

The following activities will happen at various points through the calendar year 2019/2020:

Month	Activity 19/20	How	Where	Target Group	Resources	Promotion
August	Pre-entry interviews for prospective students. Interviewing students reviewing choices following results.	One-to-one careers interviews	Pastoral Hubs	All pre-entry students	All team/Course info/ entry requirements/vacancies	Radio/Buses/ Press/Website
September	Induction weeks (4 weeks) – Your career choice and pathway?	Question based activity or passport	Foyer/Tutorial sessions	All 16-18 groups	Min one staff / EClips / Questionnaires	Curriculum / College calendar
	UCAS for Oxbridge, medicine, dentistry, veterinary applicants	One to one	Pastoral Hubs	L3 Students	None	College calendar
October	Transfer clinic – (swap not drop)	Careers interviews	Pastoral Hubs	All at risk	Course vacancies	College calendar Progress leaders / Curriculum / VLE
	UCAS Course choices -	Interview, Research workshop	Pastoral Hubs	L3 Students	None	Progress leaders / Curriculum / VLE
	UCAS drop-in clinic - Choices, personal statement advice and review	Drop in Clinic	Pastoral Hubs	L3 Students	None	Progress leaders / Curriculum / VLE
Half Term	Bookable UCAS workshop (including personal statement review)	Bookable workshop	Pastoral Hubs	L3 students	None	IT room / Curriculum Progress Leaders / VLE
November	CV Clinic for part-time jobs	Bookable workshop	Pastoral Hubs	All Gatsby cohort	IT room. Min 3 staff	Progress leaders / Curriculum / VLE
December	UCAS Drop in /	One to one booked interviews / drop in	Pastoral Hubs	L3 Students	None	Progress leaders / Curriculum / VLE
	UCAS Practice Interviews	One to one	Pastoral Hubs	L3 Students	None	None
January	Mock job interviews	Bookable Interviews	Pastoral Hubs	All Gatsby cohort	Desk/Interview Activity/ Feedback/Work Experience Team	Progress leaders / Curriculum / VLE
	Video interviews with feedback	None	Pastoral Hubs	All Gatsby cohort	e.g. SONRU / Computers Private rooms	Progress leaders / Curriculum / VLE
February	Level 1 Progressions	Groups	Pastoral Hubs	All L1 Groups	Careers publicity / referral form / Kudos	Progress leaders / Curriculum / VLE / notice-boards
	Level 1 Progressions	One to one follow up	Pastoral Hubs	All L1 Groups	Interview room / Kudos	None
	Careers Open Day (one day)	Open Event	LEX	Prospective Students	Min 3 staff	Radio / Website/Contact schools & Adult Ed Centres
March	Level 2 Progressions	Groups	Pastoral Hubs	All L2 Groups	Careers publicity / referral forms / Kudos	Progress leaders / Curriculum / VLE / notice-boards
	Level 2 Progressions	One to one follow up	Pastoral Hubs	All L2 Groups	Interview rooms / Kudos	None
	National Careers Week	Employer talks/ Apprenticeships	Lex or Relevant Centres	All Gatsby cohort	Presentation resources Stands / Attendance sheets	Progress leaders / Curriculum / VLE / notice-boards
		HE Talks	Lex or Relevant Centres	L3 Students	None	Progress leaders / Curriculum / VLE / notice-boards

Month	Activity 19/20	How	Where	Target Group	Resources	Promotion
April	Guidance interviews for students who are identified as unable to progress on current programme	One to one	Pastoral Hubs	All students	Information from progress leaders or teaching staff on students who can't progress.	Progress leaders / Curriculum / VLE
May	L3 Progression Year 1 Advice	One-to-one /Offer of A&G to students not progressing to Y2	Pastoral Hubs	All L3 Year 1 students	Information from progress leaders or teaching staff on students who can't progress.	Progress leaders / Curriculum / VLE
	UCAS research (1 st year L3)	Groups	Pastoral Hubs	All Y1 L3 Groups	Room/Attendance sheets Feedback Inc. requests for guidance	Through Head of school or CTL or direct contact with tutor.
	Exit interview for other L3 students without offer	One to one Guidance	Pastoral Hubs	L3 Groups	List of students requiring careers guidance	Progress leaders / Curriculum
	Pathways Exit Interviews	One to one Guidance	Duke Street	Pathway Students	List of students requiring careers guidance	Progress leaders / Curriculum
June	Employer recruitment event	Event By invitation or compulsory	LEX	All Gatsby Cohort by invitation. Consider allowing drop in for other courses	Liaison with work experience team Appropriate space depending on numbers attending	Progress leaders / Curriculum / VLE / notice-boards
	Preparation Merseyside UCAS Conference	Groups / Activity to ensure students have focus whilst attending	All Centres	All Y1 L3	None	None
Summer period	Offer appointments to students with EHCP – Review and development	One-to one appointments	All Centres	All students with EHCP	Referrals from curriculum or access to info from Learner support	Progress leaders / Curriculum / VLE
	Develop online resources	None	LEX	None	None	None