



Careers Education Calendar 2018/2019

FE Learners

| CAREERS EVENT | Target Audience? | July | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
|--|--|------|------|-----|-----|-----|-----|-----|-----|-----|-----|------|
| UCAS System – RPC workshops for those applying to University for this cycle | L3 Y2 Learners | | | * | | | | | | | | |
| Progression to HE Week - Provider Presentations for: 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 L3 Y2 Learners L3 Y2 Learners All Learners | | | * | | | | | | | | |
| Practice Interviews for University – Provider Interviews | L3 Y2 Learners | | | | * | | | | | | | |
| Student Finance England: Provider Roadshow | L3 Y2 Learners | | | * | | | | | | | | |
| Student Finance Apply – Provider Presentations | L3 Y2 Learners | | | | | | * | | | | | |
| Student Finance Apply – RPC Workshops | L3 Y2 Learners | | | | | | | * | | | | |
| Student Finance Apply – Provider Presentations for Parents | L3 Y2 Learners | | | | | | * | | | | | |
| Late Application for HE Drop-In – RPCs & Providers | L3 Y2 Learners | | * | * | | | | | | | | |
| Practice Interviews for Employability – Provider/Internal input | 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: Introduction to Higher Education How to Write an Effective Personal Statement University Life Why Apprenticeships? | L3 Y1 Learners L3 Y1 Learners L3 Y1 Learners All Learners | | | | | | | | | * | | |

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|--|-----------------|--|--|--|---|---|--|--|--|--|---|---|---|
| Hints & Tips on Effective Job Applications/CVs | All Learners | | | | | | | | | | | | |
| Chat & Snack | | | | | * | | | | | | * | * | * |
| UCAS Deadline | L3 Yr2 learners | | | | | * | | | | | | | |



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- 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- Next Steps Interviews for those Learners who are to be Withdrawn and Early Leavers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