

# Careers Programme Calendar 2024/25



AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL

## Academic and Career Progression

Early course support meetings (with Lecturers/Personal Tutor)		▶	▶									
Progression meetings (with Personal tutor)										▶	▶	
1:1 personal tutor support			▶	▶	▶	▶	▶	▶	▶	▶	▶	
Study Skills		▶										
Intro to Work Experience			▶									
Personal Development Skills			▶				▶	▶				
Progression Tutorials (with Personal tutor)								▶				
IAG front line advice (Advice Centre)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Specialist career advice (see below)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Initial careers advice and triage (with PTs/Academic teams)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Initial Course Enquiries (with academic teams and customer service staff)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶

## Progression into Higher Education

1:1 Personal Tutor support		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
UCAS application support (with Personal Tutor)			▶	▶								
UCAS clearing advice and support	▶	▶										
Initial Personal statement checking (with Personal Tutors)		▶	▶	▶								
Student finance tutorial (with Personal tutor)								▶				
HE information events										▶		
UCAS exhibition (Centralised Careers Trip)								▶				
Uni Connect activities		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
External HE and University Open Events	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶

## Careers and Employer Interactions

Departmental Educational trips		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
Departmental External guest speakers		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
Careers Vocation							▶					
Centralised Careers Guest Speakers								▶				
Departmental Mock Interviews			▶	▶	▶				▶	▶	▶	



AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL

**Careers and Employability Events**

Internal Year 10 Taster Days												▶	
College Open Events			▶					▶		▶			
College tours				▶			▶					▶	
Course interviews	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Green Careers Week				▶									
New parents evenings											▶	▶	▶
National careers week								▶					
National apprenticeship week							▶						
National Student Volunteering week							▶						
External marketing School liaison events		▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	
External marketing exhibitions	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
GCSE results drop in day	▶												
SEN Transition days											▶	▶	
Enrolment Events	▶	▶										▶	▶

**Specialist Careers Guidance (IAG)**

Careers Pop-ups			▶			▶					▶		
NEET Progression 1:1's					▶	▶							
Short Interaction 1:1's			▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
CV Checks	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
IAG Specialist careers advice 1:1	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Final Personal Statement checking		▶	▶	▶									
Course Guidance post interview	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Follow-up/Specialist Progression meetings	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶
Specialist apprenticeship advice (with Solutions Team)	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶	▶

**Additional Employability, including Thrive and Elements programmes**

Volunteering awareness - Social Action			▶							▶			
Study Skills Exam Prep						▶							
Study Week					▶		▶	▶					

**Contact Details**

**Redditch and Bromsgrove**

Name: Jo Gill-Smith - Careers Advisor  
Tel: 01527 572662  
Email: careers@howcollege.ac.uk

**Worcester and Malvern**

Name: Elizabeth Bruce - Careers Advisor  
Tel: 01527 572674  
Email: careers@howcollege.ac.uk

**Important Dates**

**Freshers' Week**

17th - 19th September

**UCAS Deadlines**

Recommended Internal College Date:  
1st November  
Equal Consideration Deadline:  
29th January

**Green Careers Week**

4th - 8th November

**National Apprenticeship Week**

10th - 14th February

**Student Volunteering Week**

10th - 14th February

**National Careers Week**

3rd - 7th March