

Careers Calendar

Activity	Level	Team	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Gatsby Benchmark
Careers Guidance															
1:1 Careers Guidance at Enrolment and Open events	All	Careers Team	✓	✓	✓	✓				✓			✓	✓	2,3
Introduction to Careers Services	All	Curriculum/ Careers Team		✓	✓										1,3,4, 8
Change of Course	All	Curriculum/ Careers Team		✓	✓										1,3,4, 8
1:1 Careers Guidance Appointments and Drop-in	All	Careers Team	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1,2,3,8
1:1 Appointments (Progression)	All	Careers Team									✓	✓	✓	✓	1,2,3,8
Email & Telephone Careers Guidance	All	Careers Team	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	3,8
Open Access Careers Resources: Learning Resource Centre/Online (Student Hub)	All	Student Engagement Team		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1,2,3
UCAS Clearing and Support	L3 Y2	Careers Team	✓												1,8
Careers Education Workshops															
*Optional Workshop															
UCAS Apply	A2/L3 Y2	Careers Team		✓	✓	✓									1,3,
Personal Statements	A2/L3 Y2	Careers Team		✓	✓										1,3,4
Careers Decisions	A1/ L1 Bridging	Careers Team				✓	✓								1,2,3
Careers in.... (Curriculum areas: Art & Design, Business, Engineering, Health & Social Care, Media, Science, Sport)	L3 Y1	Careers Team				✓	✓								1,2,3

[illegible]

Employer and Apprenticeship Guest Speakers and Masterclasses (Refer to Student Hub – Enrichment Calendar – students apply to attend)	All			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		1,3,4,5,8
Higher Education Guest Speakers and Workshops	L3			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		1,3,4,7,8
EHCP Next Steps Advisory events (All sites - for parents/carers/students)									✓	✓					1,3,4,5,7,8

CDI Framework – Barent and Southgate College’s Career Development Planning

At Barnet and Southgate College, we believe that every learner deserves the tools, guidance, and confidence to shape their future. This Careers Development Plan, built around the [Career Development Institute \(CDI\) Framework](#), sets out how we support learners at every level, to explore possibilities, build resilience, and make informed choices about their next steps.

The CDI Framework provides a clear structure for careers education, focusing on six key areas of development: **Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life and Work, and See the Big Picture**. These areas help learners understand themselves, the world of work, and how to navigate it with purpose.

This plan is designed to:

- Embed careers learning consistently across all learner levels.
- Support staff in delivering meaningful and appropriate careers education.
- Align with the [Gatsby Benchmarks](#) and national expectations.
- Promote aspiration, equity, and lifelong career confidence.

This plan is a working document—one that will grow and adapt with our learners, our staff, and the world around us.

Gatsby Benchmarks

At Barnet and Southgate College, we use the Gatsby Benchmarks to guide our careers education programme. This nationally recognised framework ensures every student receives high-quality, personalised support to explore their options and prepare for future pathways.

1	2	3	4	5	6	7	8
A Stable Careers programme	Learning from careers and labour market information	Addressing the needs of each pupil	Linking curriculum learning to careers	Encounters with employers and employees	Experiences of workplaces	Encounters with further and higher education	Personal guidance

CDI Learning Area	Entry Level - Level 1	Level 2	Level 3	Gatsby Benchmarks
 Grow throughout life by learning and Facilitate self-reflection and personal strengths to help students understand their backgrounds and capabilities. Encourage recording and reflecting on achievements	- Developing transferable skills - Developing 21st C Skills (soft skills) - One-to-one career guidance - career assessments - Personal tutorials: goal setting, attendance, safeguarding - SV Reps training and elections	- Developing transferable skills - Developing 21st C Skills (soft skills) - One-to-one career guidance - career assessments - Personal tutorials: goal setting, attendance, safeguarding - Careers guidance at transition points	- Development and application transferable skills - Development and application 21st C Skills (soft skills) - One-to-one career guidance - career assessments - Personal tutorials: goal setting,	2,3,4,5,7, 8

