

# YOUR CAREER PASSPORT

APPLICATIONS TO UNIVERSITY

CAREERS OPTIONS

CV WRITING

EMPLOYABILITY SKILLS

EMPLOYER MASTERCLASS

FINDING AN APPRENTICESHIP

INTERVIEW SKILLS

JOB SEARCH

PROGRESSION

WORK PLACEMENT



GET  
FUTURE  
READY

# CAREER PASSPORT

**FAB**Futures  
FOCUSED AMBITIOUS BRIGHT

We are committed to helping you understand and value careers education and planning. We'll support you to develop your skills and knowledge to make informed decisions and follow your career pathway to future success.

## TRANSITION TO COLLEGE

We help you make choices about where to study after school. We offer all 16-18 year olds an Information, Advice and Guidance interview, with a knowledgeable and supportive admissions interviewer.

They'll discuss your career aspirations, predicted grades and give you advice on courses and apprenticeships. They'll tell you more about college life and answer any questions you may have at this stage.

We've 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 opportunities for you to discover more about the college, so you can make sure it is the right place for you. These include open evenings, course information and virtual tours on our website, sampling days for those in year 10, New Student Day before you start college, and a Year 11 portal to help you prepare for the next steps.

## FAB FUTURES

We're the team you can turn to for course, careers and work experience issues, based at all of our learning centres.

We've been Matrix accredited for more than 20 years. We continue to achieve this quality standard for Information, Advice and Guidance.

We 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 are at the end of this programme.

## YOUR CAREER PASSPORT

You can record all your careers activity at college in one place to help plan and make decisions. Careers education is not about one single experience or opportunity, but 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 barriers to your progression and achievement. It is also to look for gaps in your knowledge that we can support you with to help realise your true potential. We'll help you to understand and value lifelong learning and support you to make informed decisions about your future. We've a programme of targeted support that aligns with key decision making periods. Our FAB Futures centres are open for you to make an appointment with an adviser when you feel it would benefit you.

## CAREERS ACTIVITIES - FURTHER EDUCATION STUDENTS

In addition to careers and employment related activities, you will also benefit from a broad personal tutorial programme that meets Department for Education requirements. We support you to develop core ethics and an understanding of society, as well as recognise and access support for your own wellbeing, through additional services led by the Head of Studies team.

# TWO YEAR COURSES - LEVEL 3 (YEAR 2)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## AUTUMN

### **Right Choice, Right Start**

*FAB Futures support to ensure you are settling into your course and it is the right choice for you.*

### **Call in to FAB Futures or speak to your tutor if you need advice and guidance.**

Record your date in this section of your Career Passport in On Track if you have one of these meetings in your first 6 weeks.

### **Be Career Ready / Progression 1:1 interviews**

*Planning for your next steps.*

### **Tutorials with Your Personal Tutor / Course Leader**

Complete booklets issued by FAB Futures through your tutorial programme. You can upload completed documents to Pro Portal.

Update your ILP in Pro Portal - Plans after my course.

### **University Trips**

*Continue visits to universities.*

### **FAB Futures can support you in finding out more about university open events.**

Record your date in this section of your Career Passport in On Track - Select WRL - Educational Visits as the category.

### **UCAS Application Support**

*Internal university application deadline 15 November 2024.*

### **FAB Futures -**

### **Please Call in to Book an Appointment**

The careers team will add information about your class sessions to your Pro Portal account. Please add any of your comments about the activity.

### **Clubs, Societies and Extracurricular Activities**

*Find out more about activities to develop wider skills, including Student Council and Student Ambassador roles.*

### **Tutorials with Your Personal Tutor / Course Leader**

Record your date you join clubs or societies in this section of your Career Passport in On Track - Select ENR - Clubs and societies as the category.

### **Skills Tracker**

*Assess your current core work readiness skills.*

### **Tutorials with Your Personal Tutor / Course Leader**

Skills tracker results are recorded on Pro Portal, this helps you to understand the skills to build and develop at college.

### **Work Readiness Skills**

*Development of teamwork skills, interview techniques, CVs and online professional profiles.*

### **Tutorials with Your Personal Tutor / Course Leader**

You will participate in different activities and sessions around work readiness skills. Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

# TWO YEAR COURSES - LEVEL 3 (YEAR 2)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## AUTUMN

### Employer Encounters

*Develop your career plans through masterclasses, employer projects or skills competitions with industry professionals and employers.*

### Tutorials with Your Personal Tutor / Course Leader / In Class

You will participate in different activities and sessions with employers. Record your date in this section of your Career Passport in On Track.

Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate.

### Meet the Employer and Apprenticeship Team

*If you are thinking of transferring to an apprenticeship, or are considering an apprenticeship after college, come along to meet employers.*

### Event at the Centre for Advanced Technical Studies

**Thursday 7 November 2024  
4.30pm - 7.00pm**

Record your date in this section of your Career Passport in On Track - Select WRL - Employer Talks as the category.

### Work Placement and Volunteering

*All full-time students are required to undertake work placement during their course.*

### Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement.

Record your date in this section of your Career Passport in On Track.

Your work placement activity is recorded on Grofar, please record all of the skills you learn and develop while on placement.

### One-to-One Careers Guidance Appointments

*Follow up appointments are available for Level 3 Year 2 students.*

### Tutorials with FAB Futures

Our advisers will record an overview of the conversation for you to review and act on suggestions in your Pro Portal meetings section.

### Open Evenings

*Develop your employability and communication skills as a Student Ambassador at our Open Evenings.*

### Speak to Your Personal Tutor

**Monday 7 October 2024  
Monday 4 November 2024**

Wigan Campuses

**Monday 14 October 2024  
Monday 11 November 2024**

Leigh Campus

**4.30pm - 7.00pm**

If you are an ambassador at one of our Open Evenings, please record your date in this section of your Career Passport in On Track - select WRL - Volunteering as the category

# TWO YEAR COURSES - LEVEL 3 (YEAR 2)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## SPRING

### Employer Encounters

*Develop your careers plans through industry visits to employers.*

### Visits Arranged by Your Tutor

You will participate in different activities and sessions with employers. Record your date in this section of your Career Passport in On Track. Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate.

### UCAS Deadline

*Last chance to submit application for guaranteed review by your chosen universities.*

**31 January 2025**

### Understanding Student Finance

*An event for you and your parents/carers to find out more about applying for student finance for university (delivered by Student Finance England).*

### Parent Information Event

**Tuesday 4 February 2025 - Leigh Campus**

**Wednesday 5 February 2025 - Wigan Campuses**

**6.00pm - 7.30pm**

If you attend this event with your parent or carer, or undertake other sessions about understanding finances please record your date in this section of your Career Passport in On Track - select WRL - Understanding Finances as the category

### Applying for Student Finance

*Support completing the application and exploring available bursaries*

### Tutorials with FAB Futures

The careers team will add information about your class sessions to your pro portal account. Please add your comments about the activity.

### Open Evenings

*Develop your team work and communication skills as a Student Ambassador at our Open Evenings*

### Speak to Your Personal Tutor

**Monday 27 January 2025 - Wigan Campuses**

**Monday 3 February 2025 - Leigh Campus**

**4.30pm - 7.00pm**

If you are an ambassador at one of our Open Evenings, please record your date in this section of your Career Passport in On Track - select WRL - Volunteering as the category.

### Work Readiness Skills

*Development of online professional profiles*

### FAB Futures Drop in Sessions

You will participate in different activities and sessions around work readiness skills. Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### Job applications / Apprenticeship Application Support

### Contact the FAB Futures Team

You will participate in different activities and sessions around work readiness skills. Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

# TWO YEAR COURSES - LEVEL 3 (YEAR 2)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## SPRING

### **Festival of Engineering & Construction**

*Meet with employers, find out about employment & apprenticeship opportunities, attend industry led masterclasses and take part in skills competitions*

### **Event at Pagefield Campus**

**Monday 10 February 2025**  
**4.30pm - 7.00pm**

Record your date in this section of your Career Passport in On Track - Select WRL - Employer Talks as the category.

### **National Apprenticeship Week**

### **Activities Across our Campuses**

**10 - 16 February 2025**

You will participate in visits, activities and sessions with employers. Please record your date in this section of your Career Passport in On Track.

Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate.

### **National Careers Week**

### **Activities Across our Campuses**

**3 - 8 March 2025**

You will participate in visits, activities and sessions with employers. Please record your date in this section of your Career Passport in On Track.

Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate.

