

Interview Skills (G6, G3, G8)	*	*	*	*	*	*	*	*	*	*	*	*
Job Search (G1, G2, G3, G4, G5, G8)	*	*	*	*	*	*	*	*	*	*	*	*
Introduction to Work Opportunities and Career Planning (G1, G2, G3, G4, G5, G8)						*	*	*	*	*	*	*
Mock Interviews for HE students (G3, G4, G6, G8)						*	*	*	*	*		
Bespoke Employer Talks - curriculum lead (G1, G2, G4, G5)	*	*	*	*	*	*	*	*	*	*	*	*
Work Experience (G4, G5, G6)	*	*	*	*	*	*	*	*	*	*	*	

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The college will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The college will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of the Careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the ACE Hub, which is managed by the Careers Team at all campuses. The ACE Hub is available to all students at lunch and break times.

Approval and review

Reviewed/Updated/Approved	By	Date	Signed
Updated by Careers	Alka Prinja	08/2019	
Reviewed by Careers	Alka Prinja	08/2019	
Approved by Director of Student Services	Adam Thomas	08/2019	
Approved by SMT	Pete Haynes	08/2019	
Approved by Governors			