

# FE College Careers Champion Programme

## *CAREERS LEADER & TUTOR GUIDE*



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION

Liverpool City  
Region  
CAREERS HUB

THE CAREERS &  
ENTERPRISE  
COMPANY

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# What is the FE College Careers Champion Programme?

The Careers Champion programme has been launched by the Liverpool City Region (LCR) Careers Hub and is designed to improve student, staff and parents understanding of labour market information (LMI) linked to growth sectors and FE curriculum areas.

A Careers Champion is a student ambassador who will represent a college curriculum area and commit to work with the tutors, wider careers team and other champions to promote specific opportunities and disseminate relevant information to the wider college population.

## College benefits

- ✓ Extend your careers team
- ✓ Raise the profile of careers in college with student voice
- ✓ Develop new employer contacts
- ✓ Help your student population understand career pathways and growth sectors

## Benefits for the student

- ✓ Opportunity to contribute towards college careers programme
- ✓ Develop knowledge of career pathways and growth sectors
- ✓ Build your skills and provide evidence for your CV and university/apprenticeship or job applications
- ✓ Develop key employability skills
- ✓ Opportunity to extend your personal and professional network
- ✓ Merchandise - Notebook/tote bag/pen/pin badge
- ✓ Certificate of participation
- ✓ Digital badge for CV or LinkedIn
- ✓ Invites to regional business events

## What will they do?

- ✓ 2 students per curriculum area.
- ✓ Develop their knowledge of the local economy and growth sectors and share this information with all stakeholders
- ✓ Research opportunities for training and employment in this sector and share and promote these in college
- ✓ Engage with national and local careers events and activities.
- ✓ Build links with employers in key sectors
- ✓ Network and attend events
- ✓ Work within an outlined framework to achieve desired outcomes

# How to deliver this in your FE College

WHATS INCLUDED (all documents can be found [here](#))

1. Introduction to LCR Student Careers Champions
2. College Participation form
3. Careers Leader and Teacher Guide
4. Student Careers Champions workbook
5. Parent and Carer guide
6. Student Careers Champion Job Description
7. Student Careers Champions Presentation
8. Career champion Application Form
9. Certificate

**1. Identify your staff coordinator**

The Careers Leader should identify one or more members of staff in college who will monitor the delivery of the programme & keep in touch with the LCR Careers Hub.

**2. Select your Career Champions**

- Select up to 2 pupils from each faculty area.
- There are various ways you could consider offering the programme out to pupils here are some examples:
  - Launch the presentation in assembly / tutor time and pupils can express their interest. If the number of applications exceeds the number of places, then consider asking pupils to complete an expression of interest letter and submit this to the Career's Leader
  - Shortlist and notify successful applicants.
  - You can use the **Career Champion Application Form** for students to apply

**3. FE College Participation Form**

Once you have identified your Student Career Champions, complete the **FE College Participation form** and return to your Enterprise Coordinator (EC). Your EC will then get you signed up and deliver the merchandise ready for you to launch.

#### 4. Launch the programme with your Student Careers Champions

- In the session you will deliver the PowerPoint, hand out the student workbooks and issue the merchandise. *Each pupil will get a Student Careers Champions pack which includes Tote bag, notebook, pen, folder, and a pin badge to wear on their blazers.*
- Using the PowerPoint, talk the Careers Champions through their job role and preview the student workbook.
- Pupils should complete the cover page (**Student Careers Champion Job Description**) and put it in their folder.
- Student champions should meet with the curriculum leader at this point. Student champions should also meet with the careers team to make them aware of their role.
- Curriculum specific champions should work together where possible to complete workbook tasks.
- Champions should work independently and seek support from curriculum leads or careers leader when appropriate.
- Champion coordinator should keep in touch with champions via email and via termly meetings.
- Listed further below are the activities included in the student workbook and additional suggestions of ways for pupils to get involved.
- Confirm the schedule of delivery for the academic year. Ideas for delivery:
  - Free periods
  - Lunchtime sessions
  - Pupils can work independently
  - Create a team's working group
  - Drop down sessions
- Emphasise that Careers Champions should take ownership of their folders and resources and keep their workbook up to date



## Activities in pupil workbook

<b>Activity 1</b>	Design a careers board within your curriculum area
<b>Activity 2</b>	Analyse the LCR Be-more Portal and ensure information relevant to your subject area is shared with students and staff and features in lesson plans.
<b>Activity 3</b>	Create a careers leaflet linked to your subject area to share with pupils / parents / careers advisors / teachers
<b>Activity 4</b>	Review curriculum area on the college website to ensure relevant careers related information and progression opportunities are present.
<b>Activity 5</b>	Meet with curriculum leaders to present information in relation to the curriculum area and share ideas and information to help them incorporate this into lessons.
<b>Activity 6</b>	Work with your head of year and other career champions to plan a careers talk for other students to attend.
<b>Activity 7</b>	Identify post 18 pathways/qualifications linked to your curriculum area and obtain information to share in the careers library
<b>Activity 8</b>	Identify companies in your sector that offer opportunities such as work placements, internships, apprenticeships etc and obtain information to share within your curriculum area eg: posters / guides / leaflets / web links.
<b>Activity 9</b>	Business research – identify as many companies as possible within the LCR that align with your curriculum area and create a database
<b>Activity 10</b>	Social Media takeover – identify link person involved in social media and work with them to share sector information – This could be done during National Careers Week

## Additional Activities

Look out for regional business events in your sector: eg Manufacturing week and share your findings with your curriculum lead.
Attend Parents Evenings ,Careers Fairs, open days and showcase sector information relevant to your subject area
Support the Careers Leader to make new connections with employers
Ensure classrooms have careers posters that represent your industry
Conduct a pupil survey to find out what pupils understand about your sector
Ask the careers leader / advisor for information on pupil destinations – create a report
Meet and Greet visiting employers and college guests
Attend governor meetings to present your sector information
Work with college liaison teams to attend events

