

boston:college



# CAREERS PROGRAMME



Member 2025/26



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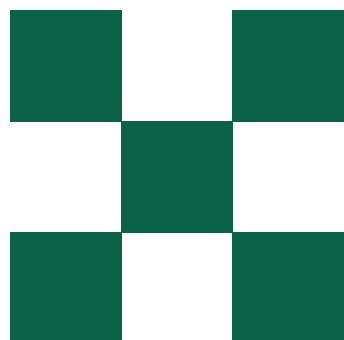
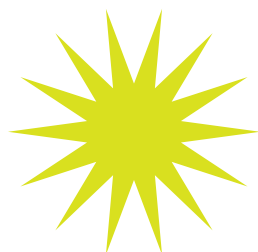
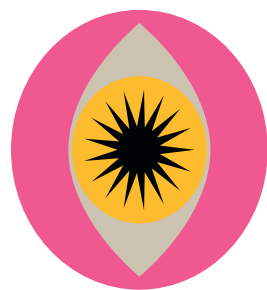
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# INTRODUCTION

At Boston College we are committed to providing impartial and comprehensive Information, Advice and Guidance on education, training, and career opportunities to all of our students. We believe that high-quality careers support plays a vital role in empowering individuals to achieve success and raise their aspirations. We are dedicated to helping them take the next step toward reaching their full potential.

The Careers Team is Matrix Standard accredited and we are registered Career Development Institute (CDI) professionals.



# GATSBY BENCHMARKS

Boston College strives to meet the following Gatsby Benchmarks, ensuring that students have access to a wide range of career experiences to support their journey throughout their time at college:

- 1. A Stable Careers Programme** – A structured and well-implemented careers programme that is embedded into the College curriculum.
- 2. Learning from Career and Labour Market Information** – Providing students with up-to-date career and labour market information to support informed decision-making.
- 3. Addressing the Needs of Each Student** – Tailoring career guidance to meet the diverse needs, backgrounds, and aspirations of all students.
- 4. Linking Curriculum Learning to Careers** – Ensuring that subject teaching is connected to real-world career opportunities and pathways.
- 5. Encounters with Employers and Employees** – Offering meaningful interactions with employers to broaden students' understanding of the world of work.
- 6. Experiences of Workplaces** – Providing opportunities for students to gain first-hand experience in workplace settings.
- 7. Encounters with Further and Higher Education** – Ensuring students have exposure to universities, colleges and apprenticeship providers to explore post-college options.
- 8. Personal Guidance** – Delivering tailored, one-to-one career guidance from qualified professionals to support students' aspirations and next steps.

# WHAT CAN STUDENTS EXPECT FROM THE CAREERS TEAM?

Choosing the right course can feel overwhelming, but our Careers Team is here to help. Accredited by the Matrix Standard, our dedicated team offers free Career Education, Information Advice and Guidance to support you at every stage before you join us, during your studies, and as you prepare for your next steps. Whether you're considering employment, an Apprenticeship, further study, taking a gap year or Higher Education, our Level 6 qualified advisers are ready to guide you towards a successful future.

## Students can access:

- ✦ Personalised support in choosing a career, Apprenticeship, or Higher Education course.
- ☀ Up-to-date online resources like Career Coach, offering insights into occupations and local job markets.
- ✧ A wide selection of prospectuses and printed materials on progression opportunities.
- ♥ One-to-one appointments, workshops, drop-in sessions and phone consultations with experienced advisers.
- ♣ University visits, Higher Education fairs, talks and external visitor stands. The College also promotes the National Career Service, National Careers Week and regularly invites guest speakers to discuss a variety of career-related topics.



# MEET THE CAREERS TEAM



## Jill Pickwell

Careers Leader

jill-l@boston.ac.uk  
careers@boston.ac.uk

### Qualifications

- ✦ CDI Level 6 Certificate in Careers Leadership
- ✦ OCR Level 6 Diploma in Careers Guidance and Development
- ✦ Level 4 Information, Advice and Guidance
- ♥ NCFE Level 3 Drugs and Alcohol Awareness
- ✦ NCFE Level 2 Introduction to Counselling
- ✦ C&G 7302 Introduction to Delivering Teaching

I joined Boston College in 2003 as an Information Officer and Admissions Administrator, later volunteering in the Careers Department. This inspired me to pursue a qualification as a Careers Adviser, eventually progressing to become Careers Leader. I am proud to be part of a team that holds the Matrix Quality Standard, a recognition of the high-quality advice and support offered at Boston College.

