



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 	<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

	relationships with HE & Employers				and Apprentice applications <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 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) 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 	<ul style="list-style-type: none"> Promote Apprenticeships Promote ESP take-up through curriculum Promote work experience and its uptake Launch Careers Conference 	<ul style="list-style-type: none"> SF talks by HE provider SF applications open Support with Employment and Apprentice applications Promote ESP take-up through curriculum
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"> 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 	<ul style="list-style-type: none"> Life after CTK (pastoral programme) Non-UCAS applicant interviews

	<ul style="list-style-type: none"> Building and maintaining relationships with HE & Employers 			<ul style="list-style-type: none"> CC registration and prep CC event CC review and next steps 	
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 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
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"> 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, 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"> 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 	<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, 	<ul style="list-style-type: none"> Support non-UCAS applicants/final support

	<ul style="list-style-type: none"> • Building and maintaining relationships with HE & Employers 			Apprenticeships and Employers	
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