



THE
BEDFORD
COLLEGE
GROUP



Careers Programme

The Bedford College Group



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The Bedford College Group

The **Bedford College Group** operates across multiple campuses in Bedfordshire and Northamptonshire. Across all sites, our Student Services teams are dedicated to delivering high-quality careers education, information, advice, and guidance (CEIAG) to support every learner's journey.

We are proud to have achieved the **Matrix Standard**, a nationally recognised accreditation that demonstrates the strength and quality of our information, advice, and guidance services. This award reflects our commitment to delivering impartial, accessible, and effective support that helps students make informed decisions about their future. We are also registered with the **Careers Development Institute (CDI)**, ensuring our practice aligns with national frameworks and best practice standards.

At The Bedford College Group, we offer a wide range of courses across all sectors, designed to support learners at every stage of their journey—from school leavers to adults and apprentices. Our commitment goes beyond education; we provide impartial and comprehensive information, advice, and guidance to help individuals explore opportunities in training and employment. By delivering high-quality careers education and support, we aim to inspire learners, raise aspirations, and empower them to achieve their full potential, no matter their starting point or personal circumstances. Students also benefit from our strong industry and employer links, which they can explore throughout the year as part of our tutorials and careers calendar, supported by up-to-date labour market information.



Gatsby Benchmarks

Gatsby Benchmark	Overview
1.A stable careers programme	A provider's careers programme should be stable, well-structured, and supported by governance, leadership, and senior management, with a trained careers leader overseeing its delivery. It must be tailored to learners' needs, clearly sequenced, aligned with learning outcomes and the institution's development plan, and include plans for engaging parents and carers. The programme should be published online and communicated effectively to all stakeholders, and regularly evaluated using feedback from learners, staff, parents, and employers to ensure continuous improvement and impact.
2. Learning from career and labour market information	Throughout their studies, all learners should access and use careers, pathway, and labour market information to guide their decisions about future options, while parents and carers should also be supported in using this information to better assist the learners in their care.
3. Addressing the needs of each pupil	A provider's careers programme should challenge stereotypes, raise aspirations, and highlight diverse role models. It must include systematic record-keeping of each learners participation, advice received, and decisions made, starting from their first contact or transition, and ideally integrated with previous educational records. Learners should have access to these records to support key transitions. Providers should also collect accurate data on learners' aspirations and destinations to inform tailored support, and use long-term destination data and alumni engagement to evaluate and enhance their careers provision.
4. Linking curriculum learning to careers	Throughout their studies, learners should have opportunities to see how their subject knowledge and skills apply to various careers. Additionally, careers education should be integrated into staff development for both teaching and support staff to enhance delivery and learner support.
5. Encounters with employers and employees	Every year, alongside their programme of study, learners should participate in at least two meaningful encounters with an employer. At least one encounter should be delivered through their curriculum area.
6. Experiences of the workplace	By age 16, every pupil should have had meaningful workplace experiences, with at least one additional experience by age 18 to further support their career development.
7. Encounters with further and higher education	By the end of their programme of study, every learner should have had a meaningful encounter with a range of providers of learning and training that may form the next stages of their career. This should include, as appropriate, further education colleges, universities, and ITPs. This should include the opportunity to meet both staff and learners.
8. Personal guidance	Every learner should have at least one personal guidance meeting with a careers adviser, scheduled to suit their individual needs. Clear information on how to access this support should be shared with learners, parents, carers, and other stakeholders, including via the provider's website.



Careers Entitlement

The Bedford College Group is committed to ensuring all learners receive impartial, up-to-date, and accurate careers education, information, advice, and guidance. We strive to make this support easily accessible to our learners through:

- Every student has access to one-to-one careers appointments, offering up-to-date and impartial advice
- Access to careers events that include encounters with employers, universities, apprenticeship teams and training providers on at least four occasions per year
- Meaningful and relevant work experience opportunities of between 20 and 315 hours depending on your programme of study
- Vocational information, advice and guidance from curriculum teams at interview, enrolment and whilst on your programme of study
- CV workshops and mock interviews delivered through one-to-one appointments or group tutorials
- UCAS, personal statement and student finance support for those applying to higher education
- A focus on care-experienced and learners with SEND needs, ensuring we recognise and support their unique entitlements
- A range of enrichment opportunities, from sports to student leadership roles, to build key soft skills for the workplace
- Individual apprenticeship guidance sessions for learners interested in pursuing an apprenticeship.

What is Careers Education, Information Advice and Guidance?

CEIAG comprises four essential elements: Education, Information, Advice, and Guidance. Together, these empower individuals to make informed decisions based on accurate, relevant, and meaningful insights.

Through our bookable one-to-one meetings and group sessions, we aim to deliver all four elements of CEIAG by:

- Providing up-to-date information to help learners navigate key and relevant areas,
- Offering impartial advice tailored through in-depth conversations,
- Delivering supportive guidance to empower learners in making the right choices for themselves, and
- Embedding education to develop knowledge, understanding, and self-awareness as part of the decision-making process.