In my current role, I oversee the Careers Programme, coordinate activities, collaborate with staff and external partners, and promote career development to inspire and raise aspirations.

Outside of work, I enjoy spending time with my friends and family, as well as swimming, reading and visiting new places on holiday!

Hello



## Amanda Raitt

School Liaison Officer / Careers Adviser

amanda-r@boston.ac.uk  
careers@boston.ac.uk

### Qualifications

- ✦ BA Hons - Joint English and Politics, University of Strathclyde
- ✦ Level 6 Careers Development Professional Apprenticeship
- ♥ Level 4 Information, Advice and Guidance
- ✦ A Levels: English, History and Business

I began my journey at Boston College in 2002 as an Administrator. Over the years, I transitioned into the role of Key Stage 4 Coordinator, where I oversaw curriculum delivery for school-aged students.

Following this, I joined Learner Services and dedicated eight years as a Learner Support Officer, providing pastoral care to students. Eventually, I took on my current role within the Careers Team as a School Liaison Officer and Careers Adviser.

A key part of my role involves visiting schools to provide students with guidance on post-16 study pathways and explore the options available for their next steps in education and careers.

In my free time, you'll often find me running, walking my dog, or enjoying live music at concerts.



# MEET THE CAREERS TEAM



## Jo Leggate

Careers Adviser

Jo-l@boston.ac.uk  
careers@boston.ac.uk

### Qualifications

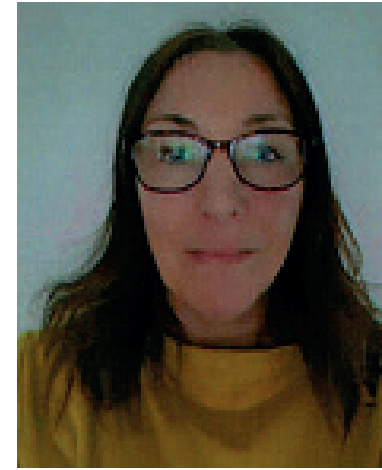
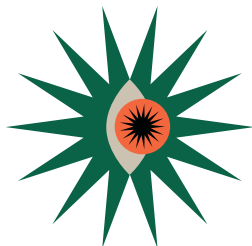
- ✦ OCR Level 6 Diploma in Careers Guidance and Development
- ✦ Level 4 Information, Advice and Guidance
- ✦ NCFE Level 2 Introduction to Counselling
- ♥ C&G 7302 Introduction to Delivering Teaching

I joined Boston College as a Learner Support Assistant as this fitted around school hours and collecting my children from school. From this position, I joined Business Development and worked with the unemployed.

Then I progressed onto the Careers Team and have been in the team for 11 years now.

The most important part of being a Careers Adviser with Boston College are the students, I think they are great! I love to see them progress onto work, University, or Apprenticeships.

In my spare time, I enjoy swimming and walking my doggo! Alongside this, family time is paramount and we like to travel.



## Sasha Phillips

Careers Adviser

sasha-p@boston.ac.uk  
careers@boston.ac.uk

### Qualifications

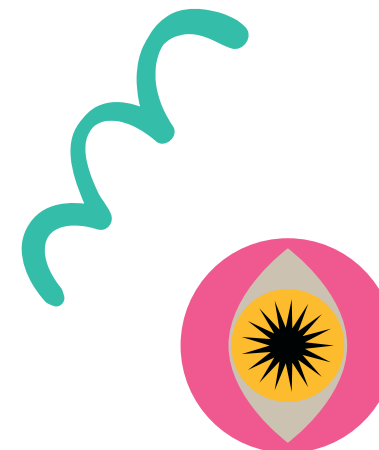
- ✦ OCR Level 6 Diploma in CIAG (Careers Information, Advice and Guidance)
- ✦ Level 3 CIAG (Information, Advice and Guidance)
- ✦ HND Level 4 Print and Surface Design
- ♥ C & G 7302 Introduction to Delivering Teaching

I joined Boston College in 2004 and have held a variety of roles. I started off as SEND Work Experience placement and Supported Internship Coordinator for 15 years, before moving areas to become an Exams Assistant and Invigilator.

Moving to the Careers Team has led to me studying my qualification to become a fully qualified Careers Adviser.

My role involves supporting students on their next steps, career pathways and with their short and long term goals.