### **University and Higher Education Fair**

*If you are still unsure about higher education, come along and meet with a range of universities and find out more about their courses and career progression.*

### **Tuesday 11 March 2025 at The Edge**

Record your date in this section of your Career Passport in On Track – Select WRL - University / Careers Fair as the category.

### **Progression Support**

*Targeted support for those seeking an apprenticeship.*

### **Apprenticeship Team**

If you are planning to progress to an apprenticeship our apprenticeship team will support you, record the date you meet with them in this section of your Career Passport in On Track - select WRL - Preparing for Apprenticeship as the category.

### **One-to-One Careers Guidance Appointments**

*Follow up appointments for students unsure of their next steps.*

### **Call into FAB Futures to Speak to a Careers Coach**

Our advisers will record an overview of the conversation for you to review and act on suggestions in your Pro Portal meetings section.

# TWO YEAR COURSES - LEVEL 3 (YEAR 2)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## SUMMER

### Work Placement and Volunteering

All full-time students are required to undertake work placement during their course

**Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement.**

Record the first day of your placement in your Career Passport in On Track.

Your work placement activity is recorded on Grofar, please record your skills learned and developed on placement here.

### Meet the Employer and Apprenticeship Team

If you are considering an apprenticeship after college, come along to meet employers.

### Event at the Centre for Advanced Technical Studies

**Monday 28 April 2025, 4.30pm - 7.00pm**

Record your date in this section of your Career Passport in On Track - Select WRL - Employer Talks as the category.

### Open Evening

Develop your team work and communication skills as a Student Ambassador at our Open Evenings.

### Speak to Your Personal Tutor

**Monday 28 April 2025 - Wigan Campuses 4.30pm - 7.00pm**

If you are an ambassador at one of our Open Evenings, please record your date in this section of your Career Passport in On Track - select WRL - Volunteering as the category.

### Skills Tracker

Assess your current core work readiness skills.

### Tutorials with Your Personal Tutor / Course Leader

Skills tracker results are recorded on Pro Portal, this is a self-measure and reflects how you think you have grown and developed at College.

### Entrepreneurial Skills

### Tutorials with Your Personal Tutor / Course Leader

Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### University Applications

Support with clearing.

### Call into FAB Futures to Speak to a Careers Coach

Discussion and actions will be recorded by your careers advisor in Pro Portal in the meetings section for careers guidance.

### Work Placement and Volunteering

All full-time students are required to undertake work placement during their course.

**Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement.**

Record the first day of your placement here.

Your work placement activity is recorded on Grofar, please record all of the skills you learn and develop on placement here.

### One-to-One Careers Guidance Appointments

Follow up appointments for students unsure of their next steps.

### FAB Futures

Our advisers will record an overview of the conversation for you to review and act on suggestions in your Pro Portal meetings section.

# TWO YEAR COURSES - LEVEL 3 (YEAR 1)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## AUTUMN

### Right Choice, Right Start

*FAB Futures support to ensure you are settling into your course and it is the right choice for you*

### Call in to FAB Futures or speak to your tutor if you need advice and guidance.

Record your date in your Career Passport in On Track. if you have a meeting in the first six weeks.

### Be Career Ready

*Planning your next steps*

### Tutorials with your Personal Tutor / Course Leader Create or update your initial ILP section.

My course/ my goals

My strengths

My plans after my course.

### Clubs, Societies and Extracurricular Activities

*Find out more about activities to develop wider skills including Student Council and Student Ambassador roles.*

### Tutorials with Your Personal Tutor / Course Leader

Add the date you join clubs or societies in this section of your Career Passport in On Track. - Select ENR - Clubs and societies as the category.

### Skills Tracker

*Assess your own current core work readiness skills.*

### Tutorials with Your Personal Tutor / Course Leader

Skills tracker results are recorded on Pro Portal, this will help you to recognise the skills you need to develop at college.

### Work Readiness Skills

*Development of teamwork skills, interview techniques, CVs and online professional profiles.*

### Tutorials with Your Personal Tutor / Course Leader

You will participate in different activities and sessions around work readiness skills. Please record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### Employer Encounters

*Develop your career plans through masterclasses, employer projects or skills competitions with industry professionals and employers.*

### Tutorials with Your Personal Tutor / Course Leader / In Class

You will participate in activities and sessions with employers. Please record your date in this section of your Career Passport in On Track.

Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate



# TWO YEAR COURSES - LEVEL 3 (YEAR 1)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## AUTUMN

### Careers Fairs

*Meet with local employers and find out more about career opportunities with them.*

### Events at Parsons Walk Campus Centre for Advanced Technical Studies and Leigh Campus

Record your date in this section of your Career Passport in On Track - Select WRL - Educational Visits as the category.

### Meet the Employer and Apprenticeship Team

*If you are thinking of transferring to an apprenticeship, or considering an apprenticeship after college, come along to meet our employers.*

### Event at the Centre for Advanced Technical Studies

**Thursday 7 November 2024  
4.30pm - 7.00pm**

Record your date in this section of your Career Passport in On Track - Select WRL - Employer Talks as the category.

### Work Placement and Volunteering

*All full-time students are required to undertake work placement during their course.*

### Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement.

Record the first day of your placement in your Career Passport in On Track.

Your work placement activity is recorded on Grofar, please record the skills you learn and develop on placement.

### Open Evenings

*Develop your employability and communication skills as a Student Ambassador at our Open Evenings.*

### Speak to Your Personal Tutor

**Monday 7 October 2024  
Monday 4 November 2024**

Wigan Campuses

**Monday 14 October 2024  
Monday 11 November 2024**

Leigh Campus

**4.30pm - 7.00pm**

If you are an ambassador at one of our open Evenings, please record your date in this section of your Career Passport in On Track. - select WRL - Volunteering as the category.



# TWO YEAR COURSES - LEVEL 3 (YEAR 1)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## SPRING

### Employer Encounters

*Develop your career plans through industry visits to employers*

### Visits Arranged by Tour Tutor.

You will participate in different activities and sessions with employers. Record your date in this section of your Career Passport in On Track.

Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate

### Higher Education (HE) Insights

*Explore higher education and degree apprenticeship opportunities at the University Centre Wigan & Leigh College.*

### Events led by FAB Futures. Speak to your Tutor for details about your HE Taster Days.

Explore higher education and degree apprenticeship opportunities at the University Centre Wigan & Leigh College.

### Why HE?

*Explore the opportunities and benefits of higher education (university and degree apprenticeship options).*

### Tutorials with FAB Futures

Record your date in this section of your Career Passport in On Track - Select WRL - Preparing for HE.

### GM Higher

*Develop your understanding and planning skills to move into higher education.*

### GM Higher - Speak to your Tutor for Details

Record your date in this section of your Career Passport in On Track - Select WRL - Preparing for HE.

### Open Evening

*Develop your employability and communication skills as a Student Ambassador at our Open Evenings.*

### Speak to Your Personal Tutor

**Monday 27 January 2025 - Wigan Campuses**

**Monday 3 February 2025 - Leigh Campus**

**4.30pm - 7.00pm**

If you are an ambassador at one of our Open Evenings, please record your date in this section of your Career Passport in On Track - select WRL - Volunteering as the category.

### Future ready Skills

*Development of online professional profiles, writing a professional statement about your skills and abilities.*

### FAB Futures Drop-in Sessions

You will participate in different activities and sessions around planning for your future. Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### Job applications / Apprenticeship Application Support

### Contact the FAB Futures Team

You will participate in activities and sessions around work readiness skills. Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### Festival of Engineering & Construction

*Meet employers to find out more about employment and apprenticeship opportunities, attend industry led masterclasses and take part in skills competitions.*

### Event at Pagefield Campus

**Monday 10 February 2025**

**4.30pm - 7.00pm**

Record your date in this section of your Career Passport in On Track - Select WRL - Employer Talks as the category.

# TWO YEAR COURSES - LEVEL 3 (YEAR 1)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## SPRING

### National Apprenticeship Week

### Activities Across our Campuses

#### 10 - 16 February 2025

You will participate in visits, activities and sessions with employers. Please record your date in this section of your Career Passport in On Track.

Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate.

### National Careers Week

### Activities Across our Campuses

#### 3 - 8 March 2025

You will participate in visits, activities and sessions with employers. Please record your date in this section of your Career Passport in On Track.

Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate.

### University and Higher Education Fair

*If you are still unsure about higher education, come along and meet with a range of universities and find out more about their courses and career progression.*

### Tuesday 11 March 2025 at The Edge

Record your date in this section of your Career Passport in On Track – Select WRL - University / Careers Fair as the category.