In addition to keeping our learners informed and prepared, we are also here to support them in overcoming any personal barriers that may be impacting their ability to take their next steps.



Teams on Campus

Campus	Telephone	Email
Bedford College	01234 291770	studentservices@bedford.ac.uk
Tresham College	01536 413232	studentservices@tresham.ac.uk
Shuttleworth College	01234 291276	studentservicesshuttleworth@bedford.ac.uk
Central Beds College	03456 588990	studentservicescbc@bedford.ac.uk
The Bedford Sixth Form	01234 291444	studentservices@bedfordsixthform.ac.uk
The Corby Sixth Form	01536 413232	studentservices@tresham.ac.uk

College Operational Careers Lead: snewman@bedford.ac.uk

What can you expect from your Careers Team?

- **Personalised support with planning your future:** Whether you're considering a specific career, an apprenticeship, or a Higher Education course, our team offers tailored advice to help you explore your options and make informed decisions that align with your interests and goals.
- **A variety of prospectuses and printed guides available:** We provide access to a selection of prospectuses and printed materials to help you understand the full range of progression opportunities available—whether you're thinking about university, training, or going straight into work.
- **Flexible support from qualified and friendly staff:** Our experienced team is here to support you in the way that works best for you—whether that's through one-to-one careers appointments, group workshops, drop-in sessions, or phone calls. We're here to answer your questions and guide you every step of the way.



Careers Programme

While studying at The Bedford College Group, students will engage in a wide-ranging careers programme and related activities throughout each year of their course.

This programme is delivered through tutorials, one-to-one meetings, and additional workshops, and has been developed in line with statutory guidance, the Gatsby Benchmarks, and the CDI Framework. We also work closely with industry and sector partners to ensure our offer is relevant, meaningful, and up to date.

We collaborate with curriculum departments to deliver extended workshops or one-off sessions that support students in understanding career development and navigating the world of work.

Each session is tailored to the specific student group to ensure it is accessible and relevant. Attendance is recorded and logged within our system so that each student has a record of their participation for future reference.



This is an overview of the wide variety of workshops and one-to-one sessions we provide, all of which are tailored and adapted to meet the individual needs of each student



Pathways

CV Writing

- What is a CV? What does it mean?
- What is the purpose of a CV?
- Basic elements of a CV?
- Creating a basic CV as a group

Interviews

- Types of interviews
- When may you be invited to one?
- Do's and Don'ts
- Basic questions and answers

Intro to Student Services

- Basic introduction and summary of what we offer to pathways

Next Steps

- Understanding progression routes within the college from pathways.
- Discussing courses that each student would be best to move on to
- Introducing students to apprenticeship and internship possibilities
- Learning how to apply different skills into respective areas of life
- Beginning to understand what and how soft skills can be beneficial.

Level One

CV Writing

- What is a CV? What does it mean?
- Discussing a good vs bad CV
- Creating a basic CV with existing experience, individually.

Interviews

- Types of interviews
- Responding to invitations
- Do's and Don'ts
- Comparing different questions and answers

Intro to Student Services

- Basic introduction and summary of what we offer to level one students
- Looking into what transferrable skills are

Next Steps

- Understanding progression routes within the college from level one.
- Discussing courses that each student would be best to move to
- Introducing students to apprenticeship and internship possibilities within the field they have chosen, as well as other alternatives



Level Two

CV Writing

- Looking at examples of effective CVs
- Adapting existing CVs to make them more effective.

Interviews

- Discussing individual interview experiences
- Developing interview techniques that students may already have

Intro to Student Services

- How to use the student services team effectively to progress
- Establishing their future on the course they are taking
- looking at individual transferrable and soft skills that the students have already started to develop

Next Steps

- Understanding where they can progress to after level two.
- Begin discussing the possibility of university, as well as other options such as apprenticeships, internships and moving straight to the workplace



Level Three & Access

CV Writing

- Adapting their CV to be the best it can be with their current experience
- making sure it is formatted correctly and professionally to be sent out.

Interviews

- Conducting mock interviews for both university and employment
- How to answer questions professionally and appropriate for the audience.

Intro to Student Services

- Using the service effectively to progress
- Understanding the ways we can help you in your final year
- Developing on personal, soft, hard and transferrable skills and how to use them professionally and appropriately

Next Steps

- UCAS applications and choices
- University applications
- Personal Statements
- Work, Apprenticeship and Internship applications





Higher Skills, Adult Learners and Apprentices

We're committed to supporting all learners—whether you're upskilling, reskilling, or starting a new career journey. Our dedicated careers team offers tailored guidance for higher skills students, apprentices, and adult learners, helping you make informed decisions about your next steps.

From one-to-one career planning and CV support to employer engagement events and progression pathways, we're here to ensure you have the tools and knowledge to thrive in today's competitive job market.

