



The Careers Programme is made up of four main strands and aligns with the Gatsby Benchmarks

1. Subject Specific Employer Encounters – Subject areas intergrate at least one employer encounter and HE encounter. This usually takes the form of a trip or a visiting speaker.
2. Tutorial programme- Much of the Careers Programme is delivered through tutorials using the Unifrog Careers plan. Students receive support on searching for potential careers paths and completing UCAS and apprenticeship applications. Tutor year plan available
3. Personal Guidance- All students can meet with a Careers Adviser for a one-to-one Careers appointment.
4. Core programme of activities- This encompasses a wide range of activities, including work experience and events that take place outside of lessons.

	Woking College Careers Programme 2026-2027						
Term	Pre enrolment	Foundation Year	Year 12	Year 13	Send	Parents & Carers	College Leavers (including early leavers)
Ongoing	Careers and Work Experience Bulletin Boards Benchmarks: 2, 3, 5, 6, 7. Live, online bulletin boards updated daily with resources and opportunities.	Careers and Work Experience Bulletin Boards Benchmarks: 2, 3, 5, 6, 7. Live, online bulletin boards updated daily with resources and opportunities.	Careers and Work Experience Bulletin Boards Benchmarks: 2, 3, 5, 6, 7. Live, online bulletin boards updated daily with resources and opportunities.	Careers and Work Experience Bulletin Boards Benchmarks: 2, 3, 5, 6, 7. Live, online bulletin boards updated daily with resources and opportunities.	Careers and Work Experience Bulletin Boards Benchmarks: 2, 3, 5, 6, 7. Live, online bulletin boards updated daily with resources and opportunities.	Careers and Work Experience Bulletin Boards Benchmarks: 2, 3, 5, 6, 7. Live, online bulletin boards updated daily with resources and opportunities. Section dedicated to parents information	Careers and Work Experience Bulletin Boards Benchmarks: 2, 3, 5, 6, 7. Live, online bulletin boards updated daily with resources and opportunities.
Fortnightly		Careers Newsletter- Benchmarks 2, 3, 5,6,7	Careers Newsletter- Benchmarks 2, 3, 5,6,7	Careers Newsletter- Benchmarks 2, 3, 5,6,7	Careers Newsletter- Benchmarks 2, 3, 5,6,7	Careers Newsletter- Benchmarks 2, 3, 5,6,7	
Ongoing		Foundation Tutorial Programme-Benchmark 1 -The programme focuses on next steps (Unifrog)	Y12 Tutorial Programme- Benchmark 1 -The programme introduces a progression focus.	Y13 Tutorial Programme - Benchmark 1 -Students are supported with their UCAS application, applying for apprenticeships and preparing for the world of work with the help of their Progress Tutor and the colleges' Careers Team (detail termly focus)			
Ongoing		Careers Advise and Guidance meeting- Benchmark 8 - All students can access a 1 to 1 meeting with a trained adviser	Careers Advise and Guidance meeting- Benchmark 8 - All students can access a 1 to 1 meeting with a trained adviser	Careers Advise and Guidance meeting- Benchmark 8 - All students can access a 1 to 1 meeting with a trained adviser	Careers Advise and Guidance meeting- Benchmark 8 - All students can access a 1 to 1 meeting with a trained adviser		Careers Advise and Guidance meeting- Benchmark 8 -All students are entitled to a meeting no matter when they leave the college
Ongoing		Classroom talks and visits Benchmark 2, 3, 4,5 ,7 Subject teachers organise relevant speakers and trips for students to learn about career pathways, workplaces and employment experiences.	Classroom talks and visits Benchmark 2, 3, 4,5 ,7 Subject teachers organise relevant speakers and trips for students to learn about career pathways, workplaces and employment experiences.	Classroom talks and visits Benchmark 2, 3, 4,5 ,7 Subject teachers organise relevant speakers and trips for students to learn about career pathways, workplaces and employment experiences.	Classroom talks and visits Benchmark 2, 3, 4,5 ,7 Subject teachers organise relevant speakers and trips for students to learn about career pathways, workplaces and employment experiences.		
Ongoing		Unifrog- Benchmark 2, 3, 4, 5, 7- Students have access to the Careers platform Unifrog to support careers education and next steps	Unifrog- Benchmark 2, 3, 4, 5, 7- Students have access to the Careers platform Unifrog to support careers education and next steps	Unifrog- Benchmark 2, 3, 4, 5, 7- Students have access to the Careers platform Unifrog to support careers education and next steps	Unifrog- Benchmark 2, 3, 4, 5, 7- Students have access to the Careers platform Unifrog to support careers education and next steps	Unifrog- Benchmark 2, 3, 4, 5, 7- Parents have access to the Careers platform Unifrog to support careers education and next steps	Unifrog- Students have access to the Careers platform for 4 years after they finish college to support careers education and next steps