### Progression Support

*Targeted support to those seeking an apprenticeship as their next step.*

### Apprenticeship Team

If you are planning to progress to an apprenticeship you will be supported by our apprenticeship team. Record your date in this section of your Career Passport in On Track - select WRL - Preparing for Apprenticeship as the category.

### One-to-One Careers Guidance Appointments

*Follow up appointments for students unsure of their next steps.*

### Call into FAB Futures to Speak to a Careers Coach

Our advisers will record an overview of the conversation for you to review and action in your Pro Portal meetings section.

### Work Placement and Volunteering

*All full-time students are required to undertake work placement during their course.*

### Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement.

Record the first day of your placement here.

Your work placement activity is recorded on Grofar, please record the skills you learn and develop on placement here.

# TWO YEAR COURSES - LEVEL 3 (YEAR 1)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## SUMMER

### **Meet the Employer and Apprenticeship Team**

*If you are considering an apprenticeship after college, come along and meet employers seeking apprentices.*

### **Event at the Centre for Advanced Technical Studies**

**Monday 28 April 2025**

**4.30pm - 7.00pm**

Record your date in this section of your Career Passport in On Track – Select WRL - Employer Talks as the category.

### **Open Evening**

*Develop your team work and communication skills as a Student Ambassador at our Open Evenings.*

### **Speak to Your Personal Tutor**

**Monday 28 April 2025**

Wigan Campuses

**4.30pm - 7.00pm**

If you are an ambassador at one of our Open Evenings, please record your date in this section of your Career Passport in On Track - select WRL - Volunteering as the category.

### **Skills Tracker**

*Assess your own current core work readiness skills.*

### **Tutorials with Your Personal Tutor / Course Leader**

Skills tracker results are recorded on Pro Portal, this reflects your view of your own development at college.

### **University Trips and UCAS Fairs**

*Start your visits to university open days*

### **FAB Futures can help you find out more about university open events.**

Record your date in this section of your Career Passport in On Track – Select WRL Educational Visits.

### **Applying to University (UCAS)**

*Support to set up your UCAS account, university research, starting your application and completing your personal statement.*

### **Tutorials with FAB Futures**

The careers team will add information about class sessions you participate in to your Pro Portal account. Please add any of your comments about the activity.

### **Personal Statements**

*Help and support on how to write an amazing personal statement.*

### **Workshops Delivered by Universities. Speak to Your Tutor for Details.**

The careers team or your teaching team will add information about class sessions you participate in to your Pro Portal account. Please add any of your comments about the activity.

### **Higher and Degree Apprenticeships**

*Find out more about progression to a higher and degree apprenticeship and how to apply.*

### **Tutorials with FAB Futures**

The careers team will add information about class sessions you participate in to your Pro Portal account. Please add any of your comments about the activity.

# TWO YEAR COURSES - LEVEL 3 (YEAR 1)

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## SUMMER

### Options Beyond Level 3

*An event for you and your parents/carers to find out about your options following your Level 3 course.*

### Tutorials with Your Personal Tutor / Course Leader

**Tuesday 06 May 2025**

Leigh Campus

**Thursday 08 May 2025**

Centre for Advanced Technical Studies

**Sessions start 6.00pm**

If you attend this event with your parent or carer, please record your date in this section of your Career Passport in On Track - select WRL - Understanding Finances as the category.

### Entrepreneurial Skills

### Tutorials with Your Personal Tutor / Course Leader

Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### Work Placement and Volunteering

*All full-time students are required to undertake work placements during their course.*

**Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement.**

Record the first day of your placement here.

Your work placement activity is recorded on Grofar, please record the skills you learn and develop on placement here.

### One-to-one Careers Guidance Appointments

*Follow up appointments for students unsure of their next steps.*

### FAB Futures

Our advisers will record an overview of the conversation for you to review and action in your Pro Portal meetings section.



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

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## AUTUMN

### Right Choice, Right Start

*FAB Futures support to ensure you are settling into your course and it is the right choice for you.*

**Call in to FAB Futures or speak to your tutor if you need advice and guidance.**

Record your date in this section of your Career Passport in On Track if you have one of these meetings in your first 6 weeks.

