

CAREER PASSPORT

**APPLICATIONS
TO UNIVERSITY**

**CAREERS
OPTIONS**

CV WRITING

**EMPLOYABILITY
SKILLS**

**EMPLOYER
MASTERCLASSES**

**FINDING AN
APPRENTICESHIP**

**INTERVIEW
SKILLS**

**JOB
SEARCHES**

PROGRESSION

**WORK
PLACEMENTS**

CAREER PASSPORT

Wigan & Leigh College is committed to supporting you to understand and value careers education and planning. We will support you to develop your skills and knowledge to make informed decisions and follow your career pathway to future success.

TRANSITION TO COLLEGE

We provide support in making your choices around where to study after school and offer all 16-18 year olds an Information, Advice and Guidance interview with a knowledgeable and supportive Admissions interviewer. They will discuss your career aspirations, predicted grades and give you advice on courses and apprenticeships. They will tell you more about college life and answer any questions you may have at this stage. We have a wide range of starting points as well as pathways such as A Levels, Technical and Vocational qualifications (such as T Levels and BTECS) and Apprenticeships.

We also offer lots of opportunities for you to discover more about the college, so you can make sure it is the right place for you. This includes open evenings, course information and virtual tours on our website, sampling days for those in year 10, a New Student Welcome day before you start at college and a Year 11 portal to help ensure you are ready for the next step to college.

YOUR CAREER PASSPORT

You will have the opportunity to capture all of the careers activity you undertake whilst at college in one place, to help you with planning and decision making. Careers education is not about one single experience or opportunity but is about a range of experiences, research and learning within and beyond your course.

ONE-TO-ONE CAREERS GUIDANCE

The purpose of a one-to-one careers guidance session with a qualified careers adviser is to identify any barriers to your progression and achievement. It is also to look for gaps in your knowledge that we can support you and to help you see your true potential to achieve, whilst understanding and valuing lifelong learning and the ability to make fact based decisions throughout your future. We offer these to all of our students during their time at college. We have a programme of targeted support that we believe aligns with key decision making points in your time with us. Our FAB Futures centres are open for you to make an appointment with an adviser when you feel it would benefit you.

FAB FUTURES

We are the team you can turn to in college for all things course, careers and work experience related. We have staff based at all campuses to help you work out what you need to keep moving forward with your aspirations.

We have been Matrix accredited for over 20 years and continue to strive to go above the expectations of this quality standard for Information, Advice and Guidance.

The college has also achieved the Gatsby Benchmarks for Good Careers Guidance and is playing a key role in developing standards beyond the benchmarks.

Further information about how to get in touch can be found at the end of this programme.

CAREERS ACTIVITIES - FURTHER EDUCATION STUDENTS

In addition to the careers and employment related activities, our students will also benefit from a broad ranging personal tutorial programme that meets department for education mandated requirements and is also aimed at supporting students to develop and grow their core ethics and understanding of society and to recognise and access support for their own wellbeing through additional services at the college, led by the Head of Studies team.

TWO YEAR COURSES - LEVEL 3 (YEAR 2)

TERM	CAREERS ACTIVITY	HOW
AUTUMN	Right Choice, Right Start <i>FAB Futures support to ensure you are settling into your course and it is the right choice for you</i>	Call in to FAB Futures or speak to your tutor if you need some advice and guidance
	Your online career support tool - Careers Coach <i>Careers Coach can be used to take a skills assessment to ensure your career plans align with what you are good at and enjoy doing, research different careers, look at the labour market information in the North West to help refine your career pathway within your chosen sector, create a CV and even access live job search engines</i>	Tutorials with your Personal Tutor / Course Leader
	Be Career Ready / Progression 1:1 interviews <i>Planning for your next steps</i>	Tutorials with your Personal Tutor / Course Leader
	University Trips <i>Continue visits to universities you are interested in</i>	FAB Futures can support you in finding out when these are
	UCAS Application Support <i>University application deadline 16th November</i>	FAB Futures - please call in to book an appointment
	Clubs, Societies and Extracurricular Activities <i>Find out more about activities you can join to develop wider skills including Student Council and Student Ambassador roles</i>	Tutorials with your Personal Tutor / Course Leader
	Skills Tracker <i>Self-assess your current core employability skills</i>	Tutorials with your Personal Tutor / Course Leader
	Employability Skills <i>Development of teamwork skills, interview techniques, CVs & online professional profiles</i>	Tutorials with your Personal Tutor / Course Leader
	Employer Encounters <i>Develop your careers plans through masterclasses, employer projects or skills competitions with industry professionals and employers</i>	Tutorials with your Personal Tutor / Course Leader / In class
	Careers Fairs <i>Meet with local employers and find out more about career opportunities with them</i>	Events at Parsons Walk Centre, Centre for Advanced Technical Studies and Leigh College
	Meet the Employer and Apprenticeship Team <i>If you are thinking of transferring onto an apprenticeship or are considering an apprenticeship after college, come along to meet our wide range of employers</i>	Event at the Centre for Advanced Technical Studies Thursday 19 October 2023 4.30pm - 7.00pm
	Work placement and volunteering <i>All full-time students are required to undertake work placement during their course</i>	Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement
	One to One Careers Guidance Appointments <i>Follow up appointments are available to Level 3 Year 2 students</i>	Tutorials with FAB Futures
	Careers education, information, advice & guidance	Call into FAB Futures to speak to a Careers Coach
Open Evenings <i>Develop your employability and communication skills by becoming a Student Ambassador at our Open Evenings</i>	Speak to your Personal Tutor Monday 9 October / Monday 6 November 2023 Wigan Centres Monday 16 October / Monday 13 November 2023 Leigh College 4.30pm - 7.00pm	

