



CAREERS SERVICE TIMELINE FOR CTK ST MARY'S STUDENTS

Month	Focus for Careers Teams and Curriculum Areas	Level 2 BTEC Students (L2)	Level 3 Lower BTEC/A Level Students (L6)	Level 3 Upper BTEC/A Level Students (U6)
September (Start of term, weeks 1-6)	<ul style="list-style-type: none"> • L6 – Promotion and engagement with Careers programme • L6 – Identify potential early applicants • U6 – UCAS/early applicant support • Launch External Speaker Programme (ESP) through curriculum • Careers Conf (CC) email to Exhibitors • Careers Bulletin • Building and maintaining relationships with HE & Employers 	<ul style="list-style-type: none"> • Induction • Promote ESP take-up through curriculum 	<ul style="list-style-type: none"> • Induction • Promote WP schemes: K+, GPS, RO, SMF, ST – Pathways • Promote Lewisham University Challenge (LUC) for potential early applicants • Promote ESP take-up through curriculum 	<ul style="list-style-type: none"> • Reinforce expectations • Finalise UCAS applications • Promote UCAS internal deadline • Early applicant support • Promote ESP take-up through curriculum • PYF 3/tutors identify those not applying for HE • Support with Personal Statements
October (weeks 7-9)	<ul style="list-style-type: none"> • ESP • UCAS • Identify all destinations for last year's cohort • Urban Synergy • Careers Bulletin • Building and maintaining relationships with HE & Employers 	<ul style="list-style-type: none"> • Promote Lewisham University Challenge (LUC) events • Promote ESP take-up through curriculum • Promote Urban Synergy Opportunities 	<ul style="list-style-type: none"> • Promote Lewisham University Challenge (LUC) for potential early applicants • Promote ESP take-up through curriculum • Promote Urban Synergy Opportunities 	<ul style="list-style-type: none"> • Early applications submitted (15 Oct) • Promote ESP take-up through curriculum • Contact art teachers for those applying for Art Foundation • Promote ESP take-up • Apprenticeship presentation • Support with Personal Statements
November (weeks 10-13)	<ul style="list-style-type: none"> • ESP • UCAS • Urban Synergy Meet the Mentors Evening • Careers Bulletin 	<ul style="list-style-type: none"> • Promote ESP take-up through curriculum 	<ul style="list-style-type: none"> • Promote Sutton Trust- USA Programme • Promote ESP take-up through curriculum 	<ul style="list-style-type: none"> • LUC events for early applicants • Non-UCAS applicant interviews • Promote ESP take-up through curriculum

	<ul style="list-style-type: none"> • Building and maintaining relationships with HE & Employers 		<ul style="list-style-type: none"> • Promote Urban Synergy Meet the Mentors Evening 	<ul style="list-style-type: none"> • Take students to Skills London
December (weeks 14-16)	<ul style="list-style-type: none"> • ESP • UCAS • Plan Careers Conference (CC) • Careers Bulletin • Building and maintaining relationships with HE & Employers 	<ul style="list-style-type: none"> • Promote ESP take-up through curriculum 	<ul style="list-style-type: none"> • Promote ESP take-up through curriculum 	<ul style="list-style-type: none"> • Interview support for early applicants • Promote ESP take-up
January (weeks 17-20)	<ul style="list-style-type: none"> • Early Applicant Information Evening • UCAS • Plan Careers Conference (CC) • UCAS review • Careers Bulletin • Destinations Report Finalised • Building and maintaining relationships with HE & Employers 	<ul style="list-style-type: none"> • Promote ESP take-up through curriculum • Promote Summer Schools 	<ul style="list-style-type: none"> • Promote Early Applicant Evening • Promote ESP take-up through curriculum • Promote Summer Schools 	<ul style="list-style-type: none"> • On-time applications submitted (15 Jan) • Promote ESP take-up through curriculum • Non-UCAS applicant interviews
February (weeks 21-23)	<ul style="list-style-type: none"> • Apprenticeship Week • Student Finance (SF) • ESP • Plan Careers Conference (CC) • Careers Bulletin • Destinations Report presented to Governors • Building and maintaining relationships with HE & Employers 	<ul style="list-style-type: none"> • Promote Apprenticeships and Degree Apprenticeships • Promote ESP take-up through curriculum 	<ul style="list-style-type: none"> • Promote Apprenticeships and Degree Apprenticeships • Promote ESP take-up through curriculum • Launch Careers Conference 	<ul style="list-style-type: none"> • Promote Apprenticeships and Degree Apprenticeships • SF talks by HE provider • SF applications open • Promote ESP take-up through curriculum • Destinations survey for non-UCAS applicants
March (weeks 24-28)	<ul style="list-style-type: none"> • Careers Week • CC • Bexley Apprenticeship event • Careers Bulletin 	<ul style="list-style-type: none"> • Intro to CC • CC registration and prep • CC event • CC review and next steps 	<ul style="list-style-type: none"> • PYF 1 – Intro to HE • CC registration and prep • CC event • CC review and next steps 	<ul style="list-style-type: none"> • Life after CTK (pastoral programme) • Non-UCAS applicant interviews

April (weeks 29-30)	<ul style="list-style-type: none"> • Work Experience launch • Careers Bulletin • Building and maintaining relationships with HE & Employers 	<ul style="list-style-type: none"> • Support students re: Work Experience 	<ul style="list-style-type: none"> • Support early applicants • Support students re: Work Experience 	<ul style="list-style-type: none"> • Non-UCAS applicant interviews
May (weeks 31-34)	<ul style="list-style-type: none"> • Progression Beyond CTK Information Evening for Parents for Students & Parents • UCAS deadline for Firm & Insurance Choices • SF application deadline • Work Experience • Careers Bulletin • Building and maintaining relationships with HE & Employers 	<ul style="list-style-type: none"> • Support students re: Work Experience 	<ul style="list-style-type: none"> • Promote Progression Information Evening for Students & Parents • Progression Beyond CTK Information Evening for Parents Support • Support early applicants • Support students re: Work Experience • Promote attendance at HE Open Days, Apprenticeships and Employers 	<ul style="list-style-type: none"> • SF application deadline • UCAS Firm & Insurance Choices follow up • Support non-UCAS applicants/final support
June (weeks 35-38)	<ul style="list-style-type: none"> • Launch UCAS • UCAS Subject References • UCAS Tutor References – staff training • Work Experience • Academic Review Days • Careers Bulletin • Building and maintaining relationships with HE & Employers 	<ul style="list-style-type: none"> • Transition Support as needed 	<ul style="list-style-type: none"> • PYF 2 - UCAS 2022 registration of all students • Checking registrations • Reviewing first drafts of Personal Statements • Support early applicants • Work Experience Monitor/review • Promote attendance at HE Open Days, Apprenticeships and Employers 	<ul style="list-style-type: none"> • Support non-UCAS applicants/final support
July (weeks 39-40)	<ul style="list-style-type: none"> • Review UCAS Subject and Tutor References • Careers Bulletin • Building and maintaining relationships with HE & Employers 	<ul style="list-style-type: none"> • Transition Support as needed 	<ul style="list-style-type: none"> • Review UCAS Subject and Tutor References • Promote attendance at HE Open Days, Apprenticeships and Employers 	
August	<ul style="list-style-type: none"> • A-level/BTEC Results Day 			<ul style="list-style-type: none"> • Post-results counselling

- Clearing/Adjustment
- GCSE Results Day
- Building and maintaining relationships with HE & Employers

- Support unplaced students
- Follow up unknown destinations