



West Thames College 2024-2025 CAREERS CALENDAR



This extensive programme of careers guidance and support throughout the year which is available through 1:1 appointment's, tutorials, employability sessions and events.

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
CAREERS EDUCATION ADVICE & GUIDANCE												
Introduction to the Careers Service		■	■									
Careers guidance appointments		■	■	■	■	■	■	■	■	■	■	
Apprenticeships explained				■	■	■	■	■	■	■	■	
Exploring alternatives to university				■	■				■	■	■	
Progression and next steps						■	■	■	■	■	■	
Career appointments for potential applicants		■	■	■	■	■	■	■	■	■	■	
Appointments for potential applicants		■	■	■	■	■	■	■	■	■	■	
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
HIGHER EDUCATION												
UCAS Clearing support	■											
Exploring higher education, options & choices		■	■	■	■				■	■		
Understanding the UCAS process		■	■							■	■	■
UCAS application support			■	■						■	■	■
Writing effective personal statements		■	■	■						■	■	■
Personal statement surgeries (External Universities)			■	■						■	■	■
UCAS Application checking				■	■	■						
Applying for student finance							■	■	■			
Understanding Scholarships and bursaries									■	■	■	
HE Fairs									■			

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
EVENTS												
Enrolment course/careers advice	■	■										
College tours		■	■	■	■	■	■	■	■	■	■	
College open days/evenings			■	■			■	■			■	
College taster and applicant days												■
Aspire careers				■				■				
National Apprenticeship Week events (7-13 Feb)								■				
National Careers Week events (7-12 March)								■				
Global Money Skills week (21-27 March)								■				
College applicant day							■					■
HE Fair									■			

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
EMPLOYABILITY												
Employability skills programme*		■	■	■	■	■	■	■	■	■	■	
Understanding the work experience process*		■	■	■	■					■	■	
Work experience placement*			■	■	■	■	■	■				
Guest speaker careers inspiration talks*		■	■	■	■	■	■	■	■	■	■	
Industry placements			■	■	■	■	■					
Job Club (see noticeboards for details)			■	■	■	■	■	■	■	■	■	
Personal Branding			■	■	■	■	■	■	■	■	■	

Booking sessions

Call into the Careers Hub (Isleworth A008 or Skills + Logistics Centre T034) and discuss your needs with the Careers Team. Careers lead Dionne Bailey x 2009 or Work Experience Coordinator Hibo Aynan x 6422. You can also request sessions for your students by email careers@west-thames.ac.uk

CAREERS EDUCATION AND PROGRESSION

Title	Induction to the Careers Service
Description	An introduction to the services available from the Careers Service including; careers guidance, job shop, careers software, work experience and much more
When:	September, October
Suitable for:	All levels
Title	Apprenticeships explained
Description	We've all heard about apprenticeships but what are they really? This session explains the different types of apprenticeships available, who they are for, what can be studied and what their levels mean. It also looks at the myths around apprenticeships and separates fact from fiction
When:	November, March, April, May, June
Suitable for:	Level 2, level 3 year 1, level 3 year 2

CAREERS EDUCATION AND PROGRESSION

Title	Exploring alternatives to university
Description	University isn't for everyone and it isn't essential for many careers. This session takes a look at the alternatives, including apprenticeships, School leavers Programme, gap years, and more
When:	November, December, April, May, June
Suitable for:	Level 3 year 1, level 3 year 2
Title	Career guidance referral
Description	Referral system to direct students to the Careers Advisers - offers an opportunity to discuss what is important to them, consider how they can overcome obstacles and create strategies for developing their career.
When:	September, July
Suitable for:	All levels

HIGHER EDUCATION

Title	Introduction into higher education options and choices
Description	This session helps students find courses appropriate to interests, career ambitions, and current studies as well as evaluate and compare various learning paths
When:	September, October, November, December, April
Suitable for:	Level 2, level 3 year 1, level 3 year 2
Title	Writing effective personal statements
Description	Taking students through what Admissions tutors look for in a personal statement and how to structure their statement and use the subject specific template
When:	September, May, June, July
Suitable for:	Level 3 year 1, level 3 year 2

Title	Personal statement surgeries * notice required
Description	Bookable 1:1 appointment providing feedback on personal statements. Appointments are delivered by Careers Team during half term and university partners
When:	October, November, May, June, July
Suitable for:	Level 3 year 1, level 3 year 2

Title	Applying for student finance
Description	Overview of the Student Finance system, including how to apply for loans and how they are paid and repaid. Session also covers other financial support available – bursaries and scholarships
When:	April, May
Suitable for:	Level 3 year 1, level 3 year 2

Title	Budgeting skills at university * notice required
Description	A session delivered by our partner universities, this session will look at the actual costs associated with university, how to make to the most of maintenance loans and live on a budget
When:	April, May, June
Suitable for:	Level 3 year 2

EMPLOYABILITY

Title	Employability skills programme* Work experience placement*	Guest speaker careers inspiration talks* Students social action projects*
Description	Activities organised through Employability Coaches	
When:	September - July	
Suitable for:	All levels (work experience for L2 and L3 students)	

Title	Understanding the work experience process and finding a placement
Description	With work experience being a vital part of L2 and L3 courses this session will give students a step-by-step guide to the finding a work placement, clearly explaining what needs to be done and by when and how to work with their Employability Coach
When:	September – December, May June
Suitable for:	Level 2, level 3 year 1, level 3 year 2

Title	Personal Branding
Description	This session provides the key guidance needed to create a CV that will grab employer’s attention to help you to stand out from other candidates, open doors to job interviews and maximize the potential for job offer
When:	October - July
Suitable for:	All levels

Title	Effective interview skills
Description	Impressing at interview is key to securing a part-time job, apprenticeship or full-time employment. This session covers the process for difference types of interviews and assessments, developing interview skills, sample questions and what to expect on the day
When:	October - June
Suitable for:	All levels