

Careers Education Calendar 2017/2018



Career Event	Target Audience	July	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
UCAS System – Retention and Progression Coordinator (RPC) workshops for those applying to University for this cycle	L3 Y2 Learners & A Level Learners	*	*	**							
Progression to Higher Education Week - Provider Presentations for: <ul style="list-style-type: none"> University Life How to Write an Effective Personal Statement Student Finance for University Interview Techniques for University Progression to HE Fair 	L3 Y2 Learners L3 Y2 Learners & A Level Learners L3 Y2 Learners & A Level Learners L3 Y2 Learners All Learners	*	*	**							
Practice Interviews for University – Provider Interviews	L3 Y2 Learners & A Level Learners		*			*					
Student Finance England: Provider Roadshow	L3 Y2 Learners & A Level Learners	*		*							
Student Finance Apply – Provider Presentations	L3 Y2 Learners & A Level Learners	*						*	*		
Student Finance Apply – RPC Workshops	L3 Y2 Learners								*		
Student Finance Apply – Provider Presentations for Parents	L3 Y2 Learners & A Level Learners	*	*					*			
Late Application for HE Drop-In – RPCs & Providers	L3 Y2 Learners & A Level Learners						**	*	*		
Postgraduate Options	Final Year Degree Learners						*				
Practice Interviews for Employability – Provider/Internal input	14-16 & FE Learners							*			
Meet the Professionals – Provider Guest Speakers	All Learners								**		
Academic Taster Sessions – Provider Guest Speakers	L2 & L3 Y1 Learners									*	
Careers & Wellbeing Fair: - Provider Presentations for: <ul style="list-style-type: none"> Introduction to Higher Education How to Write an Effective Personal Statement University Life Why Apprenticeships? Hints & Tips on Effective Job Applications/CVs 	L3 Y1 Learners & 14-16 Learners L3 Y1 Learners L3 Y1 Learners & 14-16 Learners All Learners/ A Level Learners All Learners	*						*		*	
Progression reviews	All Learners				*				*		*

Key
Balliol Road Campus
South Sefton Campus

In addition to group sessions, Retention and Progression Coordinators will provide the following services for students and prospective students to meet the requirements for the Department of Education (careers guidance and inspiration in schools), Common Inspection Framework for Ofsted, Gatsby National Careers Benchmarks, Matrix Standards:

- Daily drop-in sessions for Information, Advice & Guidance
- In depth careers guidance interviews by appointment
- Next Steps Interviews for those Learners who are to be Withdrawn and Early Leavers
- Interventions with At Risk Learners
- Pre-entry guidance for applicants at Open Evenings & Interview Evenings
- Respond to the Careers emails & online UCAS requests
- Set up, monitor and oversee the UCAS system for HE applications
- Update Careers posters around the College
- Design, produce and update relevant Career Resources
- Record Student Interventions for Careers on ProMonitor
- Attend fortnightly meeting for At Risk Learners with the SPCs
- Ongoing drop-in CV advice for Learners
- Create welcome video for Learners 'Introduction to the POD'
- Coordinate Careers related activities & Event for whole College
- Into Employment Group meet 3 times per week at South Sefton Campus only
- Careers guidance and career events in local schools South Sefton Campus only