### Be Career Ready

*Planning for your next steps.*

**Tutorials with your Personal Tutor / Course Leader  
Create or update your initial ILP section**

My course/ my goals

My strengths

My plans after my course

### Clubs, Societies and Extracurricular Activities

*Find out more about activities to develop wider skills including Student Council and Student Ambassador roles. Ambassador roles.*

**Tutorials with Your Personal Tutor / Course Leader**

Add the date you join clubs or societies.

Record your date in this section of your Career Passport in On Track - Select ENR - Clubs and societies as the category.

### Skills Tracker

*Assess your own current core work readiness skills.*

**Tutorials with Your Personal Tutor / Course Leader**

Skills tracker results are recorded on Pro Portal, this is a self-measure and will help you understand the skills you need to develop at college.

### Employability Skills

*Development of teamwork skills, interview techniques, CVs and online professional profiles.*

**Tutorials with Your Personal Tutor / Course Leader**

You will participate in activities and sessions around work readiness skills. Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### Employer Encounters

*Develop your career plans through masterclasses, employer projects or skills competitions with industry professionals and employers.*

**Tutorials with Your Personal Tutor / Course Leader / In Class**

You will participate in activities and sessions with employers. Please record your date in this section of your Career Passport in On Track.

Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate.

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

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## AUTUMN

### Meet the Employer and Apprenticeship Team

*If you are thinking of transferring to an apprenticeship or considering an apprenticeship after college, come along to meet our wide range of employers*

Event at the  
Centre for Advanced Technical Studies

**Thursday 7 November 2024**  
**4.30pm - 7.00pm**

Record your date in this section of your Career Passport in On Track - Select WRL - Employer Talks as the category.

### Work Placement and Volunteering

*All full-time students are required to undertake work placement during their course*

**Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement.**

Record the first day of your placement here. Your work placement activity is recorded on Grofar, please record the skills you learn and develop on placement here.

### One-to-one Careers Guidance Appointments

*Appointments for Foundation Studies students*

### Tutorials with FAB Futures

Our advisers will record an overview of the conversation for you to review and action in your Pro Portal meetings section.

### Open Evenings

*Develop your team work and communication skills as a Student Ambassador at our Open Evenings.*

### Speak to Your Personal Tutor

**Monday 7 October 2024**  
**Monday 4 November 2024**

Wigan Campuses

**Monday 14 October 2024**  
**Monday 11 November 2024**

Leigh Campus

**4.30pm - 7.00pm**

If you are an ambassador at one of our Open Evenings, please record your date in this section of your Career Passport in On Track - select WRL - Volunteering as the category.



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

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## SPRING

### Employer Encounters

*Develop your careers plans through industry visits to employers.*

### Visits Arranged by Your Tutor

You will participate in activities and sessions with employers. Please record your date in this section of your Career Passport in On Track.

Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate

### Open Evening

*Develop your team work and communication skills as a Student Ambassador at our Open Evenings.*

### Speak to Your Personal Tutor

#### Monday 27 January 2025

Wigan Campuses

#### Monday 3 February 2025

Leigh Campus

#### 4.30pm - 7.00pm

If you are an ambassador at one of our Open Evenings, please record your date in this section of your Career Passport in On Track - select WRL - Volunteering as the category.

### Work Readiness Skills

*Development of online professional profiles*

### FAB Futures Drop-in Sessions

You will participate in activities and sessions around work readiness skills. Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### Job applications / Apprenticeship Application Support

### Contact the FAB Futures Team

You will participate in activities and sessions around employability skills. Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### Festival of Engineering & Construction

*Meet with employers, find out about employment and apprenticeship opportunities, attend industry led masterclasses and take part in skills competitions.*

### Event at Pagefield Campus

#### Monday 10 February 2025

#### 4.30pm - 7.00pm

Record your date in this section of your Career Passport in On Track - Select WRL - Employer Talks as the category.

### National Apprenticeship Week

### Activities Across Cour Campuses

#### 10 - 16 February 2025

You will participate in visits, activities and sessions with employers. Record your date in this section of your Career Passport in On Track

Choose the category that best fits your activity.

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WRL Industry Linked or other as appropriate.



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

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## SPRING

### National Careers Week

### Activities Across Cour Campuses

#### 3 - 8 March 2025

You will participate in visits, activities and sessions with employers. Record your date in this section of your Career Passport in On Track.

Choose the category that best fits your activity.

WRL Employer Project

WRL Community Project

WRL Skills Competition

WRL Master Class

WRL Industry Linked or other as appropriate.

