

# Careers Programme Calendar 2019/20



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

## Academic and Career Progression

Early course support 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

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#### Important Dates

##### Freshers' Week

W/C 9th September

##### UCAS Deadline

Internal deadline - 1st November  
Final deadline - 15th January

##### Safe Internet Day

4th February

##### National Careers Week

W/C 2nd March

##### National Apprenticeship Week

W/C 3rd February

##### Student Volunteering Week

W/C 11th February