



Emmanuel Summary of Careers Provision

Month	Focus for Hub and Curriculum Areas	Level 1 BTEC Students (1Y)	Level 2 BTEC Students (2Y)	Level 3 Lower BTEC/T Level Students (L6)	Level 3 Upper BTEC/T Level Students (U6)
September (Start of term, weeks 1-6)	<ul style="list-style-type: none"> Promotion and engagement with Progression, Careers & Work Experience programme Launch External Speaker Programme (ESP) through 4 curriculum areas (Arts, H&S/Science/Sports/Ologies, Business/IT & Engineering) UCAS 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 ESP take-up through curriculum 	<ul style="list-style-type: none"> Induction Promote WP schemes: K+, GPS, RO, SMF, ST – Pathways Promote ESP take-up through curriculum Promote work experience and its uptake 	<ul style="list-style-type: none"> Reinforce expectations Finalise UCAS applications Promote UCAS internal deadline Promote ESP take-up through curriculum Support with Personal Statements Support with Employment and Apprentice applications
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) events Promote ESP take-up through curriculum Promote Urban Synergy Opportunities 	<ul style="list-style-type: none"> Promote Lewisham University Challenge (LUC) events Promote ESP take-up through curriculum Promote Urban Synergy Opportunities Promote work experience and its uptake 	<ul style="list-style-type: none"> Promote ESP take-up through curriculum Support with Employment and Apprentice applications

November (weeks 10-13)	<ul style="list-style-type: none"> • ESP • UCAS • Urban Synergy Meet the Mentors Evening • 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"> • Promote ESP take-up through curriculum • Promote Urban Synergy Meet the Mentors Evening • Promote work experience and its uptake 	<ul style="list-style-type: none"> • Non-UCAS applicant interviews • Promote ESP take-up through curriculum • Support with Employment and Apprentice applications • 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 • Promote summer Schools 	<ul style="list-style-type: none"> • Promote ESP take-up through curriculum • Promote summer Schools 	<ul style="list-style-type: none"> • Promote ESP take-up through curriculum • Promote summer Schools • Promote work experience and its uptake 	<ul style="list-style-type: none"> • UCAS Support • Support with Employment and Apprentice applications • Promote ESP take-up through curriculum
January (weeks 17-20)	<ul style="list-style-type: none"> • 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 ESP take-up through curriculum • Promote summer Schools 	<ul style="list-style-type: none"> • Promote ESP take-up through curriculum • Promote summer schools • Promote work experience and its uptake 	<ul style="list-style-type: none"> • On-time applications submitted (15 Jan) • Promote ESP take-up through curriculum • Support with Employment and Apprentice applications • Non-UCAS applicant interviews
February (weeks 21-23)	<ul style="list-style-type: none"> • Apprenticeship Week • Student Finance (SF) • ESP • Plan Careers Conference (CC) 	<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 	<ul style="list-style-type: none"> • Promote Apprenticeships • Promote ESP take-up through curriculum • Promote work experience and its uptake 	<ul style="list-style-type: none"> • SF talks by HE provider • SF applications open • Support with Employment and

	<ul style="list-style-type: none"> • Careers Bulletin • Destinations Report presented to Governors • Building and maintaining relationships with HE & Employers 			<ul style="list-style-type: none"> • Launch Careers Conference 	<ul style="list-style-type: none"> • Apprentice applications • Promote ESP take-up through curriculum
<p>March (weeks 24-28)</p>	<ul style="list-style-type: none"> • Careers Week • CC • Bexley Apprenticeship event • Careers Bulletin • Building and maintaining relationships with HE & Employers 	<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"> • 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 • Promote work experience and its uptake • 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
<p>April (weeks 29-30)</p>	<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 students re: Work Experience 	<ul style="list-style-type: none"> • Support students re: Work Experience 	<ul style="list-style-type: none"> • Non-UCAS applicant interviews
<p>May (weeks 31-34)</p>	<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 	<ul style="list-style-type: none"> • Support students re: Work Experience 	<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 students re: Work Experience • Promote attendance at HE Open Days, 	<ul style="list-style-type: none"> • SF application deadline • UCAS Firm & Insurance Choices follow up • Support non-UCAS applicants/final support

	relationships with HE & Employers			Apprenticeships and Employers	
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"> • 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 • 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"> • 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 	<ul style="list-style-type: none"> • Support non-UCAS applicants/final support
August	<ul style="list-style-type: none"> • A-level/BTEC Results Day • Clearing/Adjustment • GCSE Results Day • Building and maintaining relationships with HE & Employers 				<ul style="list-style-type: none"> • Post-results counselling • Support unplaced students • Follow up unknown destinations