



Careers Programme

Middlesbrough College and TTE



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Foreword

At Middlesbrough College and TTE, we offer courses from Entry Level to Level 6 covering all sectors of the economy and support 15,000 school leavers, adults, and apprentices to develop their skills, qualifications and industry experience each year.

We are committed to providing impartial information, advice and guidance on education, training, and employment opportunities to our prospective, current, and former learners. We believe that an offer of high-quality careers education, information, advice, and guidance ensures positive attainment for learners and raises learner aspirations. This is vital in supporting young people and adults in their transition from education and supporting them to achieve their full potential, regardless of starting point or where they are on their journey.

Middlesbrough College Group has achieved 100% in all Gatsby Benchmarks and additionally, has strong links with industry and employer advisory boards that influence and feed into our curriculum designs to meet the local and national labour market needs.



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



Gatsby Benchmarks

The table below details the Gatsby benchmarks which Middlesbrough College Group meets according to the monitoring body Tees Valley Combined Authority.

| Gatsby Benchmark | Overview | Benchmark Met |
|---|--|---------------|
| 1. A stable careers programme | Middlesbrough College Group has a stable and structured careers programme which is available to view on our website, including a comprehensive Thrive tutorial programme for full-time students. | Yes |
| 2. Learning from career and labour market information | All students access and use information about career paths and the labour market to inform their own decisions on study options. Through the curriculum and careers services, they have access to high quality information about future study options and labour market opportunities. | Yes |
| 3. Addressing the needs of each pupil | All students have access to high quality information about future study options and labour market opportunities at a time in the year that is best for them. The Middlesbrough College Group careers programme actively seeks to challenge stereotypical thinking and raise aspirations. We keep systematic records of the individual advice given to each learner, and subsequent agreed decisions. All learners have access to these records to support their career development. We collect and maintain accurate data for each learner on their education, training, or employment destinations. | Yes |
| 4. Linking curriculum learning to careers | Throughout their programme of study (and by the end of their course) every student will gain knowledge and experience as to how their subject assists people gain entry to (and be more effective workers within) a wide range of occupations. | Yes |
| 5. Encounters with employers and employees | Every student will gain 34 – 315 hours work experience dependent upon their course and level. We provide students with multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This is provided via a range of enrichment activities including visiting speakers, mentoring and enterprise schemes. | Yes |
| 6. Experiences of workplaces | Every student has a minimum of 4 first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks. | Yes |
| 7. Encounters with further and higher education | By the end of their programme of study, every student has meaningful encounters with a range of providers of learning and training that may form the next stage of their career. This includes as appropriate, further education colleges and higher education, apprenticeship, and training providers. | Yes |
| 8. Personal guidance | Every student will receive a one-to-one 45 minute impartial and confidential guidance interview with a careers adviser, who is either internal (a member of College staff) or external, but who is trained to an appropriate level. These interviews are available whenever significant study or career choices are being made for an individual. | Yes |

Careers Entitlement

Middlesbrough College Group is committed to providing impartial information, advice and guidance on education, training, and employment opportunities to prospective, current, and former learners. We ensure high quality, timely, accurate and impartial careers education, information advice and guidance (CEIAG) is provided to support individuals make informed decisions about their next steps in order for them to achieve personal and economic well-being throughout their lives. A typical careers entitlement offer per learner will consist of:

- › A minimum of one 45 minute 1:1 careers interview with every student during their time at College or TTE
- › A meaningful and relevant work experience placement of between 34 and 315 hours dependent upon their course
- › A minimum of 4 relevant employer encounters per year
- › Vocational information, advice and guidance from curriculum staff at interview, enrolment and throughout their course
- › Careers education, advice and LMI sessions as part of their Thrive and 1:1 tutorial programme
- › Access to a range of sporting and non-sporting enrichment activities that enhance skills proved useful in the world of work
- › A 1:1 progression interview which formalises their next steps and tailored Thrive programme which include the following services depending on their intended destination:
 - › CV / Interview skills workshops for those seeking employment or an apprenticeship
 - › Entrepreneurial support for those wishing to set out their own business
 - › UCAS and personal statement advice and support for those wishing to progress to Higher Education
 - › 1:1 apprenticeship guidance sessions for those seeking an apprenticeship



Industry Talks



Careers Events



1:1 Careers Interviews



Careers Fairs

What is Information, Advice and Guidance?

Information, Advice, and Guidance (IAG) are three key elements that help you make informed decisions about your future.

“Information” is all about getting the facts, like learning about different career paths, educational opportunities, or local services.

“Advice” involves personalised recommendations based on your situation; it could be a teacher suggesting which

courses might suit your interests and skills.

