

# 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: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**

For advice on work placements you can contact Kelly Langley, Lorraine Brough Jones or Marie Donnelly, Work Experience Development Officers at:  
**e.** [work.experience@hopwood.ac.uk](mailto: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** and **www.careersbox.co.uk**

## University Options

**www.hopwood.ac.uk/discover-adult-he**

**www.ucas.com** (one stop-shop for higher education options)

**sacu-student.com** (explore options)

**www.prospects.ac.uk** (options with degree subjects)

## Funding for Education and Training

**www.gov.uk/browse/education/find-course**

**www.ucas.com/money**

(university funding inc parents guide)



# Hopwood Hall Schedule of Careers Related Activity

Ongoing Activities	Gatsby Benchmark	Entry Level	Level 1	Level 2	Level 3	Level 4/HE
<b>Career Information, Advice and Guidance</b>						
1-1 Career Guidance Interviews	1, 2, 3, 4, 8	x	x	x	x	
1-1 Professional Consultation	1, 2, 3, 4, 8					x
National Careers Service (19+) 1-1 Guidance and Advice sessions	1, 2, 3, 4, 8	x	x	x	x	x
Designated Career Zones for appointments and drop-in basis	1, 2, 3, 5, 7, 8	x	x	x	x	x
Careers advice and support for learners with an EHCP	1, 2, 3, 4, 8	x	x	x	x	x
Online employability skills framework e-learning package	2, 3, 4	x	x	x	x	x
VLE Platform comprising of dedicated careers and work experience sections	2, 3, 4	x	x	x	x	x
Aspirational Careers and Employability (ACE) Tutorials; • Work Experience and Employability Career talks and Higher Education guidance	1, 2, 3, 4, 5, 7, 8	x	x	x	x	
Advice for parents and carers: • Use of Proportal for key messages • Careers advice availability during parent evenings, enrolment and open days	1, 2, 3, 4, 8	x	x	x	x	
<b>Employer related</b>						
Work Experience	1, 2, 3, 4, 6		x	x	x	
Industry placements	1, 2, 3, 4, 6			x	x	
Industry Speakers & Talks in College	2, 4, 5	x	x	x	x	x
LMI and vocational skills embedded in the study programme	2, 3, 4	x	x	x	x	x
Trips & visits to employers	2, 3, 4, 6		x	x	x	x
Employability skills support	2, 3	x	x	x	x	x
<b>Higher Education support</b>						
Tutorials/Sessions covering Higher Education options and UCAS support	2, 3, 7				x	
Higher Education Speakers and Talks in College	2, 3, 7				x	
Higher Education visits - open days, taster sessions etc	2, 3, 7				x	
UCAS and personal statement advice via digital support, appointments and drop-in sessions	3, 7, 8				x	
Support for current HE students regarding HE progression routes	2, 3, 7					x
<b>TERM 1 - AUTUMN</b>						
Enrolment and welcome to the college team and support services	1, 3	x	x	x	x	x
Talk Dont Walk campaign	1, 3, 8	x	x	x	x	x
“UCAS application and personal statement support“	3, 7, 8				x	
Higher Education Fair	2, 3, 7			x	x	x
<b>TERM 2 - SPRING</b>						
Apprenticeships Week	1, 2, 3, 4, 5, 8	x	x	x	x	x
Careers Week	1, 2, 3, 4, 5, 7, 8	x	x	x	x	x
HE Student Finance support	3				x	
<b>TERM 3 - SUMMER</b>						
Support with UCAS clearing	3				x	
Progression month	1, 3, 8	x	x	x	x	x
Apprenticeship and Employability support for learners who have completed study programmes	3	x	x	x	x	x