



LSEC Careers Programmes (including Career Advantage Awards)



Introduction

LSEC is committed to ensuring that all learners have access to high-quality careers education, information, advice and guidance that supports them to make informed decisions about their future. Careers programmes are tailored to meet the needs of different learner groups and are designed to develop career management skills, raise aspirations, improve employability and support progression into higher education, apprenticeships and employment.

Careers Support Available to All Learners

Across all learner groups, LSEC offers:

- Qualified Careers Advisers on every campus
- Face-to-face and remote careers appointments
- Careers fairs and employer events
- Labour market information resources
- UCAS and progression support
- Apprenticeship advice
- Career Advantage online learning programmes
- Careers information available throughout the academic year
- Ongoing support for learners after course completion where progression guidance is required

All learners have access to their campus Careers Adviser and can book a careers guidance appointment by visiting their local Careers Room, attending a drop-in session, or using the online Career Advantage booking system. Careers guidance is available throughout the academic year and can be delivered face-to-face or remotely.

1. Study Programme Learners

Careers Programme: The Careers Programme for Study Programme learners begins before enrolment and continues throughout the learner journey.

Key activities include:

Pre-Enrolment	During Study	Post-Completion	Parent and Carer Involvement
• School visits • Open events • Campus tours • Information, Advice and Guidance (IAG) • Access to Career Coach for careers and course research • Subject information meetings	• Introduction to careers support and the Gatsby Benchmarks • One-to-one careers guidance • Career fairs and employer engagement activities • Work experience preparation • National Apprenticeship Week activities • National Careers Week activities • Internal progression and Moving Up support • UCAS support for Level 3 and progression learners • Ongoing labour market information and progression guidance • Career Topics being delivered within tutorials	• Continued careers guidance to support progression into employment, apprenticeships or further study.	Parents and carers play an important role in supporting learners and are actively included throughout the careers programme: • Careers Advisers are available at open events to meet parents and carers. • Parents and carers are invited to subject information evenings. • Parents and carers can access Career Coach resources via the LSEC website to support career and course research. • Parents and carers may attend careers guidance meetings alongside their young person. • Parents and carers can contact the Careers Team directly regarding progression and career-related queries.

Career Advantage for Study Programme Learners

Career Advantage is a digital employability programme completed independently by learners and forms part of their progression expectations. Learners are expected to complete one full award level each academic year. The programme consists of five Award Levels: Bronze, Silver, Gold, Platinum & Diamond. Each Award has 5 strands, bronze-gold include: Compulsory Components, Employability and Work Placements, Digital Skills, Social Impact and Enterprise and Critical Thinking

Compulsory Components	Employability & Work Placements	Critical Thinking	Social Impact & Enterprise	Working Digitally
This strand develops employability skills through the Navigate platform. Learners complete skills assessments, improve their CV and interview skills, record work placement hours, and maintain a reflective journal. They are also encouraged to provide feedback on the Career Advantage Programme	Students will be able to create impactful CVs, research job roles, prepare for interviews, and develop essential career skills. They will also learn to optimise job applications, understand recruitment processes, and make informed career choices. Additionally, students will learn how to prepare for and maximize the benefits of work experience placements	Students will discover their strengths, manage emotions, and become more adaptable, boosting your resilience and career outlook. Students will learn how to practice positive self-talk, enhance communication skills, make smart career choices, and develop critical thinking and problem-solving abilities, fostering creativity and a growth mindset.	Students will explore benefits of volunteering for, reflect on their own volunteering and part-time work experiences, and assess their entrepreneurial potential. They will also learn how to find volunteer positions, understand the charity sector, sustainability, and social impact, and gain insights from entrepreneur	Students will master essential digital tools and platforms, including Excel, Zoom and Microsoft Teams, while practicing online meeting etiquette and prioritising cybersecurity. They will also develop skills in digital labour market research, understand GDPR, and be able to create detailed PowerPoint presentations, ensuring a positive digital footprint and safe online practices

Quality Checking & Certification:

Students receive certificates on completion of each award level, providing evidence of their personal and professional development. All awards are subject to quality checking and verification processes before certification is issued, ensuring that achievement is accurately assessed and meets the required standards.