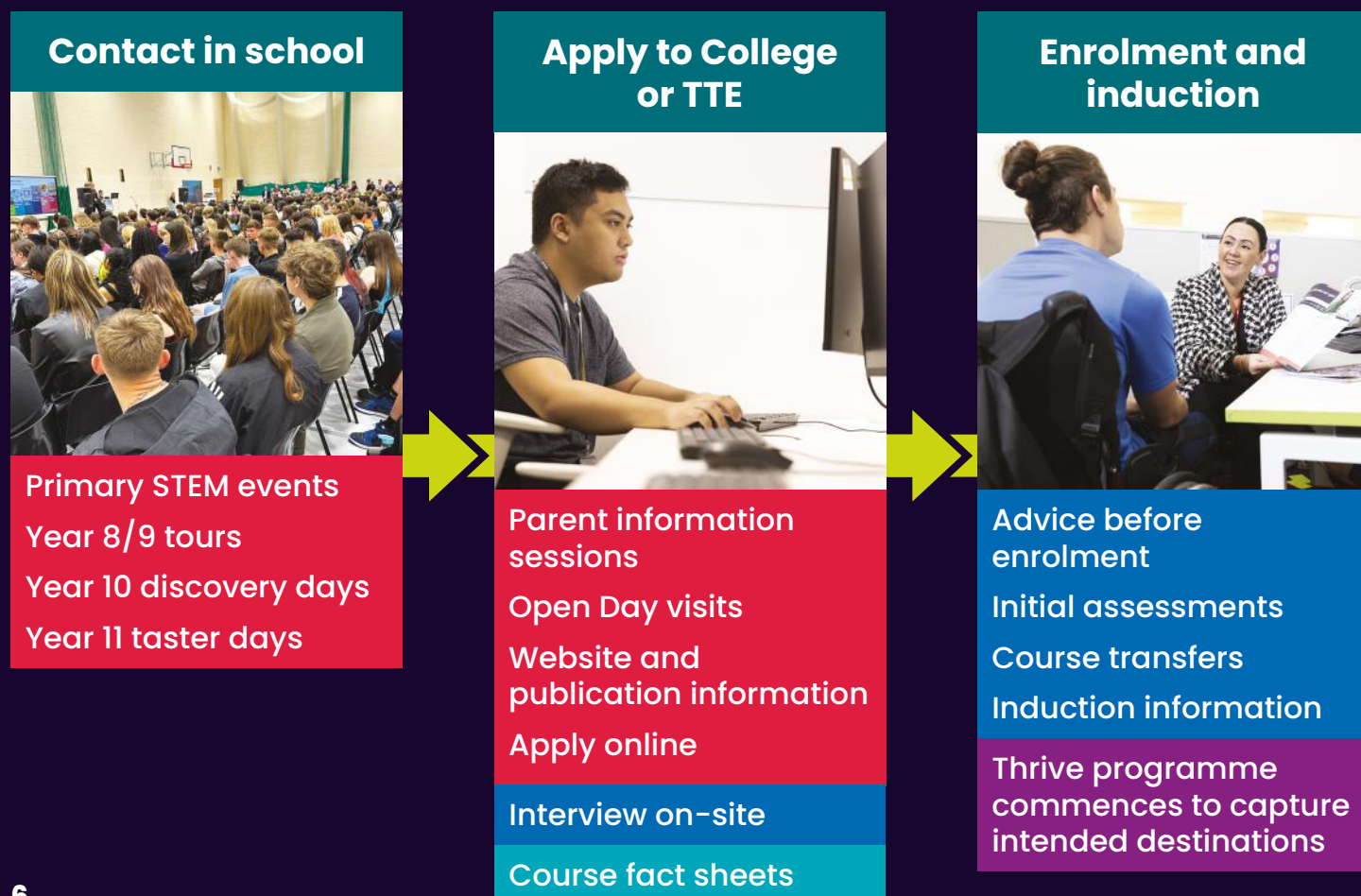
“Guidance” is more about support and direction over time, like a Careers Adviser helping you set goals and plan the steps to achieve them. Together, IAG ensures you have the knowledge, recommendations, and ongoing support to make choices that are right for you.

Throughout your journey in College, you will receive

Information, Advice, and Guidance (IAG) at critical milestones to support your development and decision-making. This ongoing IAG ensures you are well-informed, advised, and supported at every step of your educational journey.

The Student Learner Journey

How IAG is implemented at each step of the student's journey.



Enter workplace, apprenticeship or University



Advice for next steps



LMI
UCAS support
Skills assessments
Interview practice
Guidance sessions
CV preparations

Supported internships
Apprenticeship vacancy support

Key

- Schools Team
- Careers Team
- Teaching Staff
- Personal Tutors
- Employer Team

Main programme



Trips and visits
Course content related to careers
World skills and competitions
Back to industry week for staff

Industry speakers
Work experience / industrial placement

Thrive (Labour Market Information)
Careers and progression advice

Student Thrive programme



Industry speakers

Bespoke to levels and intended destination
Careers appointments (Labour Market Information)
Progression interview

What can students expect from the Careers Team?

We know that deciding what course to do can be a bit daunting. Our Careers Services is accredited by the Matrix Standard and our team of advisers are on hand to provide free Information, Advice and Guidance to students.

They can help you make the right decisions on your future career path before you come to College, whilst you are on your programme and when you are ready to leave us. Whether it's dreams of progressing into work, an apprenticeship or Higher Education, the Careers Team are fully qualified to provide support for individuals from a range of backgrounds into successful future opportunities.

Students can expect:

- Tailored support on choosing a career, apprenticeship or Higher Education course
- Access to a range of up-to-date online resources such as Career Coach pathways which provides details on occupations and local labour market information
- Access to a range of prospectuses and printed information on progression opportunities
- One-to-one appointments, workshops, drop-ins or phone call discussions from qualified and experienced staff

Meet the team



Zara Proudler – Careers Lead
z.proudler@mbro.ac.uk



Phil Green – Careers Adviser
pm.green@mbro.ac.uk



Vicky Willis – Careers Adviser
v.willis@mbro.ac.uk

Call 01642 333477 or email careers@mbro.ac.uk
Visit us at the Careers Centre
Monday – Thursday, 8:30am – 5:00pm
Friday, 8:30am – 4:30pm



Thrive

Personal Development and Employability Skills Programme

The Thrive Personal Development Employability Skills Programme at Middlesbrough College Group is a comprehensive initiative designed to equip students with the necessary skills and knowledge to excel in life, learning, and work.

