

## Autumn Term Careers Tutorial Provision- Virtual/Face to Face - 2022-2023

The College Careers Service can offer your students a range of topics which can help them make informed decisions about their future and how they can go about it to get to their end destination. If you would like to book Careers, please complete the request form below and email to: [careers@solihull.ac.uk](mailto:careers@solihull.ac.uk) by September 2022 we will then liaise with you re dates and times. **The Careers Team can come and deliver in your lessons or we can deliver via TEAMS.**

The activities below have suggested term slots to help you with your bookings. However, if you feel as a Personal Tutor that you wish to deliver these by yourself, please feel free to contact Careers as we can provide you with some tutorial presentations which can be delivered in your tutorials

If you would like Careers to offer sessions not shown on here we would be happy to work with you to potentially design a bespoke tutorial

### Autumn Term 1: Introduction to Careers and Higher Education

- **How the Careers Team can support your students?** – An introduction to Careers, who we are and what we do!

#### UCAS- Level 3 students only

- **Is University for You? & Higher Education Research:** Understand what you need to know about choosing a University and which level of course to study. What is higher education all about? Is it necessary to study further? What are the advantages and disadvantages of going onto University?
- **UCAS Application process:** How to apply to Higher Education and what the UCAS process is making an application?
- **Personal Statements:** What do learners need to put in their personal statement? Why is it so important to get it right!

### Spring Term 2 and Term 3: Introduction to Work Opportunities and Career Planning

- **University Interviews:** Once students have applied to UCAS they will be invited in for an interview at University. This session will help them prepare for an interview, how to present themselves and the types of questions that they may be asked.
- **“Don` t Stop What You Love” (only for Level 1 & 2 courses):** This gives level 1 & 2 students the opportunity to start thinking about their progression routes from level 2 to level 3 and then onto higher education.

- **Apprenticeships:** What is an Apprenticeship? What are the advantages of taking up an Apprenticeship? Where do students go for further information?
- **Jobs Search, Applications and CV's:** Helping your students to find the right job? including how to fill in an application form and how to create that perfect CV. Everything your students need to know to help them with their progression.
- **Interview Skills:** What takes place at an interview? What questions might your students be asked during the interview? How do they dress to impress?
- **Employability Skills:** What are employers really looking for? What are the Employability skills needed to keep students in a job? Are they employable?
- **Gap Year:** After finishing college, many students take time out before going into higher education. This is known as a Gap Year. Gap year organisations can offer various locations, prices, durations and some may even have financial assistance packages.
- **Career Planning:** Understanding the job market and finding out about the options open to your students and their progression route.

## Higher Education students:

- **Internships:** what is an Internship? how your students can increase employability and gain transferable skills from Internships
- **Graduate Schemes:** What are they? And when to apply?
- **Modern Job Hunting:** Understanding how the job market is changing and all approaches to looking for work e.g. social media, speculative approaches.
- **Creative CVs and Applications:** Building your personal brand and understanding how to match your CV/Application to the job. Consider new approaches e.g. online CVs, more creative formats (art subjects)
- **Winning at Interviews/Assessment Centres:** Understand how to sell yourself at an interview and/or Assessment Centres

Please remember that if you have any individual students who need further careers guidance and support we are here to help them. Please refer students to the College Careers Team in the Student Centre or email: [careers@solihull.ac.uk](mailto:careers@solihull.ac.uk) or (telephone: 0121 678 7020/7021 -for Solihull & Woodlands) telephone: 01789 266 245 ext: 4065 for Stratford College

***Please inform us in Careers if you know of any students that have any additional needs, or any special circumstances, so that we can adapt our presentations/talks/materials to suit the needs of your students.***



**PLEASE NOTE: YOU (AS TUTOR) MUST REMAIN WITH YOUR GROUP DURING TUTORIALS AND THE TALKS WILL LAST FOR ABOUT 1 HOUR.**  
**TUTORIAL BOOKING FORM**

If you wish to book your tutorials for the specific topics mentioned, please complete this form and return to: [careers@solihull.ac.uk](mailto:careers@solihull.ac.uk) and we will deal with your requests as soon as possible. Confirmation of your bookings will be emailed to you. Should you have any queries with any information detailed, please feel free to contact the Careers Team in the Student Centre.

**Tutor name:** ..... **Campus:**..... **Ext no:**.....

**Course programme:**..... **Year group:**.....

Tutorial request	Date and time of your tutorial sessions	Number of students	Campus	Room number for tutorial or if you would prefer it via TEAMS




Please return to [careers@solihull.ac.uk](mailto:careers@solihull.ac.uk) as soon as possible regardless of which campus you are based at, so that we can deal with your booking and allocate specific dates accordingly to your requests

Many thanks for your co-operation

Solihull College & University Centre/Stratford Upon Avon College Central Careers Team