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Autumn	College Open Evening- Benchmark 2,3,4,7	Enrolment- Benchmark 3 & 8 - 1 to 1 discussion with subject staff or trained careers adviser	Enrolment- Benchmark 3 & 8 - 1 to 1 discussion with subject staff or trained careers adviser	Targeted Re- Enrolment- Benchmark 3 & 8 - 1 to 1 discussion with subject staff or trained careers adviser		Meet the Tutor Evening for Year 12 Parents & Carers Benchmark 3, 8- Parents and carers of Year 12 students are invited to an evening event designed to help them understand college systems and give them the opportunity to ask questions.	Early leavers Careers 1:1 Meeting - Benchmark 3, 8- Students are invited to attend a careers guidance session to ensure secure next steps are in place
		Apprenticeship Evening Benchmark 2, 5 -Students interested in applying for apprenticeships after college can come along with parents/carers to find out more information from the college Careers Advisers, apprenticeship providers.	Apprenticeship Evening Benchmark 2, 5 -Students interested in applying for apprenticeships after college can come along with parents/carers to find out more information from the college Careers Advisers, apprenticeship providers.	Apprenticeship Evening Benchmark 2, 5 -Students interested in applying for apprenticeships after college can come along with parents/carers to find out more information from the college Careers Advisers, apprenticeship providers.		Apprenticeship Evening Benchmark 2, 5 -Students interested in applying for apprenticeships after college can come along with parents/carers to find out more information from the college Careers Advisers, apprenticeship providers.	
Autumn	Applications interviews - Benchmark 3, 8 - 1 to 1 interview with staff member	Careers Profile-Benchmark 1 Online Survey collecting information about students' intended next steps and widening participation criteria.	Careers Profile-Benchmark 1 Online Survey collecting information about students' intended next steps and widening participation criteria.	Steps to work Benchmark 3 - Sessions with mentors	Careers & Work Experience Information Sheet- Benchmark 3	Unifrog introduction letter & parent log in - Benchmark 1	
Autumn	Excellence Outreach Event Benchmark 2,3,4,7,5- invitation to local schools.			1 to 1 UCAS Application Submission- Benchmark 3- All students have a one to one personalised application submission meeting.		Year 13 Next Steps Virtual Tutor Session	

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Autumn			Work Experience - Benchmark 6- During tutorials, all students receive information on how to apply for work experience placements. For some students, work experience is essential to achieving their career goals or forms an integral part of their course.	Excellence Programme – Benchmark 2, 3,5,7 - Our Excellence Programme offers ambitious students enriching extra-curricular opportunities to expand their cultural capital, deepen their love of learning, and prepare for competitive university, applications and apprenticeship pathways. The strands are : 1) Humanities & Social Sciences 2) Physical Life (encompassing dentistry, medicine, veterinary & Sport) 3) STEM, 4) Apprenticships 5) Oxford & Cambridge Support.			
Autumn				Personal Statement support sessions - Benchmark 7, 3 Partner universities provide a programme of group and 1:1 sessions			
Autumn				UCAS- First Generation Students- Benchmark 3,7-A supportive programme designed to help students whose parents did not attend university, providing guidance with UCAS applications, subject choices, and direct engagement with universities.			
Autumn				6 Week programme of talks- Benchmarks 3 & 7 delivered by University of Surrey supporting students thinking about going to university			

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Spring	Applications interviews - Benchmark 3, 8 - 1 to 1 interview with staff member	Progression event- Benchmark 2, 3, 4, 5, 8-	Excellence programme launch – Benchmark 2, 3, 5, 7 - Excellence Programme offers ambitious students enriching extra-curricular opportunities to expand their cultural capital, deepen their love of learning, and prepare for competitive university applications and apprenticeship pathways.	1 to 1 UCAS Application Submission- Benchmark 3- All applications have a one to one personalised send off meeting.		Year 12 Higher Education Evening – Benchmark 1 - An information event with presentations from universities regarding Student Finance & Benefits of Higher Education	
Spring			Lloyds Bank Apprenticeship Masterclass- Benchmark- 2, 4, 5	Lloyds Bank Apprenticeship Masterclass- Benchmark- 2, 4, 6			
Spring			Proctor & Gamble Apprenticeship Application Workshop - Benchmark 2, 4, 5	Proctor & Gamble Apprenticeship Application Workshop - Benchmark 2, 4, 6			
Spring			Work Experience Week- Benchmark 6 - Complusory for vocational students. A Level students can participate if they wish. (Careers resources provided for students/classes not in the workplace)	Steps to work Benchmark 3 - Sessions with mentors	Steps to work Benchmark 3 - Sessions with mentors		
Spring		Mock Interviews - Benchmark 2, 3, 4, 5- delivered by Steps to Work & mentors	Mock Interviews - Benchmark 2, 3, 4, 5- delivered by Steps to Work & mentors	Mock Interviews - Benchmark 2, 3, 4, 5- delivered by Steps to Work & mentors	Mock Interviews - Benchmark 2, 3, 4, 5- delivered by Steps to Work & mentors		
Spring		Level 3 Progression interviews/discussions with subject staff & career advisor- Benchmark 3, 4, 8	March Careers Fair- Benchmark 2, 3, 5, 7	Student finance talk by partner university Benchmark- 7	Future ready Programme (including Careers & Employability) Benchmark 3		