The Thrive programme focuses on holistic development, fostering not only academic prowess but also personal growth and professional readiness. It provides students with a robust foundation of essential skills such as communication, teamwork,

problem-solving, and digital literacy, which are highly valued in today's dynamic job market.

Moreover, the Thrive Programme emphasises the importance of self-awareness, resilience, and adaptability, encouraging students to become lifelong learners who can navigate the challenges of the modern world with confidence and agility.

By participating in this programme, students are given the opportunity to enhance their employability

prospects, increase their self-efficacy, and ultimately, thrive in their chosen career paths. The Thrive Programme is a testament to Middlesbrough College Group's commitment to fostering student success in all aspects of life.

In summary, the Thrive Personal Development and Employability Skill Programme is a transformative educational experience that prepares students for success in life, learning, and work, embodying the ethos of Middlesbrough College Group's dedication to student success.



Employer Advisory Board

At Middlesbrough College Group, we prioritise aligning our educational offerings with the ever-changing demands of the job market by actively collaborating with local and national employers through our Employer Advisory Boards.

These boards play a crucial role in helping us identify emerging skills shortages and industry trends, which in turn allows us to adapt our curriculum to meet both regional and national workforce needs.

By incorporating the insights and expertise of industry leaders, we ensure that our students are equipped with the relevant skills and knowledge needed to thrive in today's competitive job market.

Beyond curriculum development, our Employer Advisory Boards work closely with the College and TTE by participating in a range of activities

designed to enhance student employability. They attend careers fairs, deliver employer talks, and provide valuable work experience and apprenticeship opportunities.

This direct interaction with employers offers students an unparalleled opportunity to gain insights into their chosen fields, receive practical advice, and build professional networks.

The guidance and support provided through these partnerships are essential in preparing our students for successful careers, ensuring they are not only well-informed but also well-connected as they transition from education to employment.

Did you know? We work with over 3000 employers!

Careers Programme

Whilst studying at Middlesbrough College and TTE, students will partake in a range of careers programme activities throughout each year of study.

We've worked alongside our academic colleagues and have taken guidance from the statutory guidance, CDI frameworks and Gatsby Benchmarks in developing a fully

comprehensive careers programme, and we continue to also work alongside industry and sector partners in its development to ensure our careers programme gives students the knowledge and skills to make a positive impact in the world of work.



Preparation for Adulthood

Core Careers Curriculum

Producing a Professional CV

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- Why you need a professional CV
- What makes an excellent CV
- How to create a vocationally relevant CV

Local Labour Market Workshop

Duration: 1 hour
Delivered by: Careers team
Gatsby Benchmark: 1, 2, 3, 4

In this session students will learn:

- What labour market information (LMI) is
- How to find LMI relating to the career you want

Job Search Skills

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- How to search for jobs using an effective approach
- Understand and use local labour market information
- Know what employers are looking for
- Identify their own strengths, skills and attributes

Developing Problem Solving Skills: STEAM Lab

Duration: 1 hour
Delivered by: Enrichment team
Gatsby Benchmark: 1, 3

In this session students will gain:

- Support and practical experience to build essential transferable skills and teamwork skills. These are skills that employers desire

Developing Teamwork Skills: STEAM Lab

Duration: 1 hour
Delivered by: Enrichment team
Gatsby Benchmark: 1, 3

In this session students will gain:

- Support and practical experience to build essential transferable skills and teamwork skills. These are skills that employers desire

Developing Effective Communication Skills: STEAM Lab

Duration: 1 hour
Delivered by: Enrichment team
Gatsby Benchmark: 1, 3

In this session students will gain:

- Support and practical experience to build essential transferable skills and communication skills. These are skills that employers desire

Writing a Professional Cover Letter

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- The purpose of a professional cover letter
- How to structure a formal cover letter
- What is appropriate vocabulary and formal language
- How to plan and write a cover letter

Preparing for Interview

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session students will learn:

- How to effectively prepare for an interview
- How to respond appropriately to interview questions
- How to create suitable questions to ask at interview
- Where to find job vacancies, volunteering opportunities and how to apply

Understanding and Developing Soft Skills for Employment

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

In this session, students will learn:

- Know what soft skills are and why they are important to gain and maintain employment
- Understand why employers value and are more likely to employ those with good workplace soft skills
- Know how to develop and improve your own soft skills to improve your employment potential

Transitions and Progression Careers Fair

Duration: 1.5 hours

Delivered by: Careers team

Gatsby Benchmark: 1, 2, 3, 4, 5, 7

At this event, student will learn:

- Industry insights
- Develop networking skills
- Discover career opportunities
- Explore other further education options
- Understand employer expectations
- Application processes
- Gain an insight into company cultures
- Have access to range of support agencies

Enhancement Activities

Additionally, students have the opportunity to take part in the following activities:

- National Citizens Service
- Enterprise activities
- Fundraising activities
- Volunteering opportunities



Further careers activities such as University visits, motivational speakers and employer talks will be added throughout the year as and when they take place. Each student group will additionally experience a minimum of 4 employer encounters per year. If students are unsure or need more support to understand their options and make the best choices for themselves, they can book a meeting with a careers advisor.

