

Dear Parent/Carer,

We would like to share with you information about Careers and Progression at The Sixth Form College Colchester, as we know parents and carers are keen to know how they can help with progression decisions.

As a reminder, lots of information can be found on the [College website](#), but we do offer in person talks to both Year 1 and Year 2 Parents.

We would like to invite parents and carers of Year 1 students to the first of these talks, the **CAREERS AND PROGRESSION INFORMATION EVENING on HIGHER EDUCATION AND EMPLOYABILITY** on **Tuesday 4 March 2025 at 5:00pm and 6:30pm** (whichever is more convenient to you, both sessions will cover the same information) in the Drama Studio. Please note due to limited space we would like to discourage students from attending.

The briefing from Evette Hawkins, Head of Careers and Progression, is designed to highlight a number of features of higher education and employability skills for students and provide an overview of the support and facilities available to students in College.

Parking: **Please note that parking will not be available in College for the 5:00pm presentation**; please park in the public car parks close to the College. Some parking is available on the College site for the 6:30pm presentation on a first come, first served basis. Visitors with mobility difficulties will, of course, be offered on-site parking - please contact your son or daughter's Personal Tutor as early as possible so that appropriate arrangements can be made.

**If you are unable to attend, the information below highlights the areas to be covered:**

#### **Support offered by the college**

1. **Careers Advice and Guidance online Platform.** We have signed all students into [Morrisby](#). This platform allows students to **record activities** they have done – these can then be used for university personal statements and for showing skill development for employment applications. Also to **complete a diagnostic questionnaire** which then will **show them the careers** that would suit them and further information such as routes into that career, grades required and qualifications necessary – including links to relevant courses. This is especially useful for students who need help in thinking of suitable careers.
2. **Additional Study programme** - Our large range of additional studies help develop skills for students to add to applications. We offer direct careers support for Doctors, Dentists and Vets, Lawyers, Teaching, Oxbridge and sports coaching. Aspirations and Vision is a programme aimed at students with ambitious plans to study at some of the most prestigious universities, here or abroad. Students wishing to join even at this stage should speak to their Personal Tutor.
3. **Personal Tutors and the Tutorial Programme**  
From the initial interview with applicants and on enrolment at college through the 2 years to recording intended destinations, Personal Tutors can help and signpost students. They also help student complete university applications and write their references to university and employment.
4. **Subject areas and academic departments** will provide additionality – progression talks, including talks from universities and employers, extra reading, trips and visits, skill development etc.

5. **Regular communication direct to students** through progression emails from [careersoffice@colchsfc.ac.uk](mailto:careersoffice@colchsfc.ac.uk) which give activities to do and websites to visit to aid decision making for progression and where to find information.  
**Careers Bulletin** – careers staff produce a weekly roundup of information that we have been sent recently – current vacancies and opportunities for both university and employment. They also put this information into the Student Bulletin, which is emailed daily to students. We also have information and links on the College intranet MOODLE.
6. **Access to 1-2-1 chats** about progression, with Level 6 qualified careers advisers. An appointment can be made by visiting the Careers and Progression department at the back of the library, or by [emailing us](#).
7. **Events** – all organised during the college day
  - a. February University and Employment Fair – we invite all universities and selected employers - this year we had 80+ exhibitors.
  - b. Summer term Progression Event – 2 days students are not on their normal college timetable but a special timetable with 8 x 40 min sessions where subjects have designed a programme of talks from university lecturers, employers, apprenticeship providers, talks from staff about progression routes. There are some general talks on Student Finance and Apprenticeship information. This year it is held on 3 and 4 July 2025
  - c. Summer University and Employment Fair – this follows the Progression event - we invite all universities and selected employers - this year we had 80+ exhibitors. 4 July

**Key Dates** - Please see the complete table on our [website](#)

### **Year 1**

**Autumn term**- logging in to Morrisby, additional studies, extracurricular and super curricular activities to help them stand out, make a LinkedIn account. Progression routes explained.

**Spring Term** – Progression options, University and Employment fair, sign up to the UCAS hub for university and apprenticeship information. Start looking for open days at university or open events at employers. Start deciding what to do after college.

**Summer term** -Mocks (to help establish predicted grades), Progression – especially university applications via UCAS. Choosing courses and writing Personal Statements for university. Attend open days. Progression event at college.

### **Year 2**

**Autumn term** – UCAS deadlines to be met – we need 3 weeks to process forms and add references – we send over 1000 applications per year. Some students will receive offers for university. Accounting and some other apprenticeships open. Open days to visit

**Spring Term** – January Mocks, getting university offers - making firm and insurance choices. Booking accommodation at firm choices. Applying for Student Finance if going to university in the autumn – opens in March, deadline is mid-May. Students looking for Apprenticeships and employment need to start looking from January.

**Summer term** - Exams and results. We offer help and guidance on results day and after

### **Key Websites**

- [College website](#) – Support – Careers and progression
- [Morrisby](#) – used by students to record activities and provides career options and routes for students based on answers to a questionnaire.

- [UCAS](#) - a useful website for Higher Education/University and also for Apprenticeships
- [Student Finance](#) - for students wishing to attend Higher Education
- [UK University Search](#) - YouTube channel including videos about Russell Group universities
- [Apprenticeships](#) - Government search tool and guidance
- [National Careers Service](#) - a comprehensive careers website with **job profiles**, outlining: the skills required, main tasks, pay levels and career prospects for hundreds of different jobs. In addition, valuable guidance on the different stages involved in getting a job.
- [Open Days](#) - website detailing all University open days
- [Videos about the university process](#) from Advancing Access focus on Russell Group Universities
- [Amazing Apprenticeships](#) - everything about apprenticeships
- [Not Going to Uni](#) - a website for students not wishing to go to university which looks at other options
- [Young Entrepreneurs Programme](#) – an Essex based programme
- [Prospects](#) -experts in Graduate careers - what can I do with a Degree in....?
- [Icould](#) – helpful videos about a wide range of job roles
- [‘LMI for All’](#)- can be used to explore and compare key information about occupations, help you learn about different occupations and identify potential careers.
- [Careers Enterprise company](#)
- [Essex Careers Magazine](#) produced by Essex County Council with routes into careers and Labour Market information
- [Success at school](#) Covering everything from UCAS to accommodation to studying abroad, this guide will help parents and their children think through everything they need to consider including expert, first-hand advice from universities and employers