TWO YEAR COURSES - LEVEL 3 (YEAR 2)

TERM	CAREERS ACTIVITY	HOW
SPRING	Employer Encounters <i>Develop your careers plans through industry visits to employers</i>	Visits arranged by your Tutor
	Skills Tracker <i>Self-assess your current core employability skills</i>	Tutorials with your Personal Tutor / Course Leader
	UCAS Deadline <i>Last chance to submit application for guaranteed review by your chosen universities</i>	31 January 2024
	Understanding Student Finance <i>An event for you and your parents/carers to find out more about applying for student finance for university Delivered by Student Finance England</i>	Parent information event Tuesday 6 February 2024 - Leigh College Wednesday 7 February 2024 - Wigan Centres 6.00pm - 7.30pm
	Applying for Student Finance <i>Support completing the application and exploring available bursaries</i>	Tutorials with FAB Futures
	Open Evening <i>Develop your employability and communication skills by becoming a Student Ambassador at our Open Evenings</i>	Speak to your Personal Tutor Monday 29 January 2024 - Wigan Centres Monday 5 February 2024 - Leigh College 4.30pm - 7.00pm
	Employability Skills <i>Development of online professional profiles</i>	FAB Futures drop in sessions
	Job applications / Apprenticeship Application Support	Contact the FAB Futures team
	Festival of Engineering & Construction <i>Meet with employers, find out about employment & apprenticeship opportunities, attend industry led masterclasses and take part in skills competitions</i>	Event at Pagefield Centre Monday 5 February 2024 4.30pm - 7.00pm
	National Apprenticeship Week	Activities across college 5 - 11 February 2024
	University and Higher Education Fair <i>If you are still unsure about university after your course, come along and meet with a range of universities and find out more about university courses and career progression</i>	Week commencing 4 March 2024
	National Careers Week	Activities across college 4 - 9 March 2024
	Progression Support <i>Targeted support to those seeking an apprenticeship as their next step</i>	Apprenticeship Team
	One to One Careers Guidance Appointments <i>Follow up appointments for students unsure of their next steps</i>	Call into FAB Futures to speak to a Careers Coach
Work Placement and Volunteering <i>All full-time students are required to undertake work placement during their course</i>	Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement	

TWO YEAR COURSES - LEVEL 3 (YEAR 2)

TERM	CAREERS ACTIVITY	HOW
SUMMER	Meet the Employer and Apprenticeship Team <i>If you are considering an apprenticeship after college, come along to meet our wide range of employers</i>	Event at the Centre for Advanced Technical Studies Monday 22 April 2024, 4.30pm - 7.00pm
	Open Evening <i>Develop your employability and communication skills by becoming a Student Ambassador at our Open Evenings</i>	Speak to your Personal Tutor Monday 22 April 2024 - Wigan Centres 4.30pm - 7.00pm
	Skills Tracker <i>Self-assess your current core employability skills</i>	Tutorials with your Personal Tutor / Course Leader
	Entrepreneurial Skills	Tutorials with your Personal Tutor / Course Leader
	University Applications <i>Support with clearing</i>	Call into FAB Futures to speak to a Careers Coach
	Work Placement and Volunteering <i>All full-time students are required to undertake work placement during their course</i>	Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement
	One to One Careers Guidance Appointments <i>Follow up appointments for students unsure of their next steps</i>	FAB Futures
	Careers Education, Information, Advice & Guidance	Call into FAB Futures to speak to a Careers Coach

