

Careers and
INDUSTRY PLACEMENTS



CAREERS



» Get support from:



Anna Thorpe - Careers Adviser

At Basingstoke College of Technology we provide students with access to careers guidance, support and links to employers throughout their college journey. We want students to gain the experience and knowledge they need to enhance their employability skills and to give them the tools and support for successful progression. Students can access one-to-one appointments in person, virtually or by phone throughout the academic year for general careers information, advice and guidance or for more specific support with CVs, university, job or apprenticeship applications.



Avril Van Der Velde - SUN Progression Mentor

Uni-Connect is a programme being delivered by the Southern Universities Network (SUN) and the project is focused on informing students from certain geographical areas about Higher Education progression options.

The geographic areas are selected because participation in higher education is lower than would be expected given the GCSE results of the area. The students who live in these areas are referred to as Uni-Connect students and they can access one-to-one appointments with the SUN Progression Mentor to discuss what higher education options are available to them. This can include; Apprenticeships, HNDs, HNCs, a Foundation year and University. The SUN Mentor works closely with the Careers Adviser to arrange visits to universities, UCAS fairs, apprenticeship events and for guest speakers to come into college to inform students about entry routes into industries.

Our offer to students:

- » Confidential and impartial high quality careers, education, information advice and guidance (CEIAG) to meet the needs of the learners via one-to-one appointments (face-to-face, virtual or by telephone as appropriate) with a qualified Careers Adviser
- » Careers Drop-In Sessions
- » University and Higher Education support including help with all aspects of the UCAS application process and an in-house dedicated UCAS Information Event
- » Advice on applying for jobs and apprenticeships including speaking to the on-site Apprenticeship Team, writing CV's and covering letters and preparation for interviews
- » Support with planning an industry placement in relation to the learner's vocational course and evaluation of experience to develop their employability skills and industry knowledge
- » Opportunities for meaningful encounters with on-site Apprenticeships Team and to employers through apprenticeship recruitment fairs
- » Opportunities for meaningful encounters with employers, wellbeing providers and universities through an annual in-house progression event
- » A designated Google Classroom where part-time and full-time jobs, apprenticeships and voluntary opportunities are advertised, and the opportunity to speak to employers advertising job roles at progression events throughout the year



» What are the Gatsby Benchmarks?

The Gatsby Career Benchmarks are the recommended elements of good practice in career guidance and are the framework that schools and colleges use to develop a good careers programme.



ONE: A stable careers programme



TWO: Learning from careers & labour market information



THREE: Addressing the needs of each student



FOUR: Linking curriculum learning to careers



FIVE: Encounters with employers and employees



SIX: Experiences of workplaces



SEVEN: Encounters with further and higher education



EIGHT: Personal guidance

» BCoT Careers Calendar 2022/2023

Key: All Students Full Time students 19+ Parents/Carers Specific courses

EVENT	MONTH
Careers interviews daily in person / phone or virtual google meets	Throughout the year
Careers provision - phone calls from National Careers Service for those 19+	Throughout the year
Introduction to UCAS Hub - information it provides and how to use it in PD sessions	Sep - Nov 2022
Industry Placement Induction - what IP is, expectations and procedures in PD session	September 2022
Industry Placement Preparation tasks (includes: Skills evaluation, CV writing, labour market information, interview preparation & conduct in the workplace)	Sep 22 - Nov 22 (weekly timetables IP days)
Virtual Talk for parents / carers on Industry Placements with employer perspective	Sept/Oct 2022
Visits to universities - generic and curriculum specific <i>*Suitable for Level 3's</i>	Oct 2022 - Apr 2023
Parents Welcome Evening - careers support available <i>*Suitable for all new parents.</i>	October 2022
UCAS Event - Live Talks, Q & A sessions with HE Providers (e.g. transition, resilience, benefits of uni, choosing courses, student life). <i>*Suitable for Access courses and Level 3's.</i>	10 - 12 October 2022
Talk from CGI - one of the largest IT and business consulting services firms in the world. <i>*Suitable for Business, Media and IT students</i>	October 2022
Industry Placement Task - 'Body swap' Employability Modules using virtual headsets	Oct 22 - Dec 22
Live & Virtual Talks, Q & A Sessions with Employers re future opportunities in their industry - for specific curriculum areas	Sept 22 - Jun 23
Visit to National School & College Show at Ascot to find out the opportunities from universities, employers and training providers	15th & 16th Nov 22
Employer delivered talk to students on the benefits of industry Placements	Dec 22 / Jan 23
Mock interviews with external interviewers <i>*Student groups to be confirmed</i>	Dec 2022
Talks in Personal Development sessions on progression overall and specifics for NCOP students on L4 Progression	Jan 2023 - May 2023
Employability / CV Workshops from local employer <i>*Suitable for Level 1 Employability & Future Pathways Students</i>	Jan 2023
'It's not too late' to apply for Uni Campaign <i>*Suitable for Level 3, Year 2's</i>	Feb 2023

