

DERBY COLLEGE CAREERS TEAM CALENDAR 2019/20 – MAPPED TO THE GATSBY BENCHMARKS

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
<p>SEND 'SAVE THE DATE' EMAIL TO EXHIBITORS for the Progression Fair at JWC. 7</p> <p>CAREERS INDUCTIONS (throughout September on request).</p> <p>LEVEL 3, YEAR 2 MANDATORY TUTORIAL SESSION on :- > 'APPLYING TO HE' in each tutorial (Delivered by Careers staff, Tutors or Progression Coaches - arranged per site). 1 & 7</p> <p>LEVEL 3, YEAR 2 TUTORIAL SESSION on :- > Completing the on-line UCAS form (Delivered by Careers staff, Tutors or Progression Coaches - arranged per site). 1 & 7</p> <p>FINALISE 'VOLUNTEERING FAIR' (for October tbc) 5 & 6</p>	<p>ON-GOING SUPPORT WITH UCAS APPLICATIONS. 8</p> <p>'VOLUNTEERING FAIR':- At Ilkeston (tbc) 5 & 6</p> <p>MONDAY 7th OCTOBER > INTERNAL COLLEGE DEADLINE FOR:- Receipt of completed UCAS forms (for Oxbridge, Medicine, Dentistry and Veterinary).</p> <p>TUESDAY 15th OCTOBER – > UCAS NATIONAL DEADLINE DATE for:- > Oxbridge > Medicine > Dentistry > Veterinary applications.</p> <p>(*Remember to run off the Progress / Destination Report from UCAS Adviser Track) (no longer available after October)</p>	<p>ON-GOING SUPPORT WITH UCAS APPLICATIONS. 8</p> <p>plus</p> <p>SEND LIST OF HE REGISTERED STUDENTS TO TUTORS/ COACHES to check if they know of any others who wish to apply but have not registered on-line with UCAS.</p> <p>COLLATE LAST YEAR'S HE DESTINATION FIGURES from final Adviser Track Report. 2</p> <p>FRIDAY 8th NOVEMBER > INTERNAL COLLEGE DEADLINE DATE For receipt of completed UCAS forms (all sites).</p> <p>SEND HE LATE APPLICANT EMAIL (end of November)</p> <p>BEGIN TO ORGANISE 'JOB SKILLS' WEEK OR SIMILAR EVENT and/or PROMOTE ROUNDHOUSE RECRUITMENT JOB / APPRENTICESHIP EVENT (for February or March) - tbc 5</p>	<p>ON-GOING SUPPORT WITH UCAS APPLICATIONS. 8</p> <p>plus</p> <p>WEDNESDAY 15th JANUARY > UCAS NATIONAL DEADLINE DATE</p> <p>UP DATE 'PROGRESSION – MONTH 1' RESOURCES.</p> <p>FINALISE 'JOB SKILLS' WEEK OR SIMILAR EVENT and/or PROMOTE ROUNDHOUSE RECRUITMENT JOB / APPRENTICESHIP EVENT (for February or March) - tbc 5</p> <p>FINALISE ARRANGEMENTS FOR PROGRESSION FAIR AT JWC > confirm details with exhibitors > risk assessment > Facilities re room bookings > Stacey re staffing and groups > Refreshments 7</p>	<p>ON-GOING SUPPORT WITH UCAS APPLICATIONS. 8</p> <p>plus</p> <p>WEDNESDAY 15th JANUARY > UCAS NATIONAL DEADLINE DATE</p> <p>UP DATE 'PROGRESSION – MONTH 1' RESOURCES.</p> <p>FINALISE 'JOB SKILLS' WEEK OR SIMILAR EVENT and/or PROMOTE ROUNDHOUSE RECRUITMENT JOB / APPRENTICESHIP EVENT (for February or March) - tbc 5</p> <p>FINALISE ARRANGEMENTS FOR PROGRESSION FAIR AT JWC > confirm details with exhibitors > risk assessment > Facilities re room bookings > Stacey re staffing and groups > Refreshments 7</p>	<p>PROGRESSION MONTH 1</p> <p>PUBLICISE 'PROGRESSION – MONTH 1' > Sessions > Resources > Events to all Tutors and Progression Coaches – in line with tutorial scheme. 1 - 2 - 3 - 4 & 7</p> <p>'JOB SKILLS' EVENT (tbc) 5 & 2</p> <p>CAREERS TEAM – HE REVIEW MEETING (to discuss current UCAS application cycle). 5</p> <p>THURSDAY 20th FEBRUARY 'UCAS EXTRA' begins</p>	<p>PROMOTE: - > UCAS HE REGIONAL FAIR TO TUTORS AND PROGRESSION COACHES 7</p> <p>LEVEL 3, YEAR 2 OFFER SESSIONS on :- > HE FINANCE APPLICATIONS (Delivered by Careers staff, Tutor or Progression Coach – arranged per site). 