Preparation for Adulthood

Entry Level

Core Careers Curriculum

Producing a Professional CV

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3, 4

In this session students will learn:

- Why you need a professional CV
- What makes an excellent CV
- How to create a vocationally relevant CV

Writing a Professional Cover Letter

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3, 4

In this session students will learn:

- The purpose of a professional cover letter
- How to structure a formal cover letter
- What is appropriate vocabulary and formal language
- How to plan and write a cover letter

Preparing for Interview

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3, 4

In this session students will learn:

- How to effectively prepare for an interview
- How to respond appropriately to interview questions
- How to create suitable questions to ask at interview
- Where to find job vacancies and volunteering opportunities and how to apply

Introduction to Labour Market Information

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3, 4

In this session students will learn:

- What labour market information (LMI) is
- How to find LMI relating to the career you want

Job Search Skills

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- How to search for jobs using an effective approach
- Understand and use local labour market information
- Know what employers are looking for
- Identify their own strengths, skills and attributes

Understanding and Developing Soft Skills for Employment

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

In this session, students will learn:

- Know what soft skills are and why they are important to gain and maintain employment
- Understand why employers value and are more likely to employ those with good workplace soft skills
- Know how to develop and improve your own soft skills to improve your employment potential



Developing Problem Solving Skills: STEAM Lab

Duration: 1 hour

Delivered by: Enrichment team

Gatsby Benchmark: 1, 3

In this session students will gain:

- Support and practical experience to build essential transferable skills and teamwork skills. These are skills that employers desire

Developing Teamwork Skills: STEAM Lab

Duration: 1 hour

Delivered by: Enrichment team

Gatsby Benchmark: 1, 3

In this session students will gain:

- Support and practical experience to build essential transferable skills and teamwork skills. These are skills that employers desire

Developing Effective Communication Skills: STEAM Lab

Duration: 1 hour

Delivered by: Enrichment team

Gatsby Benchmark: 1, 3

In this session students will gain:

- Support and practical experience to build essential transferable skills and teamwork skills. These are skills that employers desire

Transitions and Progression Careers Fair

Duration: 1.5 hours

Delivered by: Careers team

Gatsby Benchmark: 1, 2, 3, 4, 5, 7

At this event, student will learn:

- Industry insights
- Develop networking skills
- Discover career opportunities
- Explore other further education options
- Understand employer expectations
- Application processes
- Gain an insight into company cultures
- Have access to range of support agencies

What's Next? Progression Routes

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

In this session, students will:

- Understand their options and different routes of progression following their current course
- Understand what support and resources are available to help manage career decisions

Enhancement Activities

Additionally, students have the opportunity to take part in the following activities:

- National Citizens Service
- Enterprise activities
- Fundraising activities
- Volunteering opportunities

Further careers activities such as University visits, motivational speakers and employer talks will be added throughout the year as and when they take place. Each student group will additionally experience a minimum of 4 employer encounters per year. If students are unsure or need more support to understand their options and make the best choices for themselves, they can book a meeting with a careers advisor.

Level 1

Core Careers Curriculum

Introduction to Labour Market Information

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3, 4

In this session students will learn:

- What labour market information (LMI) is
- How to find LMI relating to the career you want
- How to carry out LMI research in relation to your industry sector or career choice

Producing a Professional CV

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- Why you need a professional CV
- What makes an excellent CV
- How to create a vocationally relevant CV
- How to review further actions needed to update your own CV

Writing a Professional Cover Letter

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- The purpose of a professional cover letter
- How to structure a formal cover letter
- What is appropriate vocabulary and formal language
- How to plan and write a cover letter

Introduction to Skills for Interviews

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3, 4

In this session students will learn:

- How to effectively prepare for an interview
- How to respond appropriately to interview questions
- How to create suitable questions to ask at interview

Skills for Effective Communication

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

In this session students will learn:

- To understand how humans communicate
- To know what effective communication skills are
- To practice effective communication skills

Apprenticeships Explained Session

Duration: 1 hour

Delivered by: Nicole James from Northern Skills

Gatsby Benchmark: 1, 2, 3, 7

In this session students will learn:

- How apprenticeships work
- Where to register, search and apply
- Skills required, entry requirements and routes of progression
- Opportunities available



What's Next? Progression Routes

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3

In this session students will:

- To understand their options and routes of progression following their current course
- To understand what support and resources are available to help manage career decisions

Understanding and Developing Soft Skills for Employment

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

In this session, students will learn:

- Know what soft skills are and why they are important to gain and maintain employment
- Understand why employers value and are more likely to employ those with good workplace soft skills
- Know how to develop and improve your own soft skills to improve your employment potential



Further careers activities such as University visits, motivational speakers and employer talks will be added throughout the year as and when they take place. Each student group will additionally experience a minimum of 4 employer encounters per year. If students are unsure or need more support to understand their options and make the best choices for themselves, they can book a meeting with a careers advisor.

Job Search Skills

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- How to search for jobs using an effective approach
- Understand and use local labour market information
- Know what employers are looking for
- Identify their own strengths, skills and attributes

Enhancement activities

Improving your Employability Skills: STEAM Lab Activities

Duration: 1 hour

Delivered by: Enrichment team

Gatsby Benchmark: 1, 3

In these sessions, students will be able to gain support and practical experience to build essential transferable skills such as teamwork, collaboration, communication, and problem solving. All these are types of skills that employers desire.