TWO YEAR COURSES - LEVEL 3 (YEAR 1)

TERM	CAREERS ACTIVITY	HOW
AUTUMN	Right Choice, Right Start <i>FAB Futures support to ensure you are settling into your course and it is the right choice for you</i>	Call in to FAB Futures or speak to your tutor if you need some advice and guidance
	Your online career support tool - Careers Coach <i>Careers Coach can be used to take a skills assessment to ensure your career plans align with what you are good at and enjoy doing, research different careers, look at the labour market information in the North West to help refine your career pathway within your chosen sector, create a CV and even access live job search engines</i>	Tutorials with your Personal Tutor / Course Leader
	Be Career Ready <i>Planning for your next steps</i>	Tutorials with your Personal Tutor / Course Leader
	Clubs, Societies and Extracurricular Activities <i>Find out more about activities you can join to develop wider skills including Student Council and Student Ambassador roles</i>	Tutorials with your Personal Tutor / Course Leader
	Skills Tracker <i>Self-assess your current core employability skills</i>	Tutorials with your Personal Tutor / Course Leader
	Employability Skills <i>Development of teamwork skills, interview techniques, CVs & online professional profiles</i>	Tutorials with your Personal Tutor / Course Leader
	Employer Encounters <i>Develop your careers plans through masterclasses, employer projects or skills competitions with industry professionals and employers</i>	Tutorials with your Personal Tutor / Course Leader / In class
	Careers Fairs <i>Meet with local employers and find out more about career opportunities with them</i>	Events at Parsons Walk Centre, Centre for Advanced Technical Studies and Leigh College
	Meet the Employer and Apprenticeship Team <i>If you are thinking of transferring onto an apprenticeship or are considering an apprenticeship after college, come along to meet our wide range of employers</i>	Event at the Centre for Advanced Technical Studies Thursday 19 October 2023 4.30pm - 7.00pm
	Work Placement and Volunteering <i>All full-time students are required to undertake work placement during their course</i>	Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement
	Careers Education, Information, advice & guidance	Call into FAB Futures to speak to a Careers Coach
Open Evenings <i>Develop your employability and communication skills by becoming a Student Ambassador at our Open Evenings</i>	Speak to your Personal Tutor Monday 9 October / Monday 6 November 2023 Wigan Centres Monday 16 October / Monday 13 November 2023 Leigh College 4.30pm - 7.00pm	

TWO YEAR COURSES - LEVEL 3 (YEAR 1)

TERM	CAREERS ACTIVITY	HOW
SPRING	Employer Encounters <i>Develop your careers plans through industry visits to employers</i>	Visits arranged by your Tutor
	Skills Tracker <i>Self-assess your current core employability skills</i>	Tutorials with your Personal Tutor / Course Leader
	HE Insights <i>Explore HE and Degree apprenticeship opportunities offered by the University Centre Wigan & Leigh College</i>	Events led by FAB Futures Speak to your Tutor for details
	Why HE? <i>Explore the opportunities and benefits of higher education (university and degree apprenticeship options)</i>	Tutorials with FAB Futures
	GM Higher <i>Develop your employability and communication skills by becoming a Student Ambassador at our Open Evenings</i>	GM Higher Speak to your Tutor for details
	Open Evening <i>Develop your employability and communication skills by becoming a Student Ambassador at our Open Evenings</i>	Speak to your Personal Tutor Monday 29 January 2024 - Wigan Centres Monday 5 February 2024 - Leigh College 4.30pm - 7.00pm
	Employability Skills <i>Development of online professional profiles</i>	FAB Futures drop in sessions
	Job applications / Apprenticeship Application Support	Contact the FAB Futures team
	Festival of Engineering & Construction <i>Meet with employers, find out about employment & apprenticeship opportunities, attend industry led masterclasses and take part in skills competitions</i>	Event at Pagefield Centre Monday 5 February 2024 4.30pm - 7.00pm
	National Apprenticeship Week	Activities across college 5 - 11 February 2024
	University and Higher Education Fair <i>Come along and meet with a range of universities and find out more about university courses and career progression.</i>	Week commencing 4 March 2024
	National Careers Week	Activities across college 4 - 9 March 2024
	Progression Support <i>Targeted support to those seeking an apprenticeship as their next step</i>	Apprenticeship Team
	One to One Careers Guidance Appointments <i>Follow up appointments for students unsure of their next steps</i>	Call into FAB Futures to speak to a Careers Coach
	Careers Education, Information, Advice & Guidance	Call into FAB Futures to speak to a Careers Coach
Work Placement and Volunteering <i>All full-time students are required to undertake work placement during their course</i>	Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement	

