


SFE Parent Evening													*
	Careers Education Calendar 2018/2019												

- 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- Next Steps Interviews for those Learners who are to be Withdrawn and Early Leavers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 RPCs
- Ongoing drop-in CV advice for Learners
- Coordinate Careers related activities & Event for whole College
- Into Employment Group meet 3 times per week
- Careers guidance and career events in local schools