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Spring		National Apprenticeship Week Including trip to National Apprenticeship Show Benchmark 2, 3,5 -A national event aimed at providing a careers guidance focus. Activities take place inside and outside of the classroom to raise the profile of apprenticeships	National Apprenticeship Week Including trip to National Apprenticeship Show Benchmark 2, 3,5 -A national event aimed at providing a careers guidance focus. Activities take place inside and outside of the classroom to raise the profile of apprenticeships	National Apprenticeship Week Including trip to National Apprenticeship Show Benchmark 2, 3,5 -A national event aimed at providing a careers guidance focus. Activities take place inside and outside of the classroom to raise the profile of apprenticeships		Year 12 Higher Education Evening – Benchmark 1 -An information event with presentations from universities regarding Student Finance & Benefits of HigherEducation	
Spring				UCAS- First Generation Students- Benchmark 3,7 -A supportive programme designed to help students whose parents did not attend university, providing guidance with UCAS applications, subject choices, and direct engagement with universities.			
Spring		National Careers Week Benchmark 2, 5 -A national event that aims to encourage young people to think about their futures. Curriculum areas are encouraged to link learning with careers and highlight the development of employability skills	National Careers Week Benchmark 2, 5 -A national event that aims to encourage young people to think about their futures. Curriculum areas are encouraged to link learning with careers and highlight the development of employability skills	National Careers Week Benchmark 2, 5 -A national event that aims to encourage young people to think about their futures. Curriculum areas are encouraged to link learning with careers and highlight the development of employability skills			
Spring		Careers Exit Survey- Benchmark 1 -Survey gathering student anticipated destinations		Careers Exit Survey- Benchmark 1 -Survey gathering student anticipated destinations			
Summer			CMPP Mock Interviews - Benchmark 2, 3, 4, 5 - with local employers				

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Summer	Woman in STEM Workshop- Benchmark 2, 3, 4, 5 - Workshop to encourage female into STEM careers		Careers Morning Part 2 Benchmark 2, 5 and 7 -This large career event features over 100 speakers from a range of employers, apprenticeship providers and universities. The day includes an HE fair with local HE and FE institutions represented alongside employers and apprenticeship providers. All students attend tutorial sessions at the start of the day to plan the day and think about their next steps after college.	Steps to work Benchmark 3 - Sessions with mentors			
Summer	Open Evening		Work Experience Week- Benchmark 6 - for Vocational students who missed the February week (Careers resources provided for students/classes not in the workplace)	UCAS Applications – Benchmark 3,7 -The college will continue to support students with their UCAS applications			
Summer	Y10 Taster Days Benchmark 8 Taster Days take place for Year 10 students from local secondary schools		UCAS- First Generation Students- Benchmark 3,7-A supportive programme designed to help students whose parents did not attend university, providing guidance with UCAS applications, subject choices, and direct engagement with universities.	UCAS- First Generation Students- Benchmark 3,7-A supportive programme designed to help students whose parents did not attend university, providing guidance with UCAS applications, subject choices, and direct engagement with universities.			College Alumni Benchmark 5 - Leavers can join the official College Alumni, providing them with opportunities to come back into college to support future students, and network with other employers and employees through college events.

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Summer	Induction Day Benchmark 4- Year 11 students who have received an offer of a place for the new academic year receive subject related information about progression within each subject as part of their Induction Day.		University Open Day visits Benchmark 7 -Students are encouraged to attend University Open Days and visits are organised to local HE providers for some subject groups.				Results Day & Clearing Benchmark 8 -Students are provided with support from the college Careers Advisers, on Results Day, particularly for support with UCAS Clearing, or for anyone re-considering their options beyond college.