

Esher Sixth Form College Careers Education Programme

The College Careers Leader is **Nicola Wilberforce**, Director of Progression Guidance. She is supported by **Sally Leyshon**, Progression Guidance Coordinator. Other members of the team include **Helen Humphreys**, Oxbridge Coordinator; **James Leonard**, Art Education Coordinator; **Cat Elmes**, Employer Engagement and Alumni Coordinator and **Alex Elbourn**, the Elmbridge Consortium Careers Adviser.

The **Progression Guidance department** is located in **R105**, and is signposted from the first floor Orange zone (Mathematics department). The department is usually staffed from 8.30am – 4.45pm. All staff can be contacted by email on progression@esher.ac.uk or initialsurname@esher.ac.uk.

The usual **Careers Education Programme** is outlined below but may be subject to change. External providers are very welcome to contribute to lunchtime careers talks and other events. The Provider Access Policy is on the College website under Student Life > Careers and Progression > Careers Programme. Please contact the Director of Progression Guidance in the first instance on progression@esher.ac.uk.

Month	External events provided by external organisations	6.1 Personal Development Programme (delivered by group tutors)	6.2 Personal Development Programme (delivered by group tutors)	College Progression & Careers Events	Ongoing College progression activities
September	Higher Education Institution (HEI) Open Days US universities show		Personal statements and CVs using Unifrog How to write a personal statement 'catch up' for 6.2s and 6.3s – visiting HEI	6.1 Enrolment Start of 6.2 day 6.3 Destinations follow up 6.3 UCAS registration online Tutor & TTL UCAS briefings	6.2 and 6.3 UCAS advice and guidance (until Christmas) 6.2 and 6.3 Medics, Vets and Dentists and Oxbridge support programmes (until Spring) UCAS reference writing by tutors (until Spring) Personal statement masterclasses from visiting university personnel (until Nov.)

				College Oxbridge, medics, vets and dentists deadline	
October	<p>Conservatoires deadline</p> <p>Oxbridge, medics, vets and dentists UCAS deadline</p> <p>Aptitude tests for elite universities and medicine</p>		<p>The UCAS process</p> <p>Interview skills and using the telephone</p> <p>Offers from UCAS – what to consider before you respond</p>	<p>Sign up for Newsquest Young reporter scheme</p> <p>Art Foundation application and Portfolio information session</p>	<p>Lunchtime careers talks (continue all year)</p> <p>Bookable careers advice appointments with Elmbridge Careers Adviser (continue all year)</p> <p>Alumni talks for High Achievement groups and all interested students</p>
November	<p>Aptitude tests for elite universities</p> <p>Oxbridge mock interviews and interview workshop</p>	<p>Introduction to Unifrog and create Unifrog account</p>	<p>Student finance talk for students</p>	<p>College UCAS deadlines</p> <p>Progress Review parents' evenings</p> <p>Higher and Degree Apprenticeship Show in conjunction with EM3</p> <p>Aptitude test support for Oxbridge, LNAT etc</p>	<p>Art Foundation applications start</p>
December	<p>Vet and Medic MMI practice sessions</p>			<p>Progress Review parents' evenings</p> <p>Vet and Medic MMI practice sessions</p>	<p>6.1 BTEC Diploma / Extended Certificate students – work experience launch commences</p>
January	<p>UCAS deadline</p>			<p>January mock exams</p> <p>Progress Review meetings with teachers</p>	<p>Oxbridge support programme begins (until December)</p> <p>Apprenticeship application support available (continue all year).</p>

				Gap year fair / information session 6.1 Oxbridge introduction	Booked slots available to work in PG department with help on hand if needed.
February	Surrey Uni UCAS fair UCAS teachers' and advisers conference National Apprenticeship Week	Introduction to Work Experience and The Internship Options at 18+ - researching pathways using Unifrog	How to deal with your university offers	6.1 identifying potential Medics, Vets and Dentists	Art Foundation application deadlines for most HEIs
March	Oxbridge conference @ Epsom National apprenticeship show @ Sandown	Introduction to Higher Education – using Unifrog Preparation for HE day Work experience, Internship and Wider Skills Week briefing	UCAS / student finance / jobs update	6.1 HE parents' information eve 6.1 HE day: HE fair, talks on choosing a university and course; for parents preparing your personal statement, applying abroad, applying to competitive universities.	
April		Students visit 'Next Steps' employers' fair during lunchtime or private study periods Subject seminars online WSW & Work Experience form deadline	Students visit 'Next Steps' employers' fair	6.1 and 6.2 Employment seekers' evening for parents and students Elmbridge Consortium 'Next Steps' event and employers' fair	6.1 Medics, Vets and Dentists' support programme starts

May	A level and BTEC exams	<p>Introduction to After Esher Day</p> <p>Choose strand for After Esher Day (HE or apprenticeship)</p> <p>Choose Progression pathways for 6.2</p>	<p>What to do when the results come out</p> <p>Make students aware of careers support post-Esher College</p> <p>Esher Alumni and LinkedIn</p> <p>Collect intended destinations from students</p>	<p>6.1 Progression pathway choices</p> <p>6.1 Progression exams</p> <p>6.1 BTEC work experience</p> <p>6.1 The Internship and individually-organised work experience</p>	
June	A level and BTEC exams Many HEI Open Days	Preparing for After Esher Day	Apprenticeship workshop with Multiverse	<p>6.1 Progression clinic</p> <p>6.1 Oxbridge workshops</p>	
July	HEI Open Days	6.1 After Esher Day – UCAS and apprenticeship strands run concurrently		<p>6.1 After Esher Day – UCAS and apprenticeship strands run concurrently</p> <p>6.1 Wider Skills Week</p>	
August	A level and BTEC results published			6.2 Results day and post-results services	

In addition, a **Progression Guidance Bulletin** containing news, updates and information about Higher Education, full and part-time careers and employment opportunities, college-run activities and externally organised career events is published regularly during the academic year. This bulletin is also published on

the Progression Guidance area of the College portal and the latest one is on the College website. Parents and students have access to **Unifrog**, the Careers and destinations platform. A presentation detailing how to create a Unifrog account and use the resource is also on the College website. *NAW June 2022*