### University and Higher Education Fair

*If you are still unsure about higher education, come along and meet with a range of universities and find out more about their courses and career progression.*

### Tuesday 11 March 2025 at The Edge

Record your date in this section of your Career Passport in On Track – Select WRL - University / Careers Fair as the category.

### Exploring the World of Work Conference

*Specifically aimed at Foundation Studies students and young people studying ESOL.*

### Conference Arranged by FAB Futures and Tutors

Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### Progression Support

*Targeted support for those seeking an apprenticeship*

### Apprenticeship Team

If you are planning to progress to an apprenticeship you will be supported by our apprenticeship team.

Record the date you meet with them in this section of your Career Passport in On Track - select WRL - Preparing for Apprenticeship as the category.

### One-to-one Careers Guidance Appointments

*Appointments for Level 1 and Level 2 students. Follow up appointments for students unsure of their next steps.*

### Call into FAB Futures to Speak to a Careers Coach

Our advisers will record an overview of the conversation for you to review and action in your Pro Portal meetings section.

### Work Placement and Volunteering

*All full-time students are required to undertake work placement during their course.*

### Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement.

Record the first day of your placement here.

Your work placement activity is recorded on Grofar, please record the skills you learn and develop on placement here.

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

## TERM

## CAREERS ACTIVITY

## HOW - MAPPING

## SUMMER

### Meet the Employer and Apprenticeship Team

*If you are considering an apprenticeship come along to meet employers.*

### Event at the Centre for Advanced Technical Studies

**Monday 28 April 2025, 4.30pm - 7.00pm**

Record your date in this section of your Career Passport in On Track – Select WRL - Employer Talks as the category.

### Open Evening

*Develop your team work and communication skills as a Student Ambassador at our Open Evenings.*

### Speak to Your Personal Tutor

**Monday 28 April 2025 - Wigan Campuses  
4.30pm - 7.00pm**

If you are an ambassador at one of our Open Evenings, please record your date in this section of your Career Passport in On Track - select WRL - Volunteering as the category.

### Skills Tracker

*Assess your own current core work readiness skills.*

### Tutorials with Your Personal Tutor / Course Leader

Skills tracker results are recorded on Pro Portal, this is a self-measure and reflects how you think you have grown and developed at college.

### Entrepreneurial Skills

### Tutorials with Your Personal Tutor / Course Leader

Record your date in this section of your Career Passport in On Track - Select WRL - Employability as the category.

### Work Placement and Volunteering

*All full-time students are required to undertake work placement during their course.*

### Your tutor will discuss the work placement requirements for your course, and work with FAB Futures to find you a suitable placement.

Record the first day of your placement here.  
Your work placement activity is recorded on Grofar, please record the skills you learn and develop on placement here.

### One-to-one Careers Guidance Appointments

*Appointments for Level 3 students.  
Follow up appointments for students unsure of their next steps.*

### FAB Futures

Our advisers will record an overview of the conversation for you to review and action in your Pro Portal meetings section.

# 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	Ian Guest / Chris Hammond - Parsons Walk Campus	i.guest@wigan-leigh.ac.uk c.hammond@wigan-leigh.ac.uk
Career Coach	Kerry Gordon / Andrea Chambers - Pagefield Campus	k.gordon@wigan-leigh.ac.uk a.chambers@wigan-leigh.ac.uk
Career Coach	Louise Goodman - Leigh Campus	l.goodman@wigan-leigh.ac.uk
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	<a href="https://www.apprenticeships.gov.uk/">https://www.apprenticeships.gov.uk/</a>
National Careers Service	<a href="https://nationalcareers.service.gov.uk/">https://nationalcareers.service.gov.uk/</a>
UCAS	<a href="https://www.ucas.com/undergraduate">https://www.ucas.com/undergraduate</a>
Student Finance England	<a href="https://www.gov.uk/student-finance">https://www.gov.uk/student-finance</a>
Labour Market Information	<a href="https://www.lmiforall.org.uk/">https://www.lmiforall.org.uk/</a>

# FAB Futures

**FOCUSED** **AMBITIOUS** **BRIGHT**

## **FOCUSED** Futures

Careers Advice

Progression to the next course

Higher Education and University

## **AMBITIOUS** Futures

Traineeships

Apprenticeships

## **BRIGHT** Futures

Work Experience and Employability Skills

Job search