TWO YEAR COURSES - LEVEL 3 (YEAR 1)

TERM	CAREERS ACTIVITY	HOW
SUMMER	Meet the Employer and Apprenticeship Team <i>If you are considering an apprenticeship after college, come along to meet our wide range of employers</i>	Event at the Centre for Advanced Technical Studies Monday 22 April 2024, 4.30pm - 7.00pm
	Open Evening <i>Develop your employability and communication skills by becoming a Student Ambassador at our Open Evenings</i>	Speak to your Personal Tutor Monday 22 April 2024 - Wigan Centres 4.30pm - 7.00pm
	Skills Tracker <i>Self-assess your current core employability skills</i>	Tutorials with your Personal Tutor / Course Leader
	University Trips and UCAS Fairs <i>Start to visit university open days</i>	FAB Futures can support you in finding out when these are
	Applying to University (UCAS) <i>Support to set up your UCAS account, university research, start your application and complete your personal statement</i>	Tutorials with FAB Futures
	Personal Statements <i>Help and support on how to write an amazing personal statement</i>	Workshops delivered by Universities Speak to your Tutor for details
	Higher and Degree Apprenticeships <i>Find out more about progression via a higher and degree apprenticeship and how to apply</i>	Tutorials with FAB Futures
	Options Beyond Level 3 <i>An event for you and your parents/carers to find out about your options following your Level 3 course</i>	Tutorials with your Personal Tutor / Course Leader Tuesday 07 May 2024 - Leigh College Thursday 09 May 2024 - Centre for Advanced Technical Studies Sessions start 6.00pm
	Entrepreneurial Skills	Tutorials with your Personal Tutor / Course Leader
	Work Placement and Volunteering <i>All full-time students are required to undertake work placement during their course</i>	Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement
	One to One Careers Guidance Appointments <i>Follow up appointments for students unsure of their next steps</i>	FAB Futures
Careers Education, Information, Advice & Guidance	Call into FAB Futures to speak to a Careers Coach	

LEVEL 3 (ONE YEAR COURSES), LEVEL 1 & 2 COURSES

TERM	CAREERS ACTIVITY	HOW
AUTUMN	Right Choice, Right Start <i>FAB Futures support to ensure you are settling into your course and it is the right choice for you</i>	Call in to FAB Futures or speak to your tutor if you need some advice and guidance
	Your Online Career Support Tool - Careers Coach <i>Careers Coach can be used to take a skills assessment to ensure your career plans align with what you are good at and enjoy doing, research different careers, look at the labour market information in the North West to help refine your career pathway within your chosen sector, create a CV and even access live job search engines</i>	Tutorials with your Personal Tutor / Course Leader
	Be Career Ready <i>Planning for your next steps</i>	Tutorials with your Personal Tutor / Course Leader
	Clubs, Societies and Extracurricular Activities <i>Find out more about activities you can join to develop wider skills including Student Council and Student Ambassador roles</i>	Tutorials with your Personal Tutor / Course Leader
	Skills Tracker <i>Self-assess your current core employability skills</i>	Tutorials with your Personal Tutor / Course Leader
	Employability Skills <i>Development of teamwork skills, interview techniques, CVs & online professional profiles</i>	Tutorials with your Personal Tutor / Course Leader
	Employer Encounters <i>Develop your careers plans through masterclasses, employer projects or skills competitions with industry professionals and employers</i>	tutorials with your Personal Tutor / Course Leader / In class
	Careers Fairs <i>Meet with local employers and find out more about career opportunities with them</i>	Events at Parsons Walk Centre, Centre for Advanced Technical Studies and Leigh College
	Meet the Employer and Apprenticeship Team <i>If you are thinking of transferring onto an apprenticeship or are considering an apprenticeship after college, come along to meet our wide range of employers</i>	Event at the Centre for Advanced Technical Studies Thursday 19 October 2023 4.30pm - 7.00pm
	Work Placement and Volunteering <i>All full-time students are required to undertake work placement during their course</i>	Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement
	One to One Careers Guidance Appointments <i>Appointments for Foundation Studies students</i>	Tutorials with FAB Futures
	Careers Education, Information, Advice & Guidance	Call into FAB Futures to speak to a Careers Coach
Open Evenings <i>Develop your employability and communication skills by becoming a Student Ambassador at our Open Evenings</i>	Speak to your Personal Tutor Monday 9 October / Monday 6 November 2023 Wigan Centres Monday 16 October / Monday 13 November 2023 Leigh College 4.30pm - 7.00pm	

