



## St Mary's Summary of Careers Provision

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

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

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

	<ul style="list-style-type: none"><li>• Clearing/Adjustment</li><li>• GCSE Results Day</li><li>• Building and maintaining relationships with HE &amp; Employers</li></ul>			<ul style="list-style-type: none"><li>• Support unplaced students</li><li>• Follow up unknown destinations</li></ul>
--	---	--	--	--