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| **TUTORIALS – CAREER SESSIONS FOR LEVEL 3** |
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| **TERM 1** |
| **LEVEL 3 YEAR 1:**  **Week 7**  **16th October**  **PITSTOP 1:**  **Action Planning and Researching Career Ideas** This session will enable students to consider what they want to gain from their chosen course and explore via KUDOS and other websites where it may lead. Information and research skills are covered. This will be recorded on their ILP ‘plans after my course'  **CDI:**  Grow Throughout Life  Explore Possibilities  See the Big Picture  **Week 8**  **23rd October**  **10 Ways to get the most out of my course** This session helps students to consider how they can get the most out of their course and maximise their potential. It focuses on engagement in extracurricular activities such as Summer Schools, Volunteering, and work experience and why this is of short- and long-term benefit.  **CDI:**  Manage Career  Create Opportunities  **LEVEL 3 YEAR 2:**  **Week 3**  **18th September**  **Routes for Progression**  This session focusses on next steps, with a particular focus on UCAS and decision making:   * Recap on Next Steps * DCG UCAS process and key dates * How to complete the UCAS form * Choices and decisions students will face and personal statement/CV reminder. * Key resources   **CDI:**  Explore possibilities  Grow Throughout Life  **Week 7**  **16th October**  **Apprenticeships (including Higher and Degree) – the A-Z guide.**  This session does what it says covering:   * What they are * How they function * How to find them * How to apply * Recruitment timeline FAQ * It also highlights employers and key capabilities required   **CDI:**  Explore possibilities  See the Big Picture  **Week 8**  **23rd October**  **Pitstop 1 – How to take plans forward, a guide to action planning** This session consolidates the previous two career sessions (HE and apprenticeship) and will ask them to consider what they need to do to move forward proactively, including gap year and business startup. It will encourage them to investigate where their next step leads using KUDOS etc. This will be recorded on their ILP ‘plans after my course'  **CDI:**  Manage Career  Grow Throughout Life  Balance Life and Work |
| **TERM 2** |
| **LEVEL 3, YEARS 1 AND 2 EVENT:**  **Degree Apprenticeship event**  **Joseph Wright Centre**  **17th January 2.30pm onwards**  **LEVEL 3, YEAR 1:**  **Week 21**  **5th February**  **Pitstop 2 - What Are My Options?** This session explains the option choices students have on the first year of a 2-year course and the longer-term progression routes available. The session will challenge students to discuss facts and fiction related to these options. Includes discussion on what career actually means. Reference will be made to Unifrog. This will be recorded on their ILP ‘plans after my course'  **CDI**:  Explore Possibilities  See the Big Picture  **Week 22**  **12th February**  **Decision Making -The importance of knowing your decision-making style**.  Students will take time to explore how they make decisions and how this has impact. It reaffirms how self-knowledge can support confident choice and make them the primary decision maker. It will allow students to negate the impact of misinformation and/or influence.  **CDI:**  Manage Career  See the big Picture  **Week 24**  **4th March (provisional)**  **Introducing the DCG online Progression Fair and how to get the most out of it.**  This session introduces the Progression Fair and its objectives.  It supports students to articulate what questions they may have about their option choices and covers how ‘networking’ can be done online and in person effectively.  **CDI:**  Create Opportunities  Explore Possibilities    **Week 27**  **25th March**  **Making sense of the Progression Fair and UCAS Exhibition**  Students will reflect on information gained (the good and bad) and how that information can be used to support further research and personal statement creation. They will also have the opportunity to find out more about other resources for research and be introduced to UCAS Hub.  **CDI**  Create Opportunities  Grow Through Life  Exploring Possibilities  See the Big Picture  **LEVEL 3, YEAR 2:**  **Week 21**  **5th February**  **Pitstop 2 – Considering Option Choices and the Art of Interviews.** This session will start by looking at interview skills for university, apprenticeships (including higher and degree apprenticeships) and jobs. It will cover their experiences of interviews so far, how to decode interviews and answer effectively, using strategies such as the STAR technique. The session will end by reminding them of their options and encouraging them to continue to investigate their next steps. This will be recorded on their ILP ‘plans after my course'  **CDI:**  Explore Possibilities  Grow Throughout life  Create Opportunities  **Week 22**  **12th February**  **How to be happy in work**  Will explore what type of roles students will have in the future and what is really going on in the world of work, including the skills employers are looking for and how they can survive and thrive.  **CDI:**  Explore possibilities  Balance life and Work  See the Big Picture |
| **LEVEL 3, YEAR 1 EVENT:**  **Progression Fair**  (not in tutorial) The Progression Fair is a drop down session for all Level 3, year 1 students  13th March  **LEVEL 3, YEARS 1 AND 2 EVENTS:**  **HE Fair – Broomfield HE Fair**  19th March  **UCAS Fair – Joseph Wright Centre**  20th March  **UCAS Fair – Roundhouse**  21st March |
| **TERM 3** |
| **LEVEL 3, YEAR 1:**  **Week 28**  **April 15th**  **How to write a personal statement for higher education and employment.** This session covers the fundamental similarities and differences between both types of statement and gives students practical means to produce a first draft personal statement.  **CDI:**  Grow Throughout Life  Create Opportunities  **Week 29**  **April 22nd**  **How to make the most of my Summer.**  This session will recap on the options available to students and how they can use the summer to continue higher education research including summer schools, university visits, what they need to consider when making decisions and starting their UCAS applications. Reference to gaining employability skills via work experience, volunteering etc. How to research employers for the future E.G. for apprenticeship applications etc  **CDI:**  Manage Careers  Explore Possibilities  Seeing the Big Picture  **LEVEL 3, YEAR 2:**  **Week 28**  **April 15th**  **Do you have a backup Plan?** Students may have experienced interviews connected to option choices, have offers of apprenticeships/courses but what if they do not get the grades required. The importance of a plan B. Encouraging students to consider their plan B’s. This session will cover how Clearing works, what they might need to consider when making other successfulapplications etc.  **CDI:**  Manage Career  Grow Throughout Life  **Week 33**  **May 20th**  **Transition from College to university /Employment**  Managing Transition. Using case studies. Encourage students to consider some of the situations they might face in the future when starting a job or university and get them to discuss how they might cope with these situations.  **CDI:**  Manage Career  Create Opportunities Balance Life and Work |