Career Education Calendar 2018/19

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Pre Enrolment												
On line and paper copies of college prospectus	√	√	√	√	√	√	√	√	√	√	√	√
CWA scheduled open days to include Careers Advisors to be in attendance			√				√					
College interview	√	√	√	√	√	√	√	√	√	√	√	√
Enrolment	√											√
Starting college evening											√	
Career Guidance/Study Programme												
Induction will include overview of study programme and examples of career options.	√											
Students will participate in tutorial programme throughout academic year which will include Employability skills/work readiness/careers.	√	√	√	√	√	√	√	√	√	√	√	
Work Placement & Career Coordinator will conduct 121 interview within first 6 weeks to explore career and work placement options.	√	√										
Students who are identifying that they wish to change their study programme will have a 121 meeting with Student Advisor/Learning Resource Specialists/? To explore alternative options	√	√										
ALL students who plan to withdraw from their study programme MUST meet to discuss alternative options/complete exit interview	√	√	√	√	√	√	√	√	√	√	√	
Study programme to incorporate links with career/employability information wherever feasible	√	√	√	√	√	√	√	√	√	√	√	
Guest speakers to be invited into taught sessions to link curriculum and employability skills	√	√	√	√	√	√	√	√	√	√	√	
Parents evening					√							
Opportunity to attend Skills Show			√									
Opportunity to attend Norfolk Skills and Careers Festival							√					
Attend career fairs- as they arise												
Lunch time drop in sessions- topic and dates TBC	√	√	√	√	√	√	√	√	√	√	√	
Guest speakers – either faculty specific or Inspirational guest speakers will be invited in to share their success stories		√	√	√	√	√	√	√	√	√	√	
Individual support and guidance												
Careers guidance appointments and drop in sessions	√	√	√	√	√	√	√	√	√	√	√	
All students will have a half termly review of their progress with their CD/PC and or WPCC		√		√		√		√		√		
All students will be offered at least 2 opportunities to explore their career options with level 4/6	√	√	√	√	√	√	√	√	√	√	√	
Well stocked careers resources available in the LRC for personal reference	√	√	√	√	√	√	√	√	√	√	√	
Mentoring programme-tailored career guidance from volunteering employer	√	√	√	√	√	√	√	√	√	√	√	
Study evening session for new level 2/3 and parents regarding studying at CWA												
Career resources												
Career Coach	√	√	√	√	√	√	√	√	√	√	√	√
Next steps survey to identify progression route/offer additional guidance as needed								√	√	√		
One to one sessions with Learning Resource Specialists	√	√	√	√	√	√	√	√	√	√	√	√
Learning Resource Books	√	√	√	√	√	√	√	√	√	√	√	√
National Careers week							√					
National Apprenticeship week							√					
Work Experience												
All students will be expected to complete a period of work experience during the academic year.		√	√	√	√	√	√	√	√	√	√	
All students will complete a written reflection on their work experience		√	√	√	√	√	√	√	√	√	√	
Higher Education/Higher Apprenticeship/Employment Progression												
Attend progression event- information will be circulated to each programme area, displayed on signage, in the Innovates areas as it is made available.	√	√	√	√	√	√	√	√	√	√	√	
Support with UCAS application in tutorial session- as appropriate	√	√	√	√								
121 support with UCAS application/Personal statement	√	√	√	√								
UCAS application checks	√	√	√	√								
Opportunities to attend university open days- organised for whole college or faculty	√	√	√	√					√	√	√	
HE readiness event- preparing UCAS application for 2019			√									
HE readiness event-preparing UCAS applications. Parent information evening			√									
HE readiness event- considering UCAS for 2020						√						
HE readiness event- considering UCAS for 2020-Parents information evening						√						
Gap Fair								√	√			
Current job opportunities displayed in LRC	√	√	√	√	√	√	√	√	√	√	√	
Extracurricular												
NCS		√				√	√					
LRC clubs-debating/Art/Code	√	√	√	√	√	√	√	√	√	√	√	
Sport activities	√	√	√	√	√	√	√	√	√	√	√	
Enterprise events												