and areas for improvement in one-to-one meetings	- SV Campus Council meetings - National Careers Week (March 26) - Careers Fairs - Career Enrichment - Student Ambassador programme	- career assessments - SV Reps training and elections - SV Campus Council meetings - National Careers Week (March 26) - Careers Fairs - Career Enrichment - Student Ambassador programme - Volunteering	attendance, safeguarding - SV Reps training and elections - SV Campus Council meetings - National Careers Week (March 26) - HE/Careers Fairs - Career Enrichment - Student Ambassador programme - Volunteering	
 Explore the full range of possibilities Organise sessions to explore the full range of career options, including apprenticeships, higher education, and vocational routes. Provide access to up-to-date labour market information and vacancy resources. Use career development online resources showcasing diverse workplaces and job roles.	- Embedding careers in the curriculum - Careers quiz - Employer visits - National Careers Week (March 26) - Careers Fairs - Careers Enrichment workshops and guest speakers - Work experience	- Embedding careers in the curriculum - Apprenticeship workshops - Employer visits - National Careers Week (March 26) - Careers Fairs - Careers Enrichment workshops and guest speakers - Work experience - Volunteering	- Embedding careers in the curriculum - HE, Jobs & Apprenticeship Fairs - Apprenticeship workshops - Employer visits - National Careers Week (March 26) - Careers Fairs - Careers Enrichment workshops and guest speakers - Work experience - Volunteering	2,3,4,5,6,7

 Manage Career Student Ambassador projects, decision-making, and career planning tools. Support students in developing career plans and setting goals for progression	• One-to-one career guidance • Supported decision-making • Careers workshops • Action planning in tutorials • Student Ambassador programme • Student Voice forums	• One-to-one career guidance • Supported decision-making • Careers workshops • CV writing, mock interviews • Employer visits • National Careers Week (March 26) • Careers Fairs • Careers Enrichment workshops and guest speakers • Student Ambassador programme • Student Voice forums • Volunteering • Work Experience	• - LinkedIn workshops • UCAS and apprenticeship support • Careers workshops • CV writing, mock interviews • Employer visits • National Careers Week (March 26) • Careers Fairs • Careers Enrichment workshops and guest speakers • Student Ambassador programme • Student Voice forums • Volunteering • Work Experience	2,3,4,5,7,8
 Create opportunities by being Facilitate networking opportunities by bringing in local employers, alumni, and employees for talks, workshops, or mentoring sessions. Encourage proactive relationship building through communication and social skills workshops.	• Careers Enrichment workshops and guest speakers • Careers Fairs • Student Ambassador programme • Cross-college Enrichment events/clubs and societies and workshops • Student Reps roles and induction	• Careers Enrichment workshops and guest speakers • Student Ambassador programme • Careers Fairs • Cross-college Enrichment events/clubs and societies and workshops • Student Reps roles and induction • Volunteering • Work Experience	• Careers Enrichment workshops and guest speakers • Student Ambassador programme • Careers Fairs • Cross-college Enrichment events/clubs and societies and workshops • Student Reps roles and induction • Volunteering • Work Experience	3,4,5,7

 Balance Life and Work Workshops on wellbeing, work-life balance, and managing commitments alongside study or work. Sessions on financial literacy and time management support career readiness.	• Wellbeing and time management • Financial basics and support with LSF • Cross-college Enrichment events and societies and workshops • Tutorial reflection and goal setting	• Wellbeing and time management • Financial basics and support with LSF • Cross-college Enrichment events and societies and workshops • Tutorial reflection and goal setting • Volunteering	• Wellbeing and time management • Financial basics and support with LSF • Cross-college Enrichment events and societies and workshops • Careers workshops on Personal finance planning • Tutorial reflection and goal setting • Volunteering	2,3,5,7,8
 See the Big Picture Include discussions on how economic, social, and political changes affect careers and sectors. Foster understanding of local, national, and global labour market trends.	• Cross-college Enrichment events and societies and workshops • Challenging stereotypes embedded in careers workshops/one-to-one meetings • LMI data embedded in Careers workshops • Student Ambassador programme • Tutorial themes: EDI/British Values	• Cross-college Enrichment events and societies and workshops • Challenging stereotypes embedded in careers workshops/one-to-one meetings • LMI data embedded in Careers workshops • Student Ambassador programme • Tutorial themes: EDI/British Values • Volunteering • Work Experience	• Cross-college Enrichment events and societies and workshops • Challenging stereotypes embedded in careers workshops/one-to-one meetings • LMI data embedded in Careers workshops • Student Ambassador programme • Tutorial themes: EDI/British Values • Volunteering • Work Experience	4,5,7, 8