



# CAREERS CALENDAR 2021/2022

**All careers tutorials will be delivered to students during their bi-weekly timetabled tutorial sessions (as per tutorial calendar)**

In addition to group sessions, Careers staff will provide the following services for students and prospective students to meet the requirements for the Department of Education (careers guidance and inspection in schools), Common Inspection Framework for Ofsted, Gatsby National Careers Benchmarks & the Quality in Careers Standard.

- Daily drop in service for information and advice
- 1-1 guidance interviews by appointment
- Respond to requests to see early leavers/at risk/ students who are withdrawn
- Pre entry guidance for applicants at open evenings, Y11 interview evenings and support careers events in local partner schools
- Set up, monitor and oversee the UCAS system for HE applicants
- Maintain and update the careers area on careers sharepoint [CNC Careers - Home \(sharepoint.com\)](#)
- Maintain and share information on Careers Student Share TEAM
- Track, capture and produce statistics on Level 2/3 destinations
- Record student careers interventions on CEDAR (1-1, group and external)
- Cascade careers information to relevant curriculum areas
- Conduct an annual cross subject areas audit to assess curriculum careers activities
- Update careers related information for tutorials/assemblies and for Tutors to cascade on TEAMS

**The dates may change subject to availability of external speakers and timetable constraints.**

**There is a diverse range of subjects covered through tutorials/assemblies, classroom activities and careers related activities**