



Progression at Durham Sixth Form Centre

Student Offer and Entitlement

Student Entitlement, Equality and Diversity

Our careers education provision and curriculum is available and accessible for all students, who are encouraged to follow progression routes which suit their individual interests, skills and strengths. The provision reflects our commitment to equality of opportunity, the absence of stereotyping and to the promotion of a place where diversity is celebrated.

Students at Durham Sixth Form Centre are entitled to:

- Find out about higher and technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options, available at each transition point.
- Access support in making personalised and competitive applications through participating in the CORE:Progression programme, within timetabled CORE sessions.
- Hear from a wide range of local HE, FE employers and apprenticeship providers about the various opportunities and pathways available through Parent Consultation and Progression evenings, presentations, workshops, assemblies, group discussions, career events and the CORE:Progression Programme.
- Understand how to make competitive applications for the full range of academic, apprenticeship and technical courses.
- To receive impartial 1:2:1 information, advice and guidance from our experienced Progression Team by making a careers guidance appointment. This includes general impartial guidance, interview preparation, development of skills, sourcing opportunities and much more.

Our Student Offer

At Durham Sixth Form Centre, we realise that in order to deliver on point 4 of our 2025 vision, we need to ensure we have a thorough, robust student offer in place to support careers, progression and aspirations. This is outlined below:

Pre-enrolment:

- Autumn & Spring Open Evenings - Progression Team presence to discuss careers and options
- Summer Taster Days for Year 10
- Year 11 Open Days for prospective students
- Attendance at recruitment and information events at partner schools
- A 1:2:1 recruitment interview for every student applicant to discuss their post-16 options and progression plans
- Advice on how to choose subjects and careers information included in our enrolment booklet
- Progression Team presence at enrolment - all students must meet a member of the team as part of the process

Overall Offer - Across both year groups

- CORE: Progression Programme. For example:
 - CVs and Cover Letters
 - Skills Builder Benchmarking
 - Labour Market Information
 - Exploring post-18 options
 - Application Statements
- “Next Generation...” Programmes
 - Digital
 - Engineering
 - NHS & Social Care Pathways
 - Primary Education
- Specialist Programme including expert support, access to conferences and speakers. For example:
 - Oxford and Cambridge
 - Medicine
 - Dentistry
 - Veterinary Medicine
 - Health Careers
 - Engineering
- Employer engagement and work experience/volunteering opportunities
 - Specialist Support from dedicated team members
 - Work Experience in Vocational Subjects
- Active promotion of ‘Widening Participation’ opportunities. For example:
 - Durham Supported Progression
 - Sutton Trust
 - Newcastle Partners
 - Access to Leeds
- MA/Aspire Programme
 - Most Able Academic Mentor
 - Competitive University Application Support/Presentations
 - Academic Enrichment Offer
- 1:2:1 personal guidance Interviews with Level 6 qualified Careers Professionals
 - Drop in service for students and parents/carers
- Access to Progression Google Site and Google Classroom
- Access to Work Experience Google Classroom
- Visits to HEIs e.g. Durham, York, Northumbria
- Visiting speakers - employers, HEIs, apprenticeship providers

Year 12 Specific

- Y12 Parents Information Evening (Sept)
- Y12 Annual Parents Careers Conference
 - Parent & Student Event (February)
- Curriculum Careers Week
 - Subject Presentations by all subjects - "Careers in..."
 - Subject Skills
 - Guest Speakers
 - Alumni Event
- UCAS Exhibition - Newcastle
- Mandatory Summer Progression Meeting - 1:1 for all students
- Progression Fair
 - HEIs
 - Employers
 - Providers
- Y12 - Y13 Parents Progression Evening
 - UCAS
 - Student Finance
 - Apprenticeships
 - Other routes
- Opportunities Week - focus on work experience, employer engagement, employer led enrichment

Year 13 Specific

- Y13 Welcome Back and Information Evening (Parent & Student Event)
- UCAS Support with designated personal UCAS/Progression Lead
 - Personal Statement and Application support
- Higher level/degree/level 3 apprenticeships specialist application support
- Apprenticeship Networking Events x2
- Apprenticeship Expo Visit
- Interview preparation including:
 - Mock Assessment days
 - Mock Interview Panels online/face-to-face
 - 1:2:1 interviews with industry professionals

Ongoing support available to DSFC alumni (for up to two years after leaving):

- UCAS Application support and reference provision
- Interview and CV Preparation
- 1:2:1 Guidance interviews and Careers advice

Durham Sixth Form Centre has been awarded 'The Quality in Careers Standard'. This is the national quality award for careers education, information, advice and guidance (CEIAG) in secondary schools, colleges and work-based learning. The Standard is fully aligned with the Gatsby Benchmarks for Good Career Guidance and is strongly recommended by, and fully complies with, the Department for Education's statutory guidance. The Quality in Careers Standard accreditation noted that:

- DSFC fully meets all of the accreditation criteria incorporating the GBs.
- Clear strategic vision, strong commitment and effective management of progression (CEIAG) exist - providing a cohesive approach to careers, employability and IAG.
- The Progression Team provides robust support and there are rigorous procedures in place to ensure students receive their entitlement.

The CORE:Progression Programme

The CORE:Progression Programme is one of six elements within our overall CORE programme, which is a compulsory offer that combines all elements of PDW (Personal Development & Wellbeing) and Progression. It is delivered through weekly face-to-face 45 minute sessions led by our Progress Tutor team. The CORE:Progression curriculum is carefully designed to deliver the most appropriate information to students at the point where they need it most.

Year 12 CORE:Progression		
Autumn Term	Spring Term	Summer Term
● CORE:Progression introduction and overview incorporating the importance and purpose of progression education. ● Skills Builder Benchmark and Universal Framework Introduction and context setting ● Labour Market Information and Careers Action Planning	● Preparing for the world of work ○ CV's and Cover Letters ○ Transferable skills ○ Effective careers research and planning ○ Employability skills and revisit personal skills audit and Career Action Planning. ● Digital careers literacy. ● Post-18 options: higher education (including choosing courses and institutions), apprenticeships (including what employers are looking for and application process), Alternative Progression Routes. ○ The importance of having a "Plan A" & "Plan B" and making research-led, informed decisions. ○ Writing a personal statement for Higher Education, Apprenticeship and employment applications. ● Building your brand online for employment	● Application Statements and Interviews ● Introduction to "Opportunities Week" and support and direction towards Work Experience ● Y12 Summer Careers Meetings ● UCAS Registration and Preparation ● Progression for Y13 and Target Setting

Year 13 CORE: Progression		
Autumn Term	Spring Term	Summer Term
• Y13 CORE: Progression induction, offer and programme overview. • Revisit skills builder and review action plan against progress made. • Application Statements for University/Degree Apprenticeships • Progression reflection: Revisit choices and intended routes on the basis of UCAS predictions ◦ SMART and viable target setting (including for Apprenticeship and employment routes).	• Transitional Life Phases ◦ What to expect when embarking on post-18 progression routes • Preparing for next steps ◦ Making firm and insurance decisions. ◦ Student accommodation. ◦ Student finance. ◦ CV and covering letter, transferable skills ◦ Late university applications, apprenticeships, alternative application processes. • Preparing for Clearing; “What is a “Clearing Plan”?”. • Interview preparation, online interviews, peer mock interviews and feedback.	• Researching Level 3, Higher Level and Degree Apprenticeships. • Revisiting and refining CV’s and cover letters. • Application Support & Interview Preparation. • Online interviews, peer mock interviews and feedback.