

**THE SIXTH FORM COLLEGE, COLCHESTER**  
**KEY DATES AND ACTIVITIES FOR STUDENT PROGRESSION– 2024/25**

TIME	First Year students Activity	Second Year students Activity
<b>September 2024</b>	<ul style="list-style-type: none"> <li>• Employability Skills Audit – online survey</li> <li>• Careers department information. Introduction to MOODLE</li> <li>• Careers interviews available during term time</li> <li>• Sign up to Medics as an additional study (Doctors, Vets and Dentists)</li> <li>• Sign up to Lawyers as an additional Study</li> <li>• Sign up to Pre-teaching for Primary Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Employability skills update – Personal statements and CVs</li> <li>• Discuss plans for next year with personal tutor.</li> <li>• Complete on-line UCAS application. Applications can be sent from <b>TUESDAY 3<sup>RD</sup> SEPTEMBER</b>.</li> <li>• <b>Friday 20th September</b> – <i>College deadline for Medicine, Dentists and Vets (ensures UCAS deadline of 15th October at 6pm is met).</i></li> <li>• <b>Friday 20th September</b> <i>College deadline for Oxbridge (UCAS deadline of 15th October at 6pm)</i></li> <li>• Applicants for Teaching and other medically related courses are also advised to submit applications early.</li> <li>• <b>27th September</b> – <i>College deadline for applications if they are to reach UCAS before half-term.</i></li> <li>• Tutorial activity careers planning – University and Employment Tutorials</li> <li>• Start looking at Job/Apprenticeship opportunities (Moodle/Careers) -see employer list on 'MOODLE/Careers/Employment &amp; Apprenticeships'</li> <li>• Seek help from Careers Department if experiencing problems.</li> </ul>
<b>October</b>		<ul style="list-style-type: none"> <li>• <b>Tuesday 15th October at 6pm</b> – UCAS deadline for Oxbridge, Medicine, Veterinary and Dentistry.</li> <li>• <b>Friday 25th October</b> - <i>Recommended College deadline for UCAS submission</i></li> <li>• Some Apprenticeship vacancies are advertised</li> <li>• Tutorial -Progression</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Employability Audit – Personal Statements/CV</li> <li>• Personal Tutor reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Tutor reviews (<b>19<sup>th</sup>-21<sup>st</sup> November</b>)</li> <li>• Early applicants will start to have interviews and receive offers and rejections with or without interview. Check instructions carefully on how to accept interview times.</li> <li>• BMAT</li> <li>• <b>Friday 8th November</b> – <i>College deadline for applications to reach UCAS before the end of December</i></li> <li>• <b>Friday 15th November</b> – <i>final College deadline for applications to meet the UCAS deadline of Wednesday 29<sup>th</sup> January 2025 at 6pm. Applications submitted after this date may not reach UCAS by this date.</i></li> </ul>
<b>January 2025</b>		<ul style="list-style-type: none"> <li>• <b>WEDNESDAY 29<sup>TH</sup> JANUARY 2025 AT 6PM FINAL UCAS deadline</b></li> <li>• Applications submitted to UCAS after the 29th January are processed as 'Late Applicants' – Universities are only committed to considering these applicants if they have vacancies. (Always seek advice from the Careers Department if applying as a late applicant).</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Introduction to Career Management (tutorial)</li> <li>• Careers information to students and employability update</li> <li>• Tutorial – 'What happens at a Careers Fair'</li> <li>• <b>Higher Education and Employment Briefing Evening.</b></li> <li>• <b>College Employment &amp; University Careers Fair</b> (c.100 exhibitors). <b>'Options after College'</b></li> <li>• Oxbridge meetings/briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to look for Jobs/Apprenticeships-see list of employers on 'MOODLE/Careers/Employment &amp; Apprenticeships'</li> <li>• <b>College Employment &amp; University Careers Fair</b> (c.100 exhibitors). <b>'Options after College'</b> – <b>Thursday 6<sup>th</sup> February</b></li> <li>• UCAS Extra begins (26<sup>th</sup> February 2025) - This service is only open to students who applied by the 31 January deadline but are not holding any offers at this stage.</li> </ul>

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		<ul style="list-style-type: none"> <li>• <b>Student Financial support application</b> for students going to University in 2025– register online and complete application. Student Finance England website</li> </ul>
<b>TIME</b>	<b>First Year students Activity</b>	<b>Second Year students Activity</b>
<b>March/April</b>	<ul style="list-style-type: none"> <li>• Consider Higher Education options/ other choices such as Apprenticeships. Talk to personal and subject tutors and careers staff.</li> <li>• Make arrangements to visit universities on their open days</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Year 2 Higher Education Parents' Evening.</b> Final advice regarding Student Finance and information about College post-results counselling service.</li> </ul>
<b>May/ June</b>	<ul style="list-style-type: none"> <li>• Begin detailed investigations. Make use of College resources, Careers library, internet, etc.</li> <li>• Undertake careers interview.</li> <li>• Tutorial – Progression Activities</li> <li>• Register for UCAS 'apply' (the online application process @ <a href="http://www.ucas.com/apply">www.ucas.com/apply</a>) Order prospectuses, undertake research and make some preliminary choices.</li> <li>• Start completing a CV and look for work experience/shadowing opportunities/Volunteering</li> <li>• Make arrangements to visit universities on their open days</li> <li>• June UCAS Essex Higher Education Exhibition (same as our careers fair in February)– The University of Essex</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure decisions about which offers to hold. Main 'Firm' (first choice) and one 'Insurance' (lower grades) have been made. Watch for and comply with deadlines given by UCAS.</li> <li>• Complete any outstanding/late Financial Support applications.</li> <li>• Year 2 Study leave</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• Oxford and Cambridge students to complete draft application forms.</li> <li>• Oxbridge applicants parents' evening</li> <li>• <b>Career Progression event – 3<sup>rd</sup> and 4<sup>th</sup> July</b> Concentrated careers programme over 2 days (Higher Education subject talks, general careers and HE matters, also a range of employers and guidance on CVs etc Personal Statements/CVs/signing up to UCAS</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Leavers Day – <b>Tuesday 1st July 2025</b></li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Continue Higher Education research.</li> <li>• UCAT</li> <li>• <b>TBC August – BTEC and Applied General results</b></li> <li>• <b>21st August 2025 - GCSE results</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>14<sup>th</sup> August 2025 - A level results, BTEC and Applied General results.</b> Do not be far from home. Offers are confirmed or not, 'Adjustment' and 'Clearing' begins. <b>Make use of counselling service offered by College.</b> Most courses will have started by October.</li> </ul>