In my spare time, I enjoy being with my family, my dogs and going on outings with my friends.



# CAREERS PROGRAMME

## Events

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
GCSE Open Event - 1:1 Careers advice available	✔											
College Open Event - 1:1 Careers advice available			✔	✔			✔		✔			
Taster/Induction events - 1:1 Careers advice available		✔									✔	
Parents Event - 1:1 Careers advice available			✔					✔				
Festival of Adult Learning events											✔	
Volunteer Fair								✔				

## Apprenticeships

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
How to find an Apprenticeship	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Apprenticeship talent pool	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Apprenticeship Week							✔					

## Employment

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Jobs Fair											✔	
Employability skills (Making a difference)	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Work experience	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Rights and responsibility			✔									
Skills competitions	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Search/CV/Letter Support	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Mock interviews	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Encounters with employers	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔

## Careers Guidance

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
1:1 Careers guidance appointments and drop-ins	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Careers advice at enrolment	✔	✔										
Swap not drop interviews	✔	✔	✔									
Career pathway discussions	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Next step discussions	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Transition support (bespoke for SEND)	✔	✔					✔	✔	✔	✔	✔	✔
Annual reviews (Bespoke for students with EHCPs)			✔	✔	✔	✔	✔	✔	✔	✔	✔	✔

## Further Study

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
UCAS appointments	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Effective personal statements	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Mock interviews	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Student finance support	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Budgeting at University	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
University visits			✔	✔	✔	✔	✔	✔	✔	✔		
HE Fair		✔										
Parents HE briefing				✔								
Progression events								✔	✔	✔	✔	

### Colour Code:

- ✔ Bookable appointments with the Careers Team
- ✔ Events across the College
- ✔ EHCP reviews organised through the Inclusive Learning Team - Please contact Jill Pickwell for more information: Jill-I@boston.ac.uk
- ✔ Events organised through the Curriculum Area

# BOOKING APPOINTMENTS

If you would like to make an appointment with one of the College's Careers Advisers, they are available for appointment at both Boston and Spalding campuses.

Contact the College on **01205 365701** or by email: **[careers@boston.ac.uk](mailto:careers@boston.ac.uk)**

Boston College's commitment to give other providers access for careers and progressions opportunities is stated in our Provider Access Policy.

Please note that the Boston College Careers Team follow the Guidance Council's Code of Principles, stating that our CEIAG service is impartial, confidential, client-focused, transparent, accessible, and provides equality and opportunity.

## USEFUL WEBSITES

### ★ LABOUR MARKET INFORMATION

LMI for All [www.lmiforall.org.uk/explore\\_lmi](http://www.lmiforall.org.uk/explore_lmi)

<https://www.theworldofwork.co.uk>

### ♣ UNIVERSITY AND HIGHER EDUCATION

[www.ucas.com](http://www.ucas.com)

[www.gov.uk/browse/education/student-finance](http://www.gov.uk/browse/education/student-finance)

[www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk)

[www.prospects.ac.uk](http://www.prospects.ac.uk)

[www.thefuturefocus.co.uk](http://www.thefuturefocus.co.uk)

### ♥ GENERAL CAREERS SUPPORT, CVS AND JOB SEARCH

[www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk)

[www.careersmart.org.uk](http://www.careersmart.org.uk)

### ✳ VOLUNTEERING

[www.lincolnshirecvs.org.uk](http://www.lincolnshirecvs.org.uk)

[www.navca.org.uk](http://www.navca.org.uk)

[www.volunteering.england.nhs.uk/volunteer](http://www.volunteering.england.nhs.uk/volunteer)

[www.volunteeringmatters.org.uk](http://www.volunteeringmatters.org.uk)

### ☀ APPRENTICESHIPS

Find an apprenticeship - [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

[www.amazingapprenticeships.com/about-ask/](http://www.amazingapprenticeships.com/about-ask/)

[www.skillsforcareers.education.gov.uk/pages/training-choice/apprenticeships](http://www.skillsforcareers.education.gov.uk/pages/training-choice/apprenticeships)

### ★ GAP YEAR

**Find Information and Ideas to Inspire Your Gap Year Program:**

[www.ucas.com/discover/gap-years](http://www.ucas.com/discover/gap-years)

Gap year advice - [www.nationalcareers.service.gov.uk/careers-advice/advice-on-a-gap-year](http://www.nationalcareers.service.gov.uk/careers-advice/advice-on-a-gap-year)