

# Careers Guide for Parents and Carers

## Meet the team:



Mike Monks manages the careers and work experience team - you can provide feedback at:  
[e.michael.monks@hopwood.ac.uk](mailto:e.michael.monks@hopwood.ac.uk)



Ceri Wood is the college careers adviser and works from the Careers Zones:  
You can contact Ceri at:  
[careers@hopwood.ac.uk](mailto:careers@hopwood.ac.uk)

For advice on work placements you can contact Kirsty Gregory, Louise Putland or Marie Donnelly, Work Experience Development Officers at:  
[e.work.experience@hopwood.ac.uk](mailto:e.work.experience@hopwood.ac.uk)



### Middleton Careers Zone

Located next to the iLearn Centre

### Rochdale Careers Zone

Located in The Cube



## Apprenticeships

[www.hopwood.ac.uk/search-apprenticeships](http://www.hopwood.ac.uk/search-apprenticeships)

[www.gov.uk/apprenticeships-guide](http://www.gov.uk/apprenticeships-guide)

## Work Experience Placements

Industry placements are a great way for young people to get ahead by developing the skills, experience and industry insight they will need to succeed.

Learners are encouraged to find & apply for their own placement to ensure they are equipped with the career management skills they will need to navigate the job market later in life.

You can support your young person with this by:

- Talking with them about making a good impression with an employer in their chosen industry
- Guide them towards local businesses that are relevant to their course
- Encouraging them to contact employers themselves & to log their placement through the Connect app in advance

## Careers Exploration

Learners have access to a Careers Zone on each campus where they can meet with the college's careers adviser. Ceri offers a friendly, impartial and professional careers guidance service to help learners to explore their options and will empower them to make informed decisions.

Parents and carers are welcome to attend careers appointments if the learner would like them to. We generally ask adults to wait in the Parents / Carers Area of the Careers Zone where they will be able to observe the guidance interview. We ask this to ensure the learner is able to lead the discussion and get the most from the session.

The progression ladders in our prospectus will help you to see where learners can go with their qualifications. There are also some great careers and labour market information websites you can use such as:

[www.icould.com](http://www.icould.com) and [www.careersbox.co.uk](http://www.careersbox.co.uk)

## University Options

[www.hopwood.ac.uk/higher-education](http://www.hopwood.ac.uk/higher-education)

[www.ucas.uk](http://www.ucas.uk) (application hints and tips)

[sacu-student.com](http://sacu-student.com) (explore options)

[www.prospects.ac.uk](http://www.prospects.ac.uk) (options with degree subjects)

## Funding for Education and Training

[www.gov.uk/browse/education/find-course](http://www.gov.uk/browse/education/find-course)

[www.ucas.com/money](http://www.ucas.com/money)

(university funding inc parents guide)



# Hopwood Hall Schedule of Careers Related Activity

Ongoing Activities	Entry Level	Level 1	Level 2	Level 3
1-1 Personal Guidance, including job search, job application and interview support	x	x	x	x
Careers Exposure to Core Subject		x	x	x
Digital Skills & Online Presence	x	x	x	x
Guest Speakers	x	x	x	x
HE Speakers / Guidance / Tutorials				x
HE Visits & Tasters				x
Industry Placements			x	x
Industry Speakers & Talks in College	x	x	x	x
Industry Specific and Practical Skills Embedded within Study Programmes	x	x	x	x
Industry Trips & Visits		x	x	x
LMI Specific to Core Subject			x	x
Progression Planning & Next Steps	x	x	x	x
Promotion of Job Opportunities and Apprenticeships	x	x	x	x
SEN Reviews	x	x	x	x
Supplement Studies with Maths and English	x	x	x	x
Support to develop team work, initiative and problem solving skills	x	x	x	x
“Tutorial Guidance (PDP Sessions); - Introduction to Work Experience - Employability - Developing Personal Resilience”	x	x	x	x
Volunteering	x	x	x	x
Work Experience	x	x	x	x
<b>TERM 1 - AUTUMN</b>				
Challenging stereotypes	x	x	x	x
Encouragement to develop independence based on individual needs	x	x	x	x
Higher Education - Funding Intro				x
“Higher Education Application Support: - UCAS registration - Personal Statements - Continued Support Agreed”				x
“Introduction Support Services: - Additional Learning Support Team - Careers Advisers - Student Support Tutors - Teaching Assistants - Work Experience Development Officers”	x	x	x	x
“Introduction to careers & employability resources: - Connect - iLearn - ProPortal “		x	x	x
Online employability skills framework e-learning package	x	x	x	x
Opportunity to join the Student Cabinet / Nominations for Learner Representatives	x	x	x	x
Overview of staff roles and how to access support	x	x	x	x
Rights and responsibilities in the workplace including health and safety	x	x	x	x
<b>TERM 2 - SPRING</b>				
Apprenticeships Week	x	x	x	x
Careers Week	x	x	x	x
HE Information & Preparation				x
Mock interviews for further study	x	x	x	x
Online employability skills framework e-learning package	x	x	x	x
<b>TERM 3 - SUMMER</b>				
Digital Skills; LinkedIn activities				x
Goal Setting and Decision Making	x	x	x	x
Planning for Progression	x	x	x	x
Targeted promotion of jobs and apprenticeships	x	x	x	x