

# Careers Programme Calendar

## 2024 -25



The eight Gatsby benchmarks of Good Career Guidance are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

<b>Outreach &amp; Enrolment Support</b> (Gatsby Benchmarks - 2, 3, 4 and 8)	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Information Advice & Guidance Service during Enrolment	●	●	●								●	●
Don't Drop out Drop in Guidance Service		●	●	●								
Guidance on Uxbridge College Provision during Progression Events at Local Schools and at Uxbridge College Open Events			●	●	●	●	●	●	●	●	●	●
Guidance for Potential Applicants								●	●	●	●	●

<b>Personal Guidance</b> (Gatsby Benchmarks - 2, 3, 4 and 8)	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Impartial Careers Guidance Appointment Service	●	●	●	●	●	●	●	●	●	●	●	●
Impartial Guidance Drop in Service	●	●	●	●	●	●	●	●	●	●	●	●
SEND/EHCP Progression Interviews	●	●	●	●	●	●	●	●	●	●	●	●
Level 1/Level 2 Progression Support						●	●	●	●			

<b>General Advice &amp; Guidance</b> (Gatsby Benchmarks - 2, 3 and 4)	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Careers Induction Sessions for New Students		●	●									
Access to a wide selection of Careers Resources via Student Portal	●	●	●	●	●	●	●	●	●	●	●	●

<b>Higher Education Support</b> (Gatsby Benchmarks - 3, 4, 7 and 8)	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
UCAS Application Support/Workshops	●	●	●	●					●	●		
UCAS Personal Statement 1:1 Clinics delivered by University Staff		●	●	●	●				●	●		
Student Finance Application Support						●	●	●	●	●		
HE Fair/Job Fair on Uxbridge Campus									●			
Guidance for UCAS Applications on Offers, Decisions and Extra							●	●	●	●	●	
Clearing Support	●	●										●
Mock Interview Service			●	●	●	●	●	●	●	●		
Visiting Speakers from HE to Curriculum areas			●	●	●	●	●	●	●	●		
Higher Technical Qualifications/College HE Application Support	●	●			●	●	●				●	●

<b>Apprenticeship Support</b> (Gatsby Benchmarks - 2, 3 and 8)	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Degree/Higher Apprenticeship Application Support Programme		●	●	●	●	●	●	●	●			
Access to Apprenticeship Vacancies	●	●	●	●	●	●	●	●	●	●	●	●

<b>Employability</b> (Gatsby Benchmarks - 2, 3, 5, 6 and 8)	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Access to Job/Apprenticeship/Volunteering Vacancies	●	●	●	●	●	●	●	●	●	●	●	●
Employer Engagement i.e. Networking activities / Employer Webinars	●	●	●	●	●	●	●	●	●	●	●	●
Preparation for Employment Sessions SEND/EHCP					●	●	●	●	●			
CV Checks and Interview Preparation	●	●	●	●	●	●	●	●	●	●	●	●

<b>Careers Related Tutorial Activities</b> (Gatsby Benchmarks - 2 and 4)	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Registering on Careers Software Packages						●		●				
Using LMI Resources to Explore & Expand Career Choices							●					
Student Progression workshops tailored to each Level								●	●	●	●	

As a student at Uxbridge College you can call on our careers and employability team at any time for impartial, friendly, confidential and professional advice to help you with planning your future.

Uxbridge College has a team of dedicated professional Careers and Employability advisors to support you in your journey during your time at the college. We provide support in a range of areas to help you to explore your course options and potential career path.

## Contact Us

### Uxbridge Campus

You can find the Careers Office in the Reception area by the main entrance.

### Hayes Campus

You can find Careers Office in the Reception area by the main entrance.

Drop on and see us or call **01895 853333** and ask for a member of the careers team or email **careersteam@uxbridgecollege.ac.uk**