Mock interviews	Feb 23 - May 23
'Future Steps' 3 Day Progression Event - a range of progression opportunities with live stands, talks/workshops from universities, employers and physical and mental well being providers	28 / 29/ 30 March 2023
Talks from Apprenticeship Team	March 2023
Parent Talks - providing information on progression opportunities apprenticeship, university & jobs	30 March 2023
Industry Placement Progression Tasks (includes: Mock interviews & 'Brand Me' presentation - students present their employability skills in a format of their choosing e.g. slideshow, art work, video recording)	Apr - Jul 2023
UCAS Talks - new applications in PD sessions	May 2023

The careers programme is amended throughout the year to reflect additional guest speakers and events as they occur - for the most up-to-date version visit: bit.ly/BCoTCareersCalendar.

The next full review of the careers programme for academic year 2023/2024 will take place in June 2023.

We assess the impact of our careers programme on students through evaluation forms completed by the students, staff and parents/carers and also from our student destination data. In addition we obtain feedback from evaluations following talks/events and we welcome any comments on our careers programme via email: careers@bcot.ac.uk.

Speak to our Careers Adviser:

If you would like to book an appointment with our Careers Adviser, scan here:

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BOOK A CAREERS MEETING

Scan the QR code or search for the link on your device:



bit.ly/BCoT_CareersMeeting

Code of Ethics:

As a professional member of the Career Development Institute, we use their Code of Ethics to cover the professional behaviour and practice required of all CDI members and to inform the public of the ethical principles to which all CDI members adhere to.



The CDI, whilst recognising the diversity of backgrounds and work contexts of its members, requires all members to be just and fair to all, to respect human rights and dignity and to adhere to legal requirements and obligations. All members are required to uphold the highest standards of professional behaviour as set out in the principles below.



- 1. Accessibility:** Members must promote access to career development activities and services in a range of ways that are appropriate and ensure inclusion.
- 2. Accountability:** Members are accountable for their career development activities and services and must submit themselves to whatever scrutiny is appropriate to their role, including the CDI Discipline and Complaints Procedure. Members must act in the interests of society and at all times exercise integrity, honesty and diligence. Members must in all circumstances endeavour to enhance the standing and good name of the career development profession and the Career Development Institute.
- 3. Autonomy:** Members must encourage individual autonomy in making decisions and always act in the individual's best interests.
- 4. Competence:** Members must monitor and maintain their fitness to practice at a level that enables them to provide an effective service. Members must represent their professional competencies, training and experience accurately and function within the boundaries of their training and expertise.
- 5. Confidentiality:** Members must respect the privacy of individuals. Personal guidance interactions/ interviews should be conducted in an agreed and suitably private environment. Clients must be informed of the limits of confidentiality and data-sharing at the outset. Disclosure of confidential information should only be made with informed consent or when required by law.

6. Continuous Professional Development: Members must maintain their professional competence, knowledge and skills through participation in continuous professional development informed by reflective practice and the National Occupational Standards: Career Development.

7. Duty of Care: To Clients, Colleagues, Organisations and Self. Members have a duty of care and are expected always to act in the best interests of their clients. Members must develop and maintain professional and supportive working relationships with colleagues both inside and external to their own organisation and respect the contributions of other career development professionals to the activities and services on offer. Members must fulfil their obligations and duties to their employer (where applicable), except where to do so would compromise the best interests of clients. Members have a duty of care to themselves, both in terms of their personal integrity, personal safety and their capacity to practise in order to provide an effective service to clients.

8. Equality: Members must actively promote equality and diversity and work towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination.

9. Impartiality: Members must ensure that professional judgement is objective and takes precedence over any external pressures or factors that may compromise the impartiality of career development activities and services. In doing so, members must ensure that advice is based solely on the best interests of and potential benefits to the client. Where impartiality is not possible this must be declared to the client at the outset.

10. Transparency: Members must provide career development services and activities in an open and transparent manner.

11. Trustworthiness: Members must act in accordance with the trust placed in them, ensure that the clients' expectations are ones that have reasonable expectation of being met and honour agreements and promises.

Within the Code of Ethics reference to specific job roles or services has been avoided. All career development activities and services are covered by this code regardless of how they are delivered, e.g. face to face, in groups, by telephone or web-based.

A complaint of a breach of this Code of Ethics will be dealt with in accordance with the CDI Discipline and Complaints Procedure: <https://www.thecdin.net/Code-of-Ethics>

For further information on the legal requirements please see www.gov.uk. Links to specific legislation for each of the principles can be found at: <https://www.thecdin.net/Code-of-Ethics>

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