LEVEL 3 (ONE YEAR COURSES), LEVEL 1 & 2 COURSES

TERM	CAREERS ACTIVITY	HOW
SPRING	Employer Encounters <i>Develop your careers plans through industry visits to employers</i>	Visits arranged by your Tutor
	Skills Tracker <i>Self-assess your current core employability skills</i>	Tutorials with your Personal Tutor / Course Leader
	Open Evening <i>Develop your employability and communication skills by becoming a Student Ambassador at our Open Evenings</i>	Speak to your Personal Tutor Monday 29 January 2024 - Wigan Centres Monday 5 February 2024 - Leigh College 4.30pm - 7.00pm
	Employability Skills <i>Development of online professional profiles</i>	FAB Futures drop in sessions
	Job applications / Apprenticeship Application Support	Contact the FAB Futures team
	Festival of Engineering & Construction <i>Meet with employers, find out about employment & apprenticeship opportunities, attend industry led masterclasses and take part in skills competitions</i>	Event at Pagefield Centre Monday 5 February 2024 4.30pm - 7.00pm
	National Apprenticeship Week	Activities across college 5 - 11 February 2024
	University and Higher Education Fair <i>If you are still unsure about university after your course, come along and meet with a range of universities and find out more about university courses and career progression</i>	Week commencing 4 March 2024
	National Careers Week	Activities across college 4 - 9 March 2024
	Exploring the World of Work Conference <i>Specifically aimed at Foundation Studies students and young people studying ESOL</i>	Conference arranged by FAB Futures and your Tutors
	Progression Support <i>Targeted support to those seeking an apprenticeship as their next step</i>	Apprenticeship Team
	One to One Careers Guidance Appointments <i>Appointments for Level 1 and Level 2 students Follow up appointments for students unsure of their next steps.</i>	Call into FAB Futures to speak to a Careers Coach
	Careers Education, Information, Advice & Guidance	Call into FAB Futures to speak to a Careers Coach
Work Placement and Volunteering <i>All full-time students are required to undertake work placement during their course</i>	Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement	

LEVEL 3 (ONE YEAR COURSES), LEVEL 1 & 2 COURSES

TERM	CAREERS ACTIVITY	HOW
SUMMER	Meet the Employer and Apprenticeship Team <i>If you are considering an apprenticeship after college, come along to meet our wide range of employers</i>	Event at the Centre for Advanced Technical Studies Monday 22 April 2024, 4.30pm - 7.00pm
	Open Evening <i>Develop your employability and communication skills by becoming a Student Ambassador at our Open Evenings</i>	Speak to your Personal Tutor Monday 22 April 2024 - Wigan Centres 4.30pm - 7.00pm
	Skills Tracker <i>Self-assess your current core employability skills</i>	Tutorials with your Personal Tutor / Course Leader
	Entrepreneurial Skills	Tutorials with your Personal Tutor / Course Leader
	Work Placement and Volunteering <i>All full-time students are required to undertake work placement during their course</i>	Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement
	One to One Careers Guidance Appointments <i>Appointments for Level 3 students Follow up appointments for students unsure of their next steps.</i>	FAB Futures
	Careers Education, Information, Advice & Guidance	Call into FAB Futures to speak to a Careers Coach

CONTACT & USEFUL INFORMATION

FAB FUTURES		
FAB Futures Manager	Sharon Whittle	sh.whittle@wigan-leigh.ac.uk
Careers Leader	Kathryn O'Neill	k.oneill@wigan-leigh.ac.uk
Career Coach	Chris Hammond / Helena Battersby	Parsons Walk Centre
Career Coach	Kerry Gordon / Andrea Chambers	Pagefield Centre
Career Coach	Donna Sutton	Leigh College
CareersTeam@wigan-leigh.ac.uk		

THE APPRENTICESHIP TEAM
apprenticeships@wigan-leigh.ac.uk

THE WORK PLACEMENT TEAM	
Cliona Trueman (Team Leader)	workplacements@wigan-leigh.ac.uk

FURTHER USEFUL INFORMATION	
National Apprenticeship Service	https://www.apprenticeships.gov.uk/
National Careers Service	https://nationalcareers.service.gov.uk/
UCAS	https://www.ucas.com/undergraduate
Student Finance England	https://www.gov.uk/student-finance
Labour Market Information	https://www.lmiforall.org.uk/