Careers Calendar 2020/2021

Croydon College

COULSDON SIXTH FORM COLLEGE

Activity	Owner	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Gatsby BM
Employability														
Introduction to Work Experience & Placements	World of Work Team		✔	✔	✔	✔	✔	✔	✔	✔	✔			2,3,4,5,6
Placement preparation (H&S / professional standards)	World of Work Team		✔	✔	✔	✔	✔	✔	✔	✔	✔			2,3,4,5,6
WEX and Industry Placements	World of Work Team		✔	✔	✔	✔	✔	✔	✔	✔	✔			1,2,3,4,5,6
Navigate Journey (incl skills assessments)	World of Work Team/ Tutors/Progress Coaches			✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	2,3,4,5,6
Reflection on Work Experience	Curriculum				✔	✔	✔	✔	✔	✔	✔	✔	✔	2,3,4,5,6
Guest Speakers	World of Work Team/ Careers Team		✔	✔	✔	✔	✔	✔	✔	✔	✔	✔		2,3,4,5
Employer Led Briefs / Projects	Curriculum/ World of Work Team		✔	✔	✔	✔	✔	✔	✔	✔	✔	✔		2,3,4,5,6
Site visits /Industry Related Trips	Curriculum/ World of Work Team		✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	2,3,4,5,6
Industry Days	Curriculum/ World of Work Team													2,3,4,5
Careers in the Curriculum Activities	Curriculum/ World of Work		✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	1,2,3,4
Recruitment Activities	Careers Team/ World of Work Team								✔	✔	✔	✔		2,5,
Interview skills; including Mock Interviews	Careers Team/ World of Work Team				✔	✔	✔	✔	✔	✔	✔	✔	✔	2,3,4,5
CV Support	Careers Team/ World of Work Teams	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	1,2,3,8
Employability Skills Development	Employability Skills Development Curriculum		✔	✔	✔	✔	✔	✔	✔	✔	✔	✔		1,2,3
Job Search	Curriculum/ Careers Team		✔	✔	✔	✔	✔	✔	✔	✔	✔	✔		
Career Planning	Progress Coaches/ Careers Team		✔	✔	✔	✔	✔	✔	✔	✔	✔	✔		1,2,3,4
National Careers events: *Creative Careers Week *National Careers Week *National Apprenticeship week	College wide								✔	✔				1,2,3,4,5,7
Progression														
Apprenticeship Talks & 1:1 advice	Apprenticeship Team /Careers Team	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
Preparation for Higher Education	Curriculum/ Careers Team		✔	✔	✔	✔					✔	✔		1, 3, 8
Higher Education Fair	Careers Team		✔										✔	1,3,4,7,8
Departmental University Trips	Curriculum				✔	✔		✔	✔		✔	✔	✔	1,3,4,7,8
UCAS Support - Research & Application	Careers Team/ University Speaker		✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	1,3,4,7,8
UCAS Personal Statement Support (Workshops, Talks, 1:1 & Checking service)	Progress Coaches/ Careers Team		✔	✔	✔	✔	✔	✔			✔	✔		1,3,4,7,8
University Assessment & Interview Preparation (Nursing, Midwifery & Social Work)	Careers Team					✔	✔	✔						1,2,3,7,8
UCAS Extra & Clearing Support	Careers Team	✔	✔					✔	✔	✔	✔	✔	✔	1,3,7,8
Student Finance Talks	Careers Team/ University Speaker			✔		✔	✔	✔				✔		1,3,7
Job Search (including LMI)	Careers Team		✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	1,2,3
Careers Guidance														
1:1 Careers Guidance at Enrolment & Open Events	Careers Team	✔	✔	✔					✔			✔	✔	2,3,8
Introduction to the Careers Service	Careers Team		✔	✔	✔									1,2,8
1:1 Transition Checks (Change of Course)	Careers Team	✔	✔	✔	✔									1,3,8
1:1 Careers Guidance Appointments and Drop-in	Careers Team	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	1,2,3,8
1:1 Appointments (Progression)	Careers Team								✔	✔	✔	✔	✔	1,2,3,8
Email & Telephone Careers Guidance	Careers Team	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	3,8
Open Access Careers Resources: Library Area & Online (Student Moodle)	Careers Team		✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	1,2,3