Level 2

Core Careers Curriculum

Producing or Updating a Professional CV

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- Why you need a professional CV
- What makes an excellent CV
- How to create a vocationally relevant CV
- How to review further actions needed to update your own CV

Writing a Professional Cover Letter

Duration: 1 Hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- The purpose of a professional cover letter
- How to structure a formal cover letter
- What is appropriate vocabulary and formal language
- How to plan and write a cover letter

Improving and Practicing Effective Job Search Skills

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- Search for jobs using an effective approach
- Understand and use local labour market information
- Know what employers are looking for
- Identify your own strengths, skills and attributes

Preparing or Improving Interview Skills

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- How to effectively prepare for an interview
- How to respond appropriately to interview questions
- How to create suitable questions to ask at interview

Using and Understanding Labour Market Information

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- What labour market information (LMI) is
- How to find LMI relating to the career you want
- How to carry out LMI research in relation to your industry sector or career choice

Apprenticeships Explained Session

Duration: 1 hour
Delivered by: Nicole James from Northern Skills
Gatsby Benchmark: 1, 2, 3, 7

In this session students, will learn:

- How apprenticeships work
- Where to register, search and apply
- Skills required, entry requirements and routes of progression
- Opportunities available

Apprenticeship Expo Tue 10th Feb 2026 2:00pm – 6:00pm

Duration: 1 hour
Delivered by: Careers team
Gatsby Benchmark: 1, 2, 3, 4, 5, 7

At this event, students will be able to meet with various employers and providers about apprenticeship opportunities they are currently advertising, entry requirements and how to apply.

What's Next? Progression Routes

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3

In this session, students will:

- Understand their options and different routes of progression following their current course
- Understand what support and resources are available to help manage career decisions

Skills for Effective Communication

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 3

In this session students will learn:

- To understand how humans communicate
- To know what effective communication skills are
- To practice effective communication skills

Understanding and Developing Soft Skills for Employment

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

In this session, students will learn:

- Know what soft skills are and why they are important to gain and maintain employment
- Understand why employers value and are more likely to employ those with good workplace soft skills
- Know how to develop and improve your own soft skills to improve your employment potential

Further careers activities such as University visits, motivational speakers and employer talks will be added throughout the year as and when they take place. Each student group will additionally experience a minimum of 4 employer encounters per year. If students are unsure or need more support to understand their options and make the best choices for themselves, they can book a meeting with a careers advisor.

Enhancement Activities

Improving your Employability Skills STEAM Lab Activities

Duration: 1 hour

Delivered by: Enrichment team

Gatsby Benchmark: 1, 3

In these sessions, students will be able to gain support and practical experience to build essential transferable skills such as teamwork, collaboration, communication, and problem solving. All these are types of skills that employers desire.

Creating a Positive Social Media Presence

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will understand the role of social media in career development and job searching, understand how to use social media to build a professional network, learn how to use the internet to research, plan and enhance career prospects and understand how to stay safe online.

Introduction to Presentation and Presenting Skills

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will learn how to create a professional presentation and learn how to effectively present information to others in an interview scenario.

Thinking About Progressing to Higher Education?

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will understand, what higher education is and the range of opportunities available, the benefits of considering Higher Education progression, the link between your current studies, attainment and links to HE study and the UCAS application system.

Creating a Professional Digital Footprint

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will understand how their online presence can help potential employers form an opinion of them even before an interview has taken place. They will understand how negative, offensive and abusive comments and posts can impact careers, how to clean up their footprint history and learn how to cultivate a more professional online image.

Business Start-up Workshop (Prince's Trust/Teesside University)

Duration: 1 hour

Delivered by: Careers team

Gatsby Benchmark: 1, 2, 3, 5

This session aims to equip students with basic business skills necessary to become a successful entrepreneur.

Level 3 Year 1

Core Careers Curriculum

Preparing or Improving Interview Skills

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- How to effectively prepare for an interview
- How to respond appropriately to interview questions
- How to create suitable questions to ask at interview

Producing or Updating a Professional CV

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- Why you need a professional CV
- What makes an excellent CV
- How to create a vocationally relevant CV
- How to review further actions needed to update your own CV

Writing a Professional Cover Letter

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- The purpose of a professional cover letter
- How, plan, structure and write a formal cover letter
- What is appropriate vocabulary and formal language

Using and Understanding Labour Market Information

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- What labour market information (LMI) is
- How to find LMI relating to the career you want
- How to carry out LMI research in relation to your industry sector or career choice

Improving and Practicing Effective Job Search Skills

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- Search for jobs using an effective approach
- Understand and use local labour market information
- Know what employers are looking for
- Identify your own strengths, skills and attributes

Apprenticeships Explained Session

Duration: 1 hour
Delivered by: Nicole James from Northern Skills
Gatsby Benchmark: 1, 2, 3, 4, 7

In this session students will learn:

- How apprenticeships work
- Where to register, search and apply
- Skills required, entry requirements and routes of progression
- Opportunities available

Apprenticeship Expo Tue 10th Feb 2026 2:00pm – 6:00pm

Duration: 1 hour
Delivery: Sports hall
Gatsby Benchmark: 1, 2, 3, 4, 5, 7

At this event, students will be able to meet with various employers and providers about apprenticeship opportunities they are currently advertising, entry requirements and how to apply.

Higher Education Event Thu 30th Apr 2026 11:00am – 2:00pm

Duration: 1 hour
Delivery: Pen area
Gatsby Benchmark: 1, 3, 7

In this session, students are able to speak to 20+ Universities and find out about Higher Education options, course information, entry requirements, student life, student accommodation and much more.

What's Next? Progression Routes

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3

In this session, students will:

- Understand their options and different routes of progression following their current course
- Understand what support and resources are available to help manage career decisions

Thinking About Progressing to Higher Education?

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will understand what higher education is and the range of opportunities available, the benefits of considering higher education progression, the link between your current studies, attainment and links to HE study and the UCAS application system.

