



# Bolton College Careers Programme Calendar 2020 – 2021

Linked to the 2017 Gatsby Careers Guidance Benchmarks (GCGB), the Careers Programme meets the relevant Careers Development Institute (CDI) framework. Up-to-date, accurate careers guidance is essential. When we provide this, we ensure that it is presented impartially; allows learners to make informed decisions about a range of career options and encourages them to fulfil their potential.

	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
<b>CAREERS ADVICE &amp; GUIDANCE</b>												
Careers Advice at Enrolment	✓	✓	✓			✓						
Careers Guidance Interviews Available by Appointment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Careers Class/Course Advice Drop-ins	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
SEND Students What Next Guidance Interviews				✓		✓	✓	✓				
Next Steps: Support for Your Progression Within College	✓	✓							✓	✓	✓	✓

<b>GIVING YOU THE SKILLS EMPLOYERS WANT</b>												
Important employability skills, qualities and values			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Effective communication			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Working as part of a team			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Using initiative			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Organisational skills			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Good time management			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Professionalism			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Behaviours and attitudes in the workplace			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Searching for relevant placements / employment (online, including Social Media platforms)			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Employer research (including policies and procedures)			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Cover letter and CV writing			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Interview techniques			✓	✓	✓	✓	✓	✓	✓	✓	✓	
SEND Students Enterprise Projects			✓	✓	✓	✓	✓	✓	✓	✓		
Careers Inspiration Talks by Industry Professionals		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**LEVEL UP!**

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### SUPPORT FOR APPLICATIONS TO HIGHER EDUCATION

UCAS Clearing Advice and Support: Drop-ins and Appointments	✓	✓									✓	✓
UCAS Application Sessions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Writing Effective Personal Statements for UCAS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bolton College Higher Education Fair			✓	✓	✓							
Mock Interviews for HE						✓	✓	✓				
Introduction to the UCAS On Track Service		✓			✓	✓	✓	✓				
Student Finance Presentations							✓	✓	✓			
Student Finance One-to-One Support Available	✓	✓					✓	✓	✓	✓	✓	✓
Visit to UCAS Conventions			✓									

### OTHER SERVICES & EVENTS

College Open Evenings - One-to-one Careers Advice			✓	✓				✓				
Futures For Me: Careers Convention			✓									
Careers Support at Parents' Evenings			✓	✓			✓			✓		
Trade and Industry Day		✓										
Student Participation in Inter College, Regional and Worldskills Competitions				✓				✓	✓	✓		

#### Key Contacts:

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<b>Student Finance</b>	01204 482 182 studentfinance@boltoncc.ac.uk

#### Important Dates

<b>College UCAS Deadline</b>	Friday 27th November 2020
<b>National Careers Week</b>	1st – 6th March 2021
<b>National Apprenticeship Week</b>	1st – 5th February 2021
<b>Volunteers Week</b>	1st – 7th June 2021

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