

# Bradford College

## Careers Programme

2023-24

Meet our team of professionally qualified careers advisers and work placement officers:

### Contact us

**Careers Team:**  
[careers@bradfordcollege.ac.uk](mailto:careers@bradfordcollege.ac.uk)

**Work Experience Team:**  
[workplacements@bradfordcollege.ac.uk](mailto:workplacements@bradfordcollege.ac.uk)

**Careers Leader - Dina Mistry**  
[d.mistry@bradfordcollege.ac.uk](mailto:d.mistry@bradfordcollege.ac.uk)

|                             |  |
|-----------------------------|--|
| <b>Nick Scaife</b>          | Head of Student Services                             |
| <b>Dina Mistry</b>          | Careers, Employability & Work Experience Team Leader |
| <b>Claire Lawler</b>        | Senior Careers Adviser                               |
| <b>Gulshan Bi</b>           | Careers Adviser                                      |
| <b>Adeeba Farooq</b>        | Careers Adviser                                      |
| <b>Balwir Singh</b>         | Careers Adviser                                      |
| <b>Myrtle O'Donnell</b>     | Trainee Careers Adviser                              |
| <b>Abda Parveen</b>         | Trainee Careers Adviser                              |
| <b>Rebecca Walsh</b>        | T-Level Lead   |
| <b>Hariss Mahmood</b>       | Industry Placement Officer                           |
| <b>Michelle Fitzpatrick</b> | Work Experience Officer                              |
| <b>Katie Priestley</b>      | Work Experience Officer                              |
| <b>Michael Scott</b>        | Work Experience Officer                              |
| <b>Olivia McCormack</b>     | Work Experience Officer                              |
| <b>Zara Sheir</b>           | Work Experience Officer                              |

Bradford College Careers Service is proud to hold the Quality Standard in Careers award as well as hold Matrix accreditation to demonstrate our excellence in careers.



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|  | Level 3 | Level 2 | Level 1 & below | When  | Gatsby Benchmarks |
|--|---------|---------|-----------------|---|-------------------|
| <b>Careers Advice &amp; Guidance</b>             |         |         |                 |   |                   |
| 1:1 Careers Guidance                             | ✔       | ✔       | ✔               | All year round  | 2,3,8             |
| Careers Information & Advice                     | ✔       | ✔       | ✔               | All year round  | 2,3               |
| Careers support for Enrolments                   | ✔       | ✔       | ✔               | August - September                                    | 2,3,8             |
| Early Careers Support (swap don't drop)          | ✔       | ✔       | ✔               | September - October                                   | 2,3,8             |
| <b>UCAS &amp; Higher Education</b>               |         |         |                 |   |                   |
| Uni Options & Pathways sessions                  | ✔       | -       | -               | May for Level 3 Year 1 & September for Level 3 Year 2 | 1,3,4             |
| UCAS Registration & Application Support          | ✔       | -       | -               | May for Level 3 Year 1 & September for Level 3 Year 2 | 1,3,4             |
| UCAS Personal Statement Writing session          | ✔       | -       | -               | May for Level 3 Year 1 & September for Level 3 Year 2 | 1,3,4             |
| UCAS Drop-in sessions                            | ✔       | -       | -               | September - January                                   | 2,3,4             |
| UCAS Personal Statement Checking & Advice        | ✔       | -       | -               | September - January                                   | 1,3,4             |
| UCAS Applications Quality Checks                 | ✔       | -       | -               | September - January                                   | 1,3               |
| UCAS Check and Send                              | ✔       | -       | -               | October - January                                     | 3                 |
| UCAS Replying to offers session                  | ✔       | -       | -               | February - March                                      | 1,3               |
| UCAS Late applications support                   | ✔       | -       | -               | January - April                                       | 1,3               |
| HE Finance session                               | ✔       | -       | -               | February - March                                      | 1,3               |
| <b>Progression &amp; Next Steps</b>              |         |         |                 |   |                   |
| Progression & Next Steps workshops               | -       | ✔       | ✔               | March - April   | 1,2,3,4           |
| Progression related 1:1 careers support          | ✔       | ✔       | ✔               | February - April                                      | 2,3,4,8           |
| <b>Apprenticeships &amp; T-Levels</b>            |         |         |                 |   |                   |
| Apprenticeships & T-Levels sessions              | ✔       | ✔       | ✔               | February  | 2,3,4             |
| Employer-led apprenticeship information sessions | ✔       | ✔       | ✔               | March - April   | 2,5               |
| <b>Employability</b>                             |         |         |                 |   |                   |
| Competitive CV Writing sessions                  | ✔       | ✔       | x               | April-May   | 1,3               |
| Job applications workshop                        | ✔       | ✔       | x               | April-May   | 1,3               |
| How to Ace Job Interviews workshop               | ✔       | ✔       | x               | April-May   | 1,2,3             |
| Job searching sessions                           | ✔       | ✔       | x               | April-May   | 2,3,5             |
| Summer jobs workshop                             | ✔       | ✔       | x               | May - June  | 2,3               |
| <b>Events</b>                                    |         |         |                 |   |                   |
| Careers & Work Placements Fair                   | ✔       | ✔       | ✔               | May   | 1,2,3,4,5,7,8     |
| National Careers Week Activities                 | ✔       | ✔       | ✔               | March   | 1,2,3,4,5         |
| UCAS Fair  | ✔       | ✔       | ✔               | TBC   | 7                 |
| Apprenticeships week activities                  | ✔       | ✔       | ✔               | February  | 1,2,3,4,5         |
| <b>Work Experience &amp; Industry Placements</b> |         |         |                 |   |                   |
| Work Experience Placements*                      | ✔       | ✔       | ✔               | Variable  | 3,4,5,6           |
| Industry Placements*                             | ✔       | -       | -               | Variable  | 3,4,5,6           |
| Employability skills development                 | ✔       | ✔       | ✔               | Variable  | 2,3               |