Understanding and Developing Soft Skills for Employment

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

In this session, students will learn:

- Know what soft skills are and why they are important to gain and maintain employment
- Understand why employers value and are more likely to employ those with good workplace soft skills
- Know how to develop and improve your own soft skills to improve your employment potential

Enhancement Activities

Improving your Employability skills STEAM Lab Activities

Duration: 1 hour

Delivered by: Enrichment team

Gatsby Benchmark: 1, 3

In these sessions, students will be able to gain support and practical experience to build essential transferable skills such as teamwork, collaboration, communication, and problem solving. All these are types of skills that employers desire.

Introduction to Presentation and Presenting Skills

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will learn how to create a professional presentation and learn how to effectively present information to others in an interview scenario.

Creating a Positive Social Media presence

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will understand the role of social media in career development and job searching, understand how to use social media to build a professional network, learn how to use the internet to research, plan and enhance career prospects and understand how to stay safe online.

Business Start-up Workshop (Prince's Trust/Teesside University)

Duration: 1 hour

Delivered by: Careers team

Gatsby Benchmark: 1, 2, 3, 5

This session aims to equip students with basic business skills necessary to become a successful entrepreneur.

Creating a Professional Digital Footprint

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will understand how their online presence can help potential employers form an opinion of them even before an interview has taken place. They will understand how negative, offensive and abusive comments and posts can impact careers, how to clean up their footprint history and learn how to cultivate a more professional online image.

Further careers activities such as University visits, motivational speakers and employer talks will be added throughout the year as and when they take place. Each student group will additionally experience a minimum of 4 employer encounters per year. If students are unsure or need more support to understand their options and make the best choices for themselves, they can book a meeting with a careers advisor.

Level 3 Year 2

Core Careers Curriculum

Preparing for Competency-Based Interviews

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- What a competency based interview is
- How to use the STAR method to respond to competency based questions

Improving and Practicing Interview skills

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- How to effectively prepare for an interview
- How to respond appropriately to interview questions
- How to create suitable questions to ask at interview

Updating your Professional CV

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3, 4

In this session, students will learn:

- Why you need a professional CV
- What makes an excellent CV
- How to create a vocationally relevant CV
- How to review further actions needed to update your own CV

Higher Education Event Tue 11th Nov 2025 11:00am – 2:00pm

Duration: 1 hour
Delivered by: Careers team
Gatsby Benchmark: 1, 3, 7

In this session, students are able to speak to 20+ Universities and find out about Higher Education options, course information, entry requirements, student life, student accommodation and much more.

What's Next? Progression Routes

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 2, 3

In this session, students will:

- Understand their options and different routes of progression following their current course
- Understand what support and resources are available to help manage career decisions

An Introduction to University Finance

Duration: 1 hour
Delivered by: Thrive tutor
Gatsby Benchmark: 1, 3

From this session, students will be able to:

- Make an informed decision about progressing to University
- Understand the general cost involved in financing your University studies
- Understand how to pay for it
- Understand to pay back your student loan

UCAS Intro Session

Duration: 1 hour
Delivered by: Careers team
Gatsby Benchmark: 1, 3

In this session, students will learn about:

- What Higher Education is and the range of opportunities available
- Progression routes, courses and institutions
- The link between your current studies, attainment and links to HE study
- Financial support for HE
- The UCAS system, how to apply and tips for a good application and successful transition to HE

Enhancement Activities

Improving your Employability Skills: STEAM Lab Activities

Duration: 1 hour

Delivered by: Enrichment team

Gatsby Benchmark: 1, 3

In these sessions, students will be able to gain support and practical experience to build essential transferable skills such as teamwork, collaboration, communication, and problem solving. All these are types of skills that employers desire.

Updating your Professional Social Media Presence

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will understand the role of social media in career development and job searching, understand how to use social media to build a professional network, learn how to use the internet to research, plan and enhance career prospects and understand how to stay safe online.

Practicing and Improving Presentation and Presenting Skills

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will learn how to create a professional presentation and learn how to effectively present information to others in an interview scenario.

UCAS Personal Statement Masterclass

Duration: 1 hour

Delivered by: Thrive tutor/Careers team

Gatsby Benchmark: 1, 3, 7

By the end of this session, students will have an understanding of the importance of a UCAS personal statement, know how to research, plan and write a personal statement, understand the technical details involved in UCAS personal statements and know key UCAS application deadlines.

Creating a Professional Digital Footprint

Duration: 1 hour

Delivered by: Thrive tutor

Gatsby Benchmark: 1, 3

By the end of this session, students will understand how their online presence can help potential employers form an opinion of them even before an interview has taken place. They will understand how negative, offensive and abusive comments and posts can impact careers, how to clean up their footprint history and learn how to cultivate a more professional online image.

Business Start-up Workshop (Princes' Trust/Teesside University)

Duration: 1 hour

Delivered by: Careers team

Gatsby Benchmark: 1, 2, 3, 5

This session aims to equip students with basic business skills necessary to become a successful entrepreneur.

Further careers activities such as University visits, motivational speakers and employer talks will be added throughout the year as and when they take place. Each student group will additionally experience a minimum of 4 employer encounters per year. If students are unsure or need more support to understand their options and make the best choices for themselves, they can book a meeting with a careers advisor.

Information for parents

We recognise the vital role that parents play in supporting their child's career choices and development. Your guidance, encouragement, and understanding can have a profound impact on the decisions your child makes during their time at College and beyond.

We understand that navigating careers options can sometimes feel overwhelming, which is why we are committed to providing you with the information and resources you need to feel confident in supporting your child's journey. By staying involved and informed, you help empower your child to make well-informed choices about their future.

