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| **Activity** | **What’s involved** | **Who’s involved** | **Where delivered** | **How** | **When** |
| **Pre-Enrolment** | | | |  |  |
| School Activity e.g. class sessions, parent’s evenings, careers and options events. | Information and advice on Apprenticeships and what it involves. | School Liaison Team  Apprenticeship Team | In high school. Activities are school dependant | Face to face through various activities | Throughout the year |
| \*Open Events (Years 9,10 and 11) and College Tours | Information and advice on Apprenticeships and what it involves. Tutor/Assessors are available to give information on all aspects of Apprenticeships. The Careers Zone team is also available if you require Information Advice and Guidance about future career plans and how an Apprenticeship could contribute to these. | Tutor/Assessors  School Liaison  Learning Support  Careers Zone teams | Nelson and Colne College  Accrington and Rossendale College | Face to face  Through information leaflets  Through personalised 1-2-1 meetings | September to July |
| \*Apprenticeship Interviews  \*Impartial pre-entry advice and guidance | Interviewers will provide information and advice about the chosen apprenticeship. The Careers Zone team will be present if additional Information Advice and Guidance is required. The Learning Support team are also available to offer any specialist advice and guidance to ensure that learners are supported in their choice. | Tutor/Assessors  School Liaison  Learning Support  Careers Zone team | Nelson and Colne College  Accrington and Rossendale College | Through personalised 1-2-1 meetings | Throughout the year |
| Enrolment sector specific information, advice and guidance | Subject specific information and advice available from the Apprenticeship Teams. | Tutor/Assessors  Careers Zone team  Learning Support teams | On work placement | Through personalised 1-2-1 meetings | Throughout the year |
| Apprenticeship employer events | Annual apprenticeship event with a wide range of employers and sectors talking about apprenticeship opportunities and allowing students to register interest on the night. | Recruitment team  Assessors/Tutors  Programme Leaders  Careers  Employers | Nelson campus  Accrington campus | Face to face | Annual events around National Apprenticeship Week in February |
| Internal progression | Information and advice on apprenticeships and what it involves for learners already attending college on a full-time course. | Assessors/Tutors  Programme Leaders  Careers | Nelson campus  Accrington campus | Face to face | January/February |
| Direct email contact for enquiries about Apps | Dedicated enquiries mailbox for providing information and advice on apprenticeships and what it involves. | Apprenticeship Team | Via email from Apprenticeship Team | Email | Throughout the year |
| **On Programme** | | | |  |  |
| Careers Zone Induction in Induction Day | information on the Careers Zone, resources available and how to contact the team delivered. | Apprenticeship Induction Tutor using resources from the Careers Zone Team | Accrington Campus/Nelson Campus/remotely through teams. | Through Induction programme on Moodle | Throughout the year |
| Regular one-to-one Progress Reviews | Regular reviews with your Tutor/Assessor and employer at key points during your apprenticeship (6 weeks, 3, 6, 9 and 12 months) to assess progress on your apprenticeship towards your long-term career goal, and then every 3 months if Apprenticeship is longer than 12 months. | Tutor/Assessors and employer | In company | Through personalised 1-2-1 meetings conducted face to face, by telephone or on Teams | Throughout the apprenticeship |
| Apprenticeship Drop in Sessions | Weekly Information and advice drop-in sessions on apprenticeships, the process and what is involved. | Apprenticeship Team | Nelson campus  Accrington campus | Group or individual sessions | Nelson Campus Monday & Wednesday 11am-1pm  Accrington Campus Tuesday & Thursday 11am-1pm |
| Personal Development Tutorial | A selection of pick and mix topics including career development planned throughout the apprenticeship and delivered monthly through personalised 1-2-1 meetings. | Trainer/Assessor | Accrington Campus/Nelson Campus/remotely through teams/telephone. | Individual sessions with trainer/assessor. | Throughout the apprenticeship. |
| **On Request** | | | |  |  |
| \*Personalised progression impartial advice and guidance one-to-one | Access support from the Careers Zone team for personalised Information, Advice and Guidance to explore progression options beyond the apprenticeship. | Careers Zone team  Apprenticeship Team | Nelson and Colne College  Accrington and Rossendale College  Telephone/virtual appointment | Through personalised 1-2-1 meetings conducted face to face, by telephone or on Teams | As and when required |
| \*Personalised impartial advice and guidance one-to-one for apprentices looking to change their career path | Access support from the Careers Zone team for personalised Information, Advice and Guidance for those with those looking to change their career path during the apprenticeship. | Careers Zone team  Pastoral Support Officer-Apprenticeships | Nelson and Colne College  Accrington and Rossendale College  Telephone/virtual appointment | Through personalised 1-2-1 meetings conducted face to face, by telephone or on Teams | As and when required |
| Higher Education Application Support | Level 3 and above Apprentices will be given information about Higher Education opportunities, including the College’s undergraduate programmes and offered a face-to-face, Teams or telephone appointment with the Careers Zone team if additional Information Advice and Guidance is required. | Apprenticeship Team  Careers Zone team | Nelson and Colne College  Accrington and Rossendale College  Telephone/virtual appointment | Through personalised 1-2-1 meetings conducted face to face, by telephone or on Teams | As and when required |

\* Parents welcome to attend where appropriate

Programme may be subject to change.