

Leeds College of Building Careers & Employability Programme – September 2025

The Leeds College of Building Careers & Employability Programme sets out planned activities and support available to all learners, aligned with the Gatsby Benchmarks, Department for Education (DfE) statutory guidance, and the Careers & Enterprise Company (CEC) framework.

This Programme complements the College's Careers Policy and Strategic Plan, ensuring our careers provision is inclusive and supports students' awareness, readiness, and progression into further study, education, training, or employment.

While our programme develops transferable skills for a wide range of industries, it also plays a key role in raising awareness of construction as a rewarding and fulfilling career choice. In response to national skills shortages, we actively promote careers in construction, helping students understand the many opportunities available and how they can help build the future of the construction industry.

Compliance Statement September 2025

Leeds College of Building meets its statutory duty by providing all 16–19 learners (and up to 25 with an Education, Health and Care Plan EHCP) with access to independent, impartial careers guidance. This duty is about ensuring entitlement and opportunity. Our model prioritises high-need learners (SEND, EHCP, NEET-risk, looked-after children) for proactively booked one-to-ones, while ensuring that every learner is informed of their entitlement and knows how to request an appointment. This approach aligns fully with DfE statutory guidance (2025), Gatsby Benchmark 8, and Ofsted expectations.

Personal Careers Guidance – Available All Year

All 16-19 learners (and up to 25 with an EHCP) students are entitled to access independent, impartial personal guidance with a qualified careers adviser.

- High-priority learners (SEND, EHCP, NEET-risk, looked-after children) are proactively offered one-to-one appointments.
- Other learners are informed of their entitlement and may self-book or book via their Progress Coach, tutor or contacting the careers team.
- Guidance sessions help learners make informed decisions about career pathways, education, apprenticeships, vocational training, or further study.
- Parents and carers may attend sessions for learners under 18, or EHCP learners up to 25.

Support Available During Personal Guidance Appointments:

- **Career Pathways:** Explore options matching interests, strengths, and skills.
- **Education & Training:** Guidance on next steps, apprenticeships, vocational courses, or higher education.
- **Progression Planning:** Support for planning future education, training, or employment pathways.
- **Employability Skills:** Access to workshops and resources for CV writing, interview preparation, and application support.

This approach is fully in line with DfE statutory guidance (2025), Gatsby Benchmark 8, and Ofsted expectations, focusing on opportunity and access. All learners are informed of their entitlement and how to book. Appointments are recorded on the college system Collsys, including attendance and outcomes.

Booking an Appointment:

- Book via Progress Coach or directly with the Careers Team at C21 (North Street) or Student Services (South Bank 1).
- Email careers@lcb.ac.uk or call 0113 222 6045.

Apprenticeship Learner Support

Apprentices are encouraged when and if needed, to access careers support and book appointments via their tutor to ensure they receive appropriate guidance tailored to their progression and career planning needs.

Adult Learner Careers Support – Delivered Throughout the Year

All adult learner groups will have one careers session delivered by the Educational Development Trust (EDT), part of the National Careers Service. The session content is decided in consultation with tutors and may cover:

- Exploring the jobs market
- Identifying skills
- CV writing
- The value of experience
- Digital skills
- Construction labour market trends

Each session includes clear guidance on how adult learners can access independent one-to-one personal guidance appointments with EDT following the session.

Careers Programme Activities - 16 to 19 / EHCP learners

Autumn Term: September – December 2025

Activity Title	Description	Gatsby Benchmarks	Target Groups
Partnerships + Skills Team Introduction	Introduction to the Careers & Employability Team and the support available, including meaningful encounters and skills development opportunities.	1, 2, 4	First-year groups
Employability Skills: CV Writing	Workshops delivered by Progress Coach tutorials, Employers, DWP. Monthly CV checks by careers team. Resources shared via Teams on request.	1, 2, 3	All groups
Today's Talks – Staff Journeys	Staff share career paths from education into employment or into construction careers.	1, 2, 4	All groups
Post-18 Options	Guidance on apprenticeships, higher education, and employment. Optional university visits and UCAS application sessions.	1, 2, 3	University Centre full-time T Level second year groups
Bridge Builder Careers Sessions	Short sessions delivered by careers team and DWP schools team – identifying transferrable skills	1, 2, 3	Bridge Builder learners
Personal Guidance Appointments	1:1 appointments available for all students, focus on course choices and alternatives. Parents welcome.	1, 3, 8	All groups

Spring Term: January – April 2026

Activity Title	Description	Gatsby Benchmarks	Target Groups
LCB Careers Fair	Event with employers, higher education providers, apprenticeship organisations.	1, 5, 7	All groups
Personal Guidance Appointments	1:1 support for all students. Focus on progression planning and refining next steps.	1, 3, 8	All groups
UCAS Submission Support	Drop-ins and application reviews supported by universities.	1, 3, 7	University Centre full-time T Level second year groups
Student Finance Presentation	Understanding tuition fees, loans, and budgeting.	1, 3, 7	University Centre full-time T Level second year groups
Employability Skills: CV Review & Job Search	Strengthening CVs and using online job search tools.	1, 2, 3, 4	All groups

Term: April – July 2026

Activity Title	Description	Gatsby Benchmarks	Target Groups
LMI Spotlight Sessions	Explore local sector trends and employer demand related to students' subject areas.	1, 2, 4	First-year & adult trades
Employability Skills: Interview Skills & Mock Interviews	Improving interview technique and confidence, mock interviews with employers.	1, 2, 3	All groups
Personal Guidance / Progression Planning	1:1 support with final progression planning and transition. Appointments can be booked by tutors or Progress Coaches. Parents welcome.	1, 3, 8	All groups
Understanding Higher Education	University visits, workshops on higher education and higher apprenticeships.	1, 3, 4, 7	University Centre full-time T Level first year groups

Activity Title	Description	Gatsby Benchmarks	Target Groups
Bridge Builder Careers Sessions	Final term sessions twice per half term with targeted support.	1, 2, 3	Bridge Builder
Bridge Builder Careers Support – EHCP Students	Short careers sessions twice per half term covering strengths, employer expectations, CV writing, job search, interview prep.	1, 2, 3	EHCP students

Employability Skills – Delivered Throughout the Year

- Autumn: CV awareness, identifying strengths, job search techniques
- Spring: Tailored CVs, cover letters, job search techniques
- Summer: Interview preparation, communication, online applications, confidence, and resilience

Experiences of the Workplace & Employer Encounters

- Site visits, career talks, demonstrations, employer-led projects, apprenticeship panels, virtual/physical work experience opportunities

Student Evaluation and Feedback

- Regular evaluation and feedback to measure impact and continuous improvement