To support this, we warmly encourage you to attend the careers events outlined in the calendar below. These sessions are designed specifically to provide parents with up-to-date information about different career pathways and opportunities available to students.

Attending these events will help broaden your knowledge and equip you with valuable advice and guidance to share with your child. Together, we can work as a team to ensure students are well-prepared and confident as they plan their next steps.

Parents events calendar

Please contact the careers team on careers@mbro.ac.uk for details on how to book on to events.

| Date | Time | Event name |
|-------------------------|---------------------|---|
| Tue 23rd September 2025 | 5:30pm – 6:30pm | Higher Education and UCAS Intro Session |
| Thu 2nd October 2025 | 5:00pm – 7.30pm | Open Event |
| Wed 8th October 2025 | 5:00pm – 7.30pm | Open Event |
| Sat 8th November 2025 | 9.30am – 12:00 noon | Open Event |
| Thu 4th December 2025 | 5:00pm – 7:00pm | Open event |
| Wed 21st January 2026 | 5:00pm – 7:00pm | Open Event |
| Thu 12th February 2026 | 5.30pm – 6.30pm | Virtual Apprenticeships Info Session |
| Tue 10th February 2026 | 2:00pm – 6:00pm | Apprenticeship Expo Event |
| Wed 11th March 2026 | 5:00pm – 7:00pm | Open Event |
| Tue 10th March 2026 | 5.30pm – 6.30pm | Student Finance Session |
| Thu 7th May 2026 | 5:00pm – 7:00pm | Open Event |

In addition to the careers events outlined in the calendar, it's important for parents to stay informed about the various pathways and opportunities available to their child throughout their time at College. Encouraging open conversations about career interests, exploring different industries together, and understanding the qualifications and skills needed can make a big difference.

Parents can also support their child by helping them develop key skills such as time management, goal setting, and resilience. Staying connected with college careers advisors and accessing online resources about apprenticeships, employment and University options will further empower parents to guide their child confidently through their career journey.



| Description | Format |
|--|------------------|
| Overview of Higher Education options and UCAS apply | Online – Virtual |
| Our Open Events are the perfect opportunity to speak with experienced tutors and learn more about what we offer. | Onsite – Fair |
| Our Open Events are the perfect opportunity to speak with experienced tutors and learn more about what we offer. | Onsite – Fair |
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| Our Open Events are the perfect opportunity to speak with experienced tutors and learn more about what we offer. | Onsite – Fair |
| Local apprenticeship opportunities explained – Meet the Northern Skills Apprenticeship Recruitment /Team | Online – Virtual |
| Meet employers and industry reps | Onsite – Fair |
| Our Open Events are the perfect opportunity to speak with experienced tutors and learn more about what we offer. | Onsite – Fair |
| Student finance, budgeting, scholarships | Online – Virtual |
| Our Open Events are the perfect opportunity to speak with experienced tutors and learn more about what we offer. | Onsite – Fair |

Monday – Thursday: 8:30am – 5:00pm
Friday: 8:30am – 4:30pm

Labour Market Information

Understanding labour market information (LMI) is crucial for students as it enables informed career planning and decision-making. By knowing which industries and occupations are growing or declining, students can align their education and training with market demands, ensuring they acquire relevant skills that enhance their employability. This knowledge also helps students tailor their job search strategies, focusing on sectors and regions with higher employment opportunities, and identifying skill gaps they need to fill to remain competitive in the job market.

Additionally, a grasp of LMI fosters economic literacy and adaptability, allowing students to navigate economic trends and industry shifts pro-actively. They can set realistic career goals, target their networking efforts effectively, and position themselves for emerging opportunities. Understanding labour market conditions also emphasizes the importance of lifelong learning, encouraging students to continuously update their skills to stay current with industry changes, thereby enhancing their overall career resilience and success.



Where can you find Labour Market Information?



Tees Valley Combined Authority
teesvalley-ca.gov.uk



LMI for All
lmiforall.org.uk/explore_lmi



Where the work is
wheretheworkis.datamade.us



North East evidence hub
evidencehub.northeast-ca.gov.uk



Career Smart
careersmart.org.uk



Middlesbrough College

Pathways
mbro.ac.uk/career-search/

Skills employers are looking for:



