

Careers Programme Calendar 2018/19



AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL

Academic and Career Progression

Probation meetings (with Lecturers/Personal Tutor)		▶	▶									
Progression meetings (with Personal tutor)									▶	▶		
1:1 personal tutor support			▶	▶	▶	▶	▶	▶	▶	▶	▶	
Apprenticeship tutorials (with Personal tutor)							▶	▶				
Progression Tutorials (with Personal tutor)								▶				
IAG front line advice (Advice Centre)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Specialist career advice (see below)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Initial careers advice and triage (with PTs/PLCs/Academic teams)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Initial Course Enquiries (with academic teams and customer service staff)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶

Progression into Higher Education

1:1 Personal Tutor support		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
UCAS application support (with Personal Tutor)			▶	▶						▶		
UCAS clearing advice and support	▶	▶										
Initial Personal statement checking (with Personal Tutors)		▶	▶	▶								
Student finance tutorial (with Personal tutor)								▶				
HE information evening			▶									
UCAS exhibition (Centralised Careers Trip)								▶				
National Collaborative Outreach Programme (NCOP) activities		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Internal HE open events												▶
External HE and University Open Events	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶

Careers and Employer Interactions

Departmental Educational trips		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
Departmental External guest speakers		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
Centralised Careers Trips (Worcestershire Skills Show)								▶				
Centralised Careers Guest Speakers								▶				
Departmental Mock Interviews			▶	▶	▶				▶	▶	▶	



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Careers and Employability Events

Internal Year 10 Taster days												▶	
College Open events			▶					▶		▶			
College tours				▶			▶					▶	
Course interviews	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
New parents evenings										▶	▶	▶	
National careers week								▶					
National apprenticeship week								▶					
National Student Volunteering week							▶						
External marketing School liaison events		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
External marketing exhibitions	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
GCSE results drop in day	▶												
SEN Transition days										▶	▶		
Enrolment Events	▶	▶										▶	▶

Specialist Careers Guidance (IAG)

IAG Specialist careers advice 1:1	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Final Personal Statement checking		▶	▶	▶									
Course Guidance post interview	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Follow-up/Specialist Probation meetings		▶	▶										
Follow-up/Specialist Progression meetings	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Specialist course decision Advice	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Specialist apprenticeship screening and advice (with Solutions Team)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶

Additional Employability including Skills Tutorials

Volunteering awareness			▶						▶				
CV checks		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Dynamic CV tutorial								▶					
Work experience		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
Digital skills		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
Money skills								▶					
Online safety						▶	▶						
Internal commercial business experience		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
Alumni guest speakers		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	

Contact Details

Redditch and Bromsgrove

Name: Elizabeth Bruce
Tel: 01527 572674

Name: Dawn Rice
Tel: 01527 572688

Email: Careersr&b@howcollege.ac.uk

Worcester and Malvern

Name: Andrew Wager
Tel: 01527 548942

Email: Careersworcester@howcollege.ac.uk

Important Dates

Freshers' Week

W/C 10th September 2018

UCAS Deadline

W/C 15th October 2018 for courses at Oxford or Cambridge or most courses in medicine, veterinary medicine/science and dentistry

UCAS Deadline

W/C 15th January for majority of courses

Safe Internet Day

5th February 2019

National Careers Week

W/C 4th March 2019

National Apprenticeship Week

TBC

Volunteering Week

W/C 1st April