, 4, 5, 6												

EMPLO	YABILITY: ADVICE	ON SKI	ILLS EM	IPLOYE	RS WAN	IT							
Employability Skills, Qualities and Values	4, 6, 8	\checkmark	\checkmark	✓	 ✓ 	 ✓ 	✓	✓	✓	✓	√	\checkmark	\checkmark
Advice about accessing Volunteering opportunities	3, 5, 8	\checkmark	\checkmark	\checkmark	~	 ✓ 	\checkmark	 ✓ 	 ✓ 	 ✓ 	√	\checkmark	\checkmark
Creating CVs	3, 4, 8	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
CV checks and updating – Drop-Ins	3, 4, 8	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Mock Interviews support	3, 4, 8		 ✓ 	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	 ✓ 	\checkmark	\checkmark
Using Social Media in Job Search and Applications	3, 4, 8		\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Understanding the Local Jobs Market	2, 3, 8		\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Support with job application forms and cover letters	3, 4, 8		\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
National Apprenticeship week	2, 5							\checkmark					
National Careers week	1, 2, 3, 4, 5								 ✓ 				
Employer Site Visits	4, 5, 6			✓	 ✓ 			✓	√	√	√		
Digital Enterprise – Employability	1, 2, 3, 4		\checkmark	\checkmark	\checkmark	 ✓ 	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Employer Mentoring – e.g. Civil Service	2, 3, 5, 8							\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	

SUPPOR	T FOR APPLICATI	ONS T	o high	ER EDU	ICATIO	N							
UCAS Clearing Advice and Support: Drop-ins and Appointments	3, 7, 8	√	\checkmark	✓	 ✓ 	 ✓ 	✓						
UCAS Application Sessions	7	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark						
Support in Writing Effective Personal Statements for UCAS	3, 7, 8	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Higher Education Information Fair: Epping Campus	7	\checkmark											
Higher Education Information Fair: Hackney Campus	7			\checkmark									
Higher Education Information Fair Redbridge Campus	7											\checkmark	
Higher Education Information Fair: Tower Hamlets Campus	7											\checkmark	
HE Week Attlee A Level Academy	7											\checkmark	
UCAS Application Checking	3, 7, 8	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark						
Mock Interviews for HE	3, 7, 8						 ✓ 	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Introduction to the UCAS Track Service	7, 8	~	\checkmark	 ✓ 	 ✓ 	✓	 ✓ 	\checkmark	\checkmark	\checkmark	✓	\checkmark	\checkmark
Student Finance Presentations	7	\checkmark	\checkmark	 ✓ 	\checkmark	\checkmark							
Student Finance One-to-One Support Available	3, 7, 8	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Degree and H.E Course Advice	3, 7, 8	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
University visits	7			✓	 ✓ 	✓	✓						
Aiming High: Aspiring Medics Programme	3, 4, 5, 6, 7, 8	 ✓ 	\checkmark	✓	 ✓ 	\checkmark	✓	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Aiming High: Oxbridge Programme	3, 4, 5, 6, 7, 8	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark

University Mentoring	3, 7, 8		\checkmark	✓	✓	\checkmark	\checkmark	\checkmark	✓	✓				
----------------------	---------	--	--------------	---	---	--------------	--------------	--------------	---	---	--	--	--	--

	OTHER SERV	ICES & EVEN	TS									
College Open Days/Evenings	7, 8			 ✓ 			\checkmark	 ✓ 			√	
Parents Welcome Event	7, 8	\checkmark		\checkmark				\checkmark				
At Risk - Parent Event	3, 7, 8	\checkmark		\checkmark				\checkmark		\checkmark		
Careers Ready Programme – Coordinated by Enrichment Team	1, 4, 5, 6	\checkmark	✓									
Taster Days	4, 7	\checkmark	\checkmark	\checkmark	\checkmark		\checkmark	\checkmark	\checkmark	\checkmark		 ✓
Epping: Careers Fest event	4, 5, 7	\checkmark										
Parents Apprenticeship and HE Evening	2, 5, 7, 8					 ✓ 			\checkmark			
CPD Career/Gatsby Benchmark sessions for Teachers	1, 2, 4	 ✓ 	√	√								
NCOP/UniConnect	1-5, 7, 8	 ✓ 	 ✓ 	✓	\checkmark	 ✓ 	\checkmark	 ✓ 	 ✓ 	√	√	\checkmark
Student Forums	1, 3	✓	 Image: A state of the state of					 Image: A start of the start of	 ✓ 			
SEND Careers Fairs	1, 2, 3, 4, 5, 6										\checkmark	

Some activities are campus specific according to the needs of the cohort

- **Gatsby Benchmark 1 Stable careers programme**
- Gatsby Benchmark 2 Learning from career and labour market information
- **Gatsby Benchmark 3 Learner needs**
- Gatsby Benchmark 4 Curriculum
- **Gatsby Benchmark 5 Employer encounters**
- Gatsby Benchmark 6 Workplace experiences
- **Gatsby Benchmark 7 Educational encounters**
- **Gatsby Benchmark 8 Personal guidance**