# Careers Programme Calendar 2022-23

**careers HUB**

**JOHN RUSKIN COLLEGE — ORBITAL SOUTH COLLEGES**

| Activity | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | July |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Careers Advice & Guidance** | | | | | | | | | | | | |
| Information, Advice & Guidance - when you make an application to the College | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Information, Advice & Guidance - when you have an interview at the College | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Careers Guidance interview available by appointment | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Course Advice drop in service | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Classroom visits to introduce Careers Service | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| EHCP Learners offered Next Steps interviews | | ✓ | ✓ | | | | | | ✓ | ✓ | ✓ | ✓ |
| At Risk Learners offered Next Steps interviews | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Progression support for Next Steps within classroom | | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| **Development of Employability Skills** | | | | | | | | | | | | |
| Understanding Employability Skills, Qualities and Values | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Creating CVs / Covering Letters | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| CV / Covering Letters Updating Drop In service | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Interview Preparation | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Job Searching | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Understanding the London Job Market | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Work Placement | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Guest/Employer Talks (organised by Curriculum) | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| **Support for Moving on to Higher Education** | | | | | | | | | | | | |
| UCAS Application Registration & Support Group Session | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| UCAS Application Drop In Service | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| UCAS Personal Statement Support Session | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| UCAS Application Checking | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Interview Preparation, HE | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Understanding the UCAS Track Service | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Student Finance Presentations Groupwork | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Student Finance Drop In Service | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| HE Course Advice | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| UCAS Clearing | ✓ | | | | | | | | | | | |
| HE Fair | | | | ✓ | | | | | | | | |
| **Other Services & Events** | | | | | | | | | | | | |
| College Open Events - Days & Evenings | | ✓ | ✓ | ✓ | | | | | | | | |
| Parents Evening | | | | | | | ✓ | ✓ | | | | |
| Apprenticeship Week | | | | | | | ✓ | | | | | |
| National Careers Week | | | | | | | | ✓ | | | | |
| Taster Days | | | | | | | | ✓ | | | | |
| Progression Events | | | | | | | ✓ | | | | | |