Labour Market Information

Labour Market Information (LMI) is an important part of the careers support you receive at college. It includes useful facts and data about job trends, the types of roles that are in demand, the skills employers are looking for, salary expectations, and which sectors are expected to grow in the future.

By including LMI in our careers programme, we help you make informed choices about your education and future career. Our careers advisers use this information to give you personalised, up-to-date guidance that matches your goals and the current job market.



Find out more with QR codes

**SEMLEP - The
Growth Hub**



LMI for All



LMI For All

**The National
Careers Service**



Shaping Futures



Careers Calendar

Information Advice and Guidance

Activity	Time of Year	Target Groups	Gatsby Benchmark
Careers advice at enrolment - GCSE Results/Open days	August - September, November, January, March - April, June	All Learners	3/8
Careers advice at enrolment	August - September, February - July	All Applicants	7/8
'Talk don't walk' - Appointments with students	September - October	All Learners	3/8
Employer guest speakers/ workplace visits	September - June	All Learners	2/5/6
Inspirational guest speakers	September - June	All Learners	3
Labour Market Information	September - June	All Learners	2/4/8
CV Check Drop Ins	September - July	All Learners	3/8
Progression routes - Uni Alternatives	September - July	Level 3	3/8
Apprenticeship Information sessions	January - March	All Learners	7
Careers Fair/Month	February - March	All Learners	1/2/4/5/7
National Apprenticeship Week	March	All Learners	2/5/8
National Careers Week	March	All Learners	1/2/5
Careers guidance appointments	All Year	All Learners	3/8
Course advice for progressions	All Year	All Learners	2/3/7/8
Community IAG/Public Engagements	All Year	General Public/Community	7/8
How to apply for an apprenticeship	All Year	All Learners	7
Online Learning Resources	All Year	All Learners	3
Online Wellbeing Resources	All Year	All Learners	3

SEND - Additional Needs

Activity	Time of Year	Target Groups	Gatsby Benchmark
Transition Support for SEND Learners	May - September	SEND Learners	3/8
1:1 with EHCP and care experienced learners.	All Year	EHCP Learners, LAC/ Leaving Care Learners	3/8

UCAS and University Support

Activity	Time of Year	Target Groups	Gatsby Benchmark
UCAS Clearing Advice and Support	August - September, June - July	HE Applicants	3/7/8
Introduction to UCAS	September - October, May - June	Level 3	3/7/8
Intro to Unifrog - Sixth Form Only	September - June	Level 1 and 2	1/7
Unifrog online platform usage - Sixth Form Only	September - June	Level 3	1/2/7/8
UCAS Application Checking and Support	September - July	Level 3	1/7
University Talk	September - July	Level 3	3/7/8
Mock Uni Interviews	November - March	All Learners	3/8
Replying to University Offers	January - May	Level 3	3/7/8
Student Finance Advice Sessions	January - May	Level 3	3/7/8
Student Finance Presentations	February - April	Level 3	1/8
University Campus Visits	All Year	Level 2 and 3	7

Course Guidance

Activity	Time of Year	Target Groups	Gatsby Benchmark
Induction Programme	September - October	All Learners	1/2/3/4/5/8
Introduction to Higher Education	September - October	Level 3	1/7
Transition Checks - Right Learner, Right Course	September - October	All Learners	3/8
Pre-Entry Schools Outreach and Engagement Work/Welcome Days	All Year	All Applicants	3/8

Skills Development

Activity	Time of Year	Target Groups	Gatsby Benchmark
Change Your Mind at Interviews	August - October	All Learners	3/8
Employability and Transferrable Skills	September - June	All Learners	1/3/8
Interview Skills	September - July	All Learners	3/8
Job Search	September - July	All Learners	3/8
Money Skills	September - June	All Learners	3
Work Experience/Placement	September - June	All Learners	2/3/4/5/6
Volunteering and Employability	September - June	All Learners	3/8
Effective Personal Statement Support	September - July	Level 3	3/7/8
CV Workshops	February - June	All Learners	3/8
Mock Interviews	March - June	All Learners	3/8
Competitions - World Skills Inter-College Competitions	All Year	Learners in Participating Departments	4/6

Parent and Carer Information

At The Bedford College Group, we recognise the important role that parents and carers play in guiding their child's career decisions and personal development. Your encouragement, support, and understanding can make a significant difference to the choices your child makes throughout their time at College and beyond.

We appreciate that exploring career options can feel overwhelming at times. That's why we encourage parents to take an active role in helping their child build essential skills such as time management, resilience, and goal-setting. Maintaining regular contact with our impartial careers advisors and accessing online resources related to employment, apprenticeships, and university pathways can further strengthen your ability to support your child's journey with confidence.

We're committed to providing you with the impartial information and practical resources you need to feel assured in your role as a guide and mentor. By staying involved and informed, you empower your child to make thoughtful and well-informed decisions about their future. If you wish to contact the team at any time, please refer back to page 5 for each team's contact details.

