

**THE SIXTH FORM COLLEGE, COLCHESTER**  
**KEY DATES AND ACTIVITIES FOR STUDENT PROGRESSION– 2023/24**

TIME	First Year students Activity	Second Year students Activity
<b>September 2023</b>	<ul style="list-style-type: none"> <li>• Introduction to Morrisby – a programme which helps students to make decisions about their future careers and progression from college to employment/Apprenticeships or University. It also allows students to record activities and skills.</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> <li>• Students to consider Additional Studies on Enrolment</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Morrisby– a programme which helps students to make decisions about their future careers and progression from college to employment/Apprenticeships or University. It also allows students to record activities and skills.</li> <li>• Employability skills update – Personal statements and CV's</li> <li>• Discuss plans for next year with personal tutor.</li> <li>• Complete on-line UCAS application. Applications can be sent from 5<sup>th</sup> September</li> <li>• <b>15 September</b> – <i>College deadline for Medicine, Dentists and Vets (ensures UCAS deadline of 16 October is met).</i></li> <li>• <b>20 September</b> <i>College deadline for Oxbridge (UCAS deadline of 16 October)</i></li> <li>• Applicants for Teaching and other medically related courses are also advised to submit applications early.</li> <li>• <b>22 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>16 October</b> – UCAS deadline for Oxbridge, Medicine, Veterinary and Dentistry.</li> <li>• <b>20 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</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>10 November</b> – <i>College deadline for applications to reach UCAS before the end of December</i></li> <li>• <b>17 November</b> – <i>final College deadline for applications to meet the UCAS deadline of the 31 January. Applications submitted after this date may not reach UCAS by 31 January 2024.</i></li> </ul>
<b>January 2024</b>		<ul style="list-style-type: none"> <li>• <b>31<sup>st</sup> January 6pm FINAL UCAS deadline</b></li> <li>• Applications submitted to UCAS after the 31<sup>st</sup> 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' or Careers Bulletin</li> <li>• <b>College Employment &amp; University Careers Fair</b> (c.100 exhibitors). '<b>Options after College</b>' – <b>Thursday 8<sup>th</sup> February</b></li> <li>• UCAS Extra begins - This service is only open to students who applied by the 31 January deadline but are not holding any offers at this stage.</li> <li>• <b>Student Financial support application</b> for students going to University in 2024– register online and complete application. Student Finance England website</li> </ul>

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<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><b>Career Progression event – 20<sup>th</sup> and 21<sup>st</sup> June.</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>Register for UCAS 'apply' (the online application process @ <a href="http://wwwucas.com/apply">wwwucas.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>12 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>Apprenticeship and Employment advice available from Careers – opportunities in Careers Bulletin</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> </ul>	<ul style="list-style-type: none"> <li>Leavers Day – Monday 1<sup>st</sup> July 2024</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>TBC August - GCSE results</b></li> </ul>	<ul style="list-style-type: none"> <li><b>15<sup>th</sup> August - 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>