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2. Apprentice Learners

Apprentices Careers Programme	Career Advantage for Apprentices
Careers Programme Apprentices receive careers support through: • One-to-one careers guidance • Progress reviews • Career planning discussions • Progression planning with employers and training staff • Access to labour market information and career development resources.	Career Advantage for Apprentices is integrated into apprenticeship review processes and supports long-term career development. • Compulsory Strand • Skill Development • Career Management • Job Preparation Essentials Apprentices complete compulsory activities and select additional tasks relevant to their career goals.

3. Access Learners

Careers Programme for Access to Higher Education Courses	Career Advantage for Access to HE learners
Careers Programme Access learners are supported through a progression-focused careers programme designed to prepare learners for higher education. Key activities include: UCAS presentations and guidance Dedicated UCAS support sessions Personal statement feedback Student finance guidance sessions Careers and progression events One-to-one careers advice and guidance Higher education progression support.	Access to Higher Education learners are not required to complete the Career Advantage Awards, as their programme is specifically designed to prepare them for progression to Higher Education. However, learners can still access the Career Advantage platform and are encouraged to participate in the Higher Education and Professional Courses Awards. In addition, learners have full access to the extensive online resource bank, which contains thousands of careers, employability, and progression resources. They can also use the Career Adviser appointment booking tool, access interview skills preparation materials, utilise the CV Builder and CV360 online CV review tools, and benefit from up-to-date labour market information through the LMI tool. These resources help learners make informed decisions about their future study and career pathways while supporting a successful transition into Higher Education and beyond.

4. Higher Education & Professional Course Learners

Careers Programme for HE & Professional Courses	Career Advantage for HE & Professional Courses
Careers Programme HE learners receive careers support from application through to course completion. Provision includes: • Pre-course information, advice and guidance • Careers support at open events • Introduction to Careers during induction • Careers Team presentations and workshops • Access to careers resources and labour market information • Career fairs and employer engagement activities • One-to-one guidance appointments • Referral support for learners requiring additional guidance before course completion.	HE learners access the dedicated HE Career Advantage programme which includes: • Compulsory Components (in this strand, apprentices will embark on a journey of self-discovery and professional growth through conducting a strengths assessment to pinpoint your areas for growth and reflecting on how your abilities align with your chosen sector) • Skill Development In this Strand, apprentices will develop essential skills such as critical thinking, communication, time management, problem-solving and presentation. Additionally, they will enhance their digital skills, preparing them for a successful and adaptable career) • Career Management (In this unit, apprentices will gain essential skills for managing their careers, including effective communication with managers and exploring various progression routes. They will also learn to plan their career journeys strategically, ensuring long-term success and fulfilment) • Job Prep Essentials (This strand equips apprentices with the skills to review their CVs, enhance interview techniques, and understand the labour market. Apprentices will also learn how to make effective job applications, navigate assessment centres, and interpret labour market information) The programme is designed to enhance employability, career planning and professional readiness.

5. Learning & Skills Teacher

Careers Programme for Learning & Skills Teacher (LST) Learners	Career Advantage for LST Learners
Careers Programme The LST Careers programme is made up of two key components • Careers as an LST Learner which includes ◦ Accessing Careers Information ◦ Career Progression Pathways ◦ Career Advantage Award (CAA) for LST Learners ◦ Accessing Careers Advice & Guidance • Understanding Careers Provision for LSEC Learners ◦ Careers Support Available ◦ Progression Pathways & Key Timescales ◦ Career Advantage Award for Study Programme Learners	LST learners access the dedicated LST Career Advantage programme, which includes: Compulsory Components This strand helps trainee teachers develop key career skills while understanding Career Advantage from a student perspective. Through tools such as CV360 and Interview360 (IV360), trainees learn to create effective CVs, improve interview skills, research labour market opportunities, and support students in developing these skills. By experiencing the tools first-hand, trainees enhance their own employability while gaining practical knowledge to embed Career Advantage within their teaching. Developing Your Skills (including digital) This strand supports personal and professional development, with a particular focus on digital skills. Resources help learners strengthen competencies such as digital literacy, online communication, and workplace-ready skills, improving employability and preparedness for a modern working environment. Job Search and Career Preparation Learners can access a range of resources designed to support job searching and career planning. These include guidance on CV development, interview preparation, career exploration, and essential employability skills, helping learners progress confidently towards their career goals.