

Careers Education Programme 2018-19

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Term	Month	Actions			Independent & Impartial Advice (If Applicable)	Comments/ Feedback
		Interactions 1-1/Drop Ins/Group	Administrative	Event		
Summer	August	Enrolment Referrals	Produce Careers Information Pack for Tutors	UCAS Clearing	Careers Adviser from Portsmouth University attended Results Days	Completed
			Send out 2 nd HE Fair Invitation Letter	AS Result Clinic		
			Destination Data – via online questionnaire sent by email			
Autumn	September	Enrolment Referrals	Support ASPIRE Programme	Group Works (Cross College Support)		
		Application Support	Support UCAS Apply	Oxbridge UCAS Support/Focus		
			Monitor & Produce UCAS Reports	Induction Talks		
			Destination Data – Collate responses, set up admin procedures, databases, follow up non-replies	Recruitment of Ambassadors		
			Update bespoke information resources & notice board displays	Internal Deadline for Oxbridge Applicants		
			Work with SUN Project staff to identify students and complete postcode profiler exercise	SUN students to declare if they participate		

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Autumn	October	Careers & HE Guidance	Advertise HE Fair	HE Fair	Career Advisers from other institutions Attended the HE Fair	HE Fair – 18.10.2018
		Careers & HE Guidance	Support UCAS Apply Personal Statements Produce UCAS Report	Oxbridge Deadline 15 th	All other HEI's signposted	
		Application Support	Destination Data – Collate responses, set up admin procedures, databases	Group Works (Cross College Classes)		
		UCAS Personal Statement Workshops	Produce UCAS Reports, UCAS Track Monitoring	Initial 1 st College Deadline for UCAS Applications		
	November	Careers & HE Guidance	Monitor UCAS Referencing	Group Works (Cross College Classes)	UCAS Quality Final Check Sheets	Mock interviews started for Oxbridge applicants
		Application Support	Destination Data – start collating responses, analysis data, write report			
	December	Careers & HE Guidance	Destination Data – complete 1 st Draft	Group Works (Cross College Classes)	UCAS Quality Final Check Sheets	
		Application Support	Produce UCAS Reports, UCAS Track Monitoring			
	January	Careers & HE Guidance	Invitation to Employers – Employability, Apprenticeship & Volunteering Fair	AEV Fair	Invitations sent to a wide variety of organisations - Job Centre Attended – Additional staff invited to support	
		Interview Techniques	Advertise UCAS Extra, UCAS Track Monitoring	Group Works (Cross College Classes)		

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Spring	February	Careers & He Guidance	Advertise UCAS Extra	A2 Student Finance Evening (Parents)	All competitive courses	Finance Talk for Students TBC Finance Talk for Parents TBC
		Interview Techniques	Support UCAS, Replies, Offers, Interviews	Job Search Tutor Sessions		
		Employability, Apprenticeship & Volunteering Workshops	Promote Student Finance Online Application	CV & Application Workshops Covering & Speculative Letters Workshops		
		'Employability Skills' Group Works Commence	Various vocational Groups			
	March	Careers & HE Guidance	Advertise UCAS Extra		AEV TBC	
		Interview Techniques	Support UCAS Replies, Offers, Interviews	AEV Fair		
		Job Search	Promote Student Finance Online Application	Tutor Sessions – Preparing for HE Fairs		
		Employability Skills, Group Works Continue		Group Works (Cross College Support)		
Summer	April	Careers & HE Guidance	Reminders about Student Finance Applications	Follow Up Options after College Talks (L1&L2)		
		Interview Techniques	Support UCAS - Replies, Offers & Interviews	Group works (Cross College Classes)		
		Employability Skills, Group Work Continues				
	May	Careers & HE Guidance	Initial Contact with HEIs, Public Services & Gap Year Agencies for HE Fair	HEI Advisors Visits/Conferences	Wide range of invitations	
		Pre-Enrolment Interviews	Make A2 students aware of Clearing			
			Support UCAS – Replies, Offers & Interviews			

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Summer	June/July	Careers & HE Guidance	Prepare Progression Focus Day – resources & timetable	Progression Focus Day		
		Pre-Enrolment Interviews	Ensure all A1-A2 student register on UCAS & fill out Student Data Forms	Talk to parents/students (A1)		
			Initial meeting with A1 potential Oxbridge Applicants	HEI Advisors Visits/Conferences		
			Develop & supply UCAS Tutor Packs			
			UCAS Tutor Allocation for 2018-2019 Cycle			
			Produce Career Information Bookmarks for student enrolment			