**Careers Team Offer 20/21**

**Career Related Tutorials**

**Term 1 – Exploring My Future**

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| **September** | **October** | **November** | **December** |
| Skill Analysis – Career Exploration  \*UCAS | Career Choices Month  \*UCAS | Skills Month  \*UCAS | Career Path Month  \*LMI |

**Term 2 – Improving my Employability**

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| **January** | **February** | **March** | **April** |
| CV Month  \*LMI | Application Form Month  \*Student Finance | Apprenticeship Month  \*Student Finance | Making Post 18 Choices Month |

**Term 3 – Making My Choices**

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| **April** | **May** | **June** |
| Making Post 18 Choices  Month | Covering Letters and Emails Interview Preparation Month  \*LMI | Preparing for Progression |

* 15 – 20 minute Careers and Employability tasks will be completed during weekly tutorials
* Each month has a different Career and Employability focus
* Tutorials to explore and register with University and Colleges Admissions Service (UCAS), look at Student Finance and Labour Market Intelligence will be delivered by the careers team

**‘Every 18 year old to be seen by a L6 qualified Careers Advisor’ during their college journey**

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| **Month** | **Subject Area** |
| October | Computer Science / Business |
| November | Health & Social Care, Early Years, A Levels Forensic Science |
| December | Sport, Public Services, Travel & Tourism |
| January | Hospitality & Catering, Hair & Beauty, Foundation Studies (Referral by tutors – all levels) |
| February | Engineering, Motor vehicle & Construction |
| March | Animal Care, Creative Industries & Foundation Studies (all levels) |
| April | Outstanding Targeted Learners |
| May | Progression Months – Careers available to see students without a confirmed destination (by appointment) |
| June |
| July |

The careers service is available to all students and will help with all aspects of education and employment, including:

* one to one guidance interviews for all students
* planning and decision making
* CV and letter writing
* college and university options and applications
* UCAS applications
* funding for university and higher education studies
* searching and applying for jobs
* completing online applications and profiles
* job and university interview preparation
* online resources and assessments