LABOUR MARKET INFORMATION

MIDDLESBROUGH

Data sourced
Office for
National Statistics

POPULATION OF

143,900

NUMBER OF PEOPLE EMPLOYED

57,300

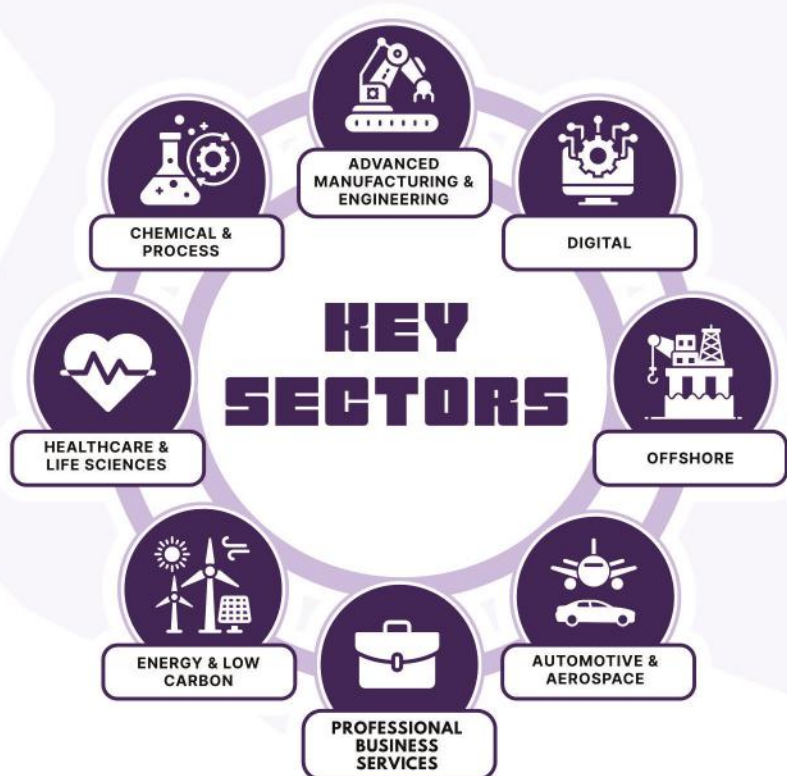
TOTAL NUMBER OF BUSINESSES

3,410

COMPANIES ACROSS THE REGION





























WHERE ARE THE MOST JOBS?



| | |
|--|---|
| HUMAN HEALTH & SOCIAL WORK 18,000 | WHOLESALE & RETAIL TRADE 8,000 |
| EDUCATION 7,000 | ADMINISTRATIVE & SUPPORT SERVICES 6,000 |
| PUBLIC ADMINISTRATION & DEFENCES 4,000 | ACCOMMODATION & FOOD SERVICES 3,500 |
| PROFESSIONAL, SCIENTIFIC & TECHNICAL 2,500 | CONSTRUCTION 2,500 |
| TRANSPORT & STORAGE 2,000 | MANUFACTURING 2,000 |

MIDDLESBROUGH

| | | | |
|--|--|--|---|
|  | NHS - James Cook provides a 24-hour emergency department, regional major trauma centre and a wide range of specialist services. | www.southtees.nhs.uk |  |
|  Steel Benders UK Ltd | Steel Benders were established in 2002 and has secured its reputation as a reliable and quality steel bending and profiling company. Serving the whole of the UK from their base located in the North East they pride themselves on their exceptional customer service and systems approach. | www.steelbenders.co.uk |  |
|  A.V. DAWSON ROAD • RAIL • LAND • SEA | A.v. Dawson Port of Middlesbrough is ideally positioned on the River Tees, North East England and provides multimodal logistics services. | www.portofmiddlesbrough.com |  |
|  | Double Eleven Limited is a British video game developer and publisher based in Middlesbrough. | www.double11.com |  |
|  | Middlesbrough FC is a professional association football club based in Middlesbrough, North Yorkshire, England. They compete in the EFL Championship, the second level of the English football league system. | www.mfc.co.uk |  |
|  | Middlesbrough Council also known as Middlesbrough Borough Council, is the local authority for Middlesbrough, in the ceremonial county of North Yorkshire, England. Since 1996 it has been a unitary authority, being a district council which also performs the functions of a county council. | www.middlesbrough.gov.uk |  |
|  | Teesside University is a public university with its main campus in Middlesbrough. It was officially opened as Constantine Technical College in 1930, before becoming a polytechnic in 1969, and finally granted university status in 1992 by the Privy Council. | www.tees.ac.uk |  |
|  People caring for people | Ramsay Health Care is one of the leading independent healthcare providers in England. Our facilities provide a wide and comprehensive range of specialised clinical services from routine to complex surgery, day case procedures, diagnostic services and physiotherapy. | www.ramsayhealth.co.uk |  |
|  | TESCO As a leading multinational retailer, with more than 330,000 colleagues, they aim to serve customers every day with affordable, healthy and sustainable food – to help them enjoy a better quality of life and an easier way of living. | www.tesco.com |  |
|  | Imperial Recruitment Group has specialised in the supply of temporary and permanent staffing solutions since 2005 across the Northeast, nationally and internationally. | www.imperialrecruitmentgroup.com |  |
|  | Serco in the UK span defence, space, healthcare, justice and migration, transport and citizen services. They also deliver service design and advisory, resourcing, complex programme management, systems integration, case management, engineering and, asset and facilities management. | www.serco.com/uk/careers |  |
|  | AXA one of the UK's leading insurance companies looking after millions of customer's insurance needs across car, home, health and business. | www.jobs.axa.co.uk |  |
|  Recruitment Specialists | 83 Zero specialise within the contract and interim recruitment market, providing a timely and cost-effective IT contract solution tailored to your needs. | www.83zero.com |  |

DO YOU LIKE A CHALLENGE?

- 1) Compare the employment rates between two different sectors. What do you think accounts for the differences in these rates?
- 2) Based on the data presented, which industries do you predict will experience the highest demand for workers in the next decade? Why?
- 3) How might technological advancements impact the sectors shown in the LMI poster?
- 4) Which industry or job role aligns most with your career aspirations and why?
- 5) Think about what you love to do. Which company on the poster would have the perfect job for you in the future? What would your job title be and what do you think your daily tasks could involve?



To find out more about opportunities and pathways in Tees Valley



Contact us

Tel. **01642 333477**

Email. **careers@mbro.ac.uk**

Or call into the Careers Centre

Monday – Thursday, 8:30am – 5:00pm

Friday, 8:30am – 4:30pm

www.mbro.ac.uk

We value your feedback

Email your thoughts to
z.proudlar@mbro.ac.uk

**Scan here
to visit the
Careers page**



This guide is available in alternative formats. For information, please contact Student Services.

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Middlesbrough TS2 1AD
Tel. 01642 333333