1 & 7</p> <p>'JOB SKILLS' EVENT (tbc) 5 & 2</p> <p>THURSDAY 12th MARCH PROMOTE / ATTEND APPRENTICESHIP EVENING. 4 - 5 & 8</p> <p>FRIDAY 20th MARCH (at JWC) PROGRESSION FAIR For Level 3 / Year 1 (Level 3 / Year 1 students from other sites to be invited). 7</p>	<p>ON-GOING PROGRESSION SUPPORT 3 & 8</p> <p>ON-GOING SUPPORT WITH HE FINANCE APPLICATIONS</p> <p>ON-GOING SUPPORT WITH HE FINANCE APPLICATIONS</p> <p>OFFER SESSIONS ON: - > 'Raising Awareness of HE' etc., to Level 3 / Year 1 (Delivered by Careers staff or external HEI - arranged per site)</p> <p>> 'Writing Personal Statements' (to be delivered by Tutors / Progression Coaches or external HEI - arranged by site) to Level 3 / Year 1. 4 & 7</p> <p>> LUNCHTIME HE STANDS at ILK / BH / RH - arranged per site. (dates tbc) 8</p> <p>DEADLINE for completion of Student Finance forms. (date tbc)</p> <p>TUESDAY 5th MAY > 1st UCAS 'REPLY-BY' DATE DEADLINE. continued</p>	<p>PROGRESSION MONTH 2</p> <p>PUBLICISE 'PROGRESSION – MONTH 2' > Resources > Events to all Tutors and Progression Coaches – in line with tutorial scheme. 1 - 2 - 3 - 4 & 7</p> <p>ON-GOING SUPPORT WITH HE FINANCE APPLICATIONS.</p> <p>OFFER SESSIONS ON: - > 'Raising Awareness of HE' etc., to Level 3 / Year 1 (Delivered by Careers staff or external HEI - arranged per site)</p> <p>> 'Writing Personal Statements' (to be delivered by Tutors / Progression Coaches or external HEI - arranged by site) to Level 3 / Year 1. 4 & 7</p> <p>> LUNCHTIME HE STANDS at ILK / BH / RH - arranged per site. (dates tbc) 8</p> <p>DEADLINE for completion of Student Finance forms. (date tbc)</p> <p>TUESDAY 5th MAY > 1st UCAS 'REPLY-BY' DATE DEADLINE. continued</p>	<p>ON-GOING PROGRESSION SUPPORT 3 & 8</p> <p>CAREERS TEAM: - > review UCAS cycle > review last year's Development Plan. > formulate a revised Development Plan for 2020-21. 3</p> <p>BEGIN COMPILING HE DESTINATION FIGURES.</p> <p>THURSDAY 4th JUNE > 2nd UCAS 'REPLY BY' DATE DEADLINE</p> <p>THURSDAY 18th JUNE > 3rd UCAS 'REPLY BY' DATE DEADLINE</p> <p>TUESDAY 30th JUNE LAST DAY TO SUBMIT UCAS APPLICATIONS FOR 2020 ENTRY.</p> <p>START UPDATING RESOURCES, CAREERS LIBRARIES AND 'MYCAREER'. 2</p> <p>BEGIN TO ORGANISE VOLUNTEERING FAIR. (tbc for October)</p>	<p>SUNDAY 5th JULY UCAS 'EXTRA' CLOSURES.</p> <p>MONDAY 6th JULY CLEARING OPENS.</p> <p>MONDAY 20th JULY 4th UCAS 'REPLY BY' DATE DEADLINE.</p> <p>PREPARE RESULTS DAY EMAIL > To be sent at the beginning of August</p> <p>FINALISE AND PREPARE ALL RESOURCES READY FOR SEPTEMBER (Paper / 'MyCareer') 1 & 2</p>	<p>MONDAY 3rd AUGUST SEND RESULTS DAY EMAIL TO UCAS APPLICANTS.</p> <p>THURSDAY 13th AUGUST A LEVEL RESULTS DAY > Offer support to students. 3, 7 & 8</p> <p>THURSDAY 20th AUGUST GCSE RESULTS DAY > Offer support to current and potential students. 3, 7 & 8</p> <p>FRIDAY 21st AUGUST to end of month – > One-to-one guidance as part of enrolment. 3, 7 & 8</p>

GATSBY BENCHMARK KEY
1 - A stable careers programme
2 - Learning from career and labour market information
3 - Addressing the needs of each pupil
4 - Linking curriculum learning to careers
5 - Encounters with employers and employees
6 - Experiences of workplaces
7 - Encounters with FE and HE
8 - Personal guidance

IN ADDITION, THROUGHOUT THE YEAR WE OFFER ONE TO ONE ADVICE AND GUIDANCE INTERVIEWS ON ALL SITES PLUS GROUP SESSIONS ON A VARIETY OF CAREER BASED ISSUES ON REQUEST