

All students will have the opportunity to:

- Access the CUBE during College hours, a dedicated Careers office staffed by a team of advisers & well stocked with careers information
- Have a 1-1 appointment with a professionally trained impartial CUBE adviser
- Attend an annual HE & Careers event supported by 50 Universities and employers
- Receive information & advice on applying to University and preparing for the world of work at key points of the year via their coaching groups
- Explore undertaking work experience or volunteering organised by the Work experience officer
- Access information and resources from the internal CUBE website
- Attend insight days and careers events with a range of employers
- Attend a wide variety of in-house HE & employers talks throughout the year
- Receive regular information about opportunities to attend a range University taster courses & masterclasses
- Access Careers software programmes to explore career options & labour market information – KUDOS, e-CLIPS
- Receive a weekly bulletin advertising apprenticeships and college leaver schemes
- Identify & relate employability skills gained through the Curriculum
- Feedback their views on the quality of the careers programme

All Parents can expect:

- To be able to make an appointment to discuss their son or daughter's career options
- To be invited to careers related events
- To be informed about opportunities that their son or daughter can access
- To receive important information about UCAS
- To receive a regular careers newsletter advertising opportunities, in which their son or daughter can participate
- To have the opportunity to feedback their views on the quality of the careers programme

Havering Sixth Form College	Havering Sixth Form College Careers, Education Information, Advice & Guidance (CEIAG) Programme Year 12
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When	What	Activities
Year 12 Autumn term	Provide advice during enrolment & first weeks of teaching	Interviews with CUBE Careers Advisers to check subject choices fit career aspirations
	Students to be informed about the Careers support they can access in the CUBE	Coaches to bring students to the CUBE during induction/first 2 weeks of term
	Students to be informed about the value of work experience	Work Experience Officer to provide help and advice to students
	Aim Higher programme	Aim Higher Students to meet individually with CUBE Advisers
Year 12 Spring term	Provide advice on applying to University and the UCAS process	Coaches to deliver Career resources on the benefits of HE, how to start researching courses and the cost of going to University
	Provide advice on apprenticeships, job applications and interview skills.	The World of Work Officer arranges in-house presentations on preparing for work and external visits & insight days to employers. One to one information advice and guidance is also available for students to assist them in completing CV's, job applications and preparing for interview.
	Students to be informed about opportunities to enhance their CV or UCAS personal statement	The CUBE will promote opportunities for students to attend in-house presentations and group visits to Universities and employers
	Students to be informed about attending taster days and opens days	London Taster school programme promoted, Sutton Trust, Uniq, open days, insight days and summer schools
	Aim Higher students to start wider research	Aim Higher students are invited to attend Oxbridge student conference in Epsom
	Arrange work experience for Easter or summer break	The Work Experience Officer to assist students going out on work placement
Year 12 Summer term	Students to receive information about the UCAS application process and writing a personal statement. Students to register for UCAS in June & draft their UCAS	Coaches to deliver Career resources: How to apply through UCAS, step by step instructions, how to write a personal statement.

	personal statement over the summer	
Year 12 Summer Term	Students have the opportunity to attend individual interviews about HE choices, especially early applicants (Oxbridge & medicine)	One to one interview with UCAS Careers Adviser
	Aim Higher Students invited to attend group visit to Cambridge University Open day	Aim Higher students taken to Cambridge University Open day by Coach
	Aim Higher students applying to Russell Group Universities to have individual interviews to check preparation for UCAS	One to one interview with one of the UCAS Careers Advisers
	Students to attend HE & Careers event in June	The CUBE organises the annual HE & Careers event which consists of a Careers Fair and numerous specialist talks on HE and career choice. Over 50 institutions and organisations take part.
	Parents and students to receive advice on student finance for University	The CUBE organises the annual student finance evening hosted by Universities.
	Students receive advice on apprenticeships, job applications and interview skills.	The World of Work Officer arranges in-house presentations on preparing for work and external visits & insight days to employers. One to one information, advice and guidance is also available for students to assist them in completing CV's, job applications and preparing for interview.

When	What	Activities
Year 13 Autumn Term	Students can access individual advice & support with their UCAS application from the CUBE team & their Coach	One to one interview with one of the UCAS Careers Advisers and help and support from their Coach on a weekly basis
	University talks on how to choose a course, writing a personal statement and student finance	The College has close links with several Universities including Queen Mary, Greenwich, Cambridge, Anglia Ruskin, City, UEL, Kings, Essex, Roehampton who provide advice sessions on the UCAS application process.
	Oxbridge & medicine applicants are supported with their early applications to meet 15th October deadline	Early applicants are identified and supported as a priority.
Year 13 Autumn Term	Applicants applying for Russell group Universities and competitive courses should apply to UCAS by October half term. All other applicants are encouraged to complete their application by the end of November to beat the December rush.	The CUBE team provide advice and support on course choice and personal statements. The UCAS deadline is 15th January. After this date, Universities are not obliged to consider applications.
	Oxbridge & medicine applicants as well as applicants for vocational courses such as nursing, pharmacy, primary education are offered a mock interview	Mock interviews with the UCAS Careers Adviser.
	For those not applying to University they can access individual advice on applying for apprenticeships	Interviews with the World of Work Officer- individual support in applying for apprenticeships (particularly those with early deadlines eg KPMG or EY)
	Opportunities to attend employer talks, insight days and work experience	The World of Work Officer organises regular employer presentations and promotes volunteering and work experience opportunities as well as insight days at a wide range of organisations.

Year 13 Spring term	UCAS Deadline 15th January	The CUBE team ensures that all applications are submitted by the UCAS Deadline of 15th January
	Applicants advised about UCAS Extra	UCAS Extra begins mid February- students informed and offered advice
	Applicants advised about replying to their offers	Students informed and offered advice
	Applicants advised about student finance	Meetings held to inform students about applying for student finance and advice offered
	Applicants reminded to apply for student accommodation	Students informed and advice offered
	For those not applying to University they can access individual advice on applying for apprenticeships	The World of Work officer offers one to one interviews for students applying for apprenticeships
	Apprenticeship week in February -Students informed about Apprenticeships and College Leaver schemes	A number of talks and presentations on apprenticeship programmes are held. The weekly apprenticeship and college leaver bulletins are emailed to students and coaches
Year 13 Summer Term	Students applying for apprenticeships are supported by the World of Work officer	One to one interviews with the World of Work Officer
	UCAS applicants are informed about Results day, Clearing & Adjustment	Information on what happens on Results day is emailed to students
A level Results Day in August	Students receive A Level results	The CUBE team provides a results day service to support students applying through Clearing & Adjustment