

# 2020/21 Careers Programme



Each college site has its own Careers and Employability Team and every student is entitled to access a range of careers and employability information, advice and guidance.

During your programme of study you will have the opportunity to discuss career options and pathways with your Personal Tutor or other curriculum staff, however you can also access a range of other services directly through the careers and employability team such as talks, visiting speakers, workshops and drop in sessions. Some of these activities may be virtual for this academic year to support social distancing requirements.

We can support you with a range of areas including:

- ⇒ Choices and decisions relating to your next steps
- ⇒ UCAS and personal statement guidance and support
- ⇒ Open day and taster course information
- ⇒ Information about course funding, finance and bursaries
- ⇒ Support with finding volunteering or work experience opportunities
- ⇒ Gap years and opportunities to study abroad
- ⇒ Finding apprenticeships and jobs

Below you will find a general list of activities that make up our careers programme, along with the times of year that you can access them.

Careers Guidance	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Individual careers guidance appointments		◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆
Careers guidance at enrolment sessions	◆◆ ◆	◆◆ ◆										
Drop in sessions		◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆
Careers guidance at new applicant interviewing			◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	
Student Review Days				◆◆			◆◆					
Progression Interviews								◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆	
UCAS awareness and registration										◆◆ ◆	◆◆ ◆	
UCAS application support and checks		◆◆ ◆	◆◆ ◆	◆◆ ◆	◆◆ ◆							
UCAS Clearing Support	◆◆ ◆	◆◆ ◆	◆◆ ◆									

Key Dates				
	1 Oct	College UCAS Deadline - early applications	8 Mar	Future Pathways Fair (Strode's College)
	2 Nov	College UCAS Deadline - all Applications	Apr	Future Pathways Event (Langley College)
	Feb	National Apprenticeship Week	6 May	Higher Education Fair (Langley College)
	4 Mar	Future Pathways and Higher Education Fair (Windsor College)	6 May	Higher Education Fair (Strode's College)

Student Events and Activities	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Student Finance Workshops				◆◆	◆◆							
Student Finance Application Support							◆◆	◆◆	◆◆	◆◆		
Higher Education Event								◆		◆		
Future Pathways Event								◆◆	◆			
Apprenticeship Awareness						◆◆	◆◆	◆◆				
Apprenticeship Application Support							◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
Careers stand at Open Evenings			◆◆	◆		◆	◆◆	◆		◆	◆	◆◆
Careers stand at Parents' Evening							◆◆					
Review Days				◆◆			◆◆					
Parents Evenings			◆			◆						
Freshers' Fair		◆◆										
Inductions		◆◆	◆◆									
Student Finance Workshops					◆◆		◆◆					
UCAS Workshops		◆◆	◆◆	◆◆	◆◆							
Job Search							◆◆	◆◆	◆◆	◆◆	◆◆	◆◆
Interview Skills			◆◆	◆◆		◆◆	◆◆	◆◆	◆◆	◆◆		
CV Writing								◆◆	◆◆	◆◆	◆◆	
UCAS Personal Statement	◆◆	◆◆	◆◆							◆◆	◆◆	◆◆
Volunteering			◆◆			◆◆		◆◆		◆◆		

**Key:** ◆ Langley College ◆ Strode's College ◆ Windsor College

## CONTACT US

**Call:** 01753 793337

**Email:** [careers@windsor-forest.ac.uk](mailto:careers@windsor-forest.ac.uk)

**Careers Leaders:** Lynda Twitchett, Careers and Employability Manager  
Naomi Bailey, Head of Learner Services and Libraries

\* Due to COVID-19, the programme is subject to change, please check with the Careers Team for the current position