Event	What needs to be covered by staff	Students must complete		
August				
A Level/GCSE Results	ACE team to provide information, advice and guidance for students who have not achieved entry requirements for their first choice University.	Students to work with staff on		
UCAS Clearing	Room set up with computers, phones and trained staff to offer support in the clearing process.	clearing to find right course at the right university. Or work with staff to		
Enrolment	Advise students onto right courses linked to their long-term progression goals	find an Apprenticeship		
September	I			
Induction ILP transfer period	Work with curriculum, support staff and management to offer students wanting to transfer information, advice and career guidance	Students to work with staff supporting in finding them the		
Student Induction	Programme Management to run student induction to introduce PM team – specific activities ACE/PSW/Welfare	right course		
Access Induction	2 x day sessions with Access student – Introduction to UCAS – Research Techniques, writing personal statements – some student finance.	Students to be working towards completing UCAS		
HE day (Wednesday 4 th Sept)	Working supporting students continue to complete their UCAS applications and personal statements	PUP students identified to meet with ACE staff for support		
A Level PUP YR1	A level, Voc and PUP identified from gatekeeping at enrolment. Names provided by management. Student introduced to additional progression support such as: Tomorrows programmes/additional ACE support/external and internal speakers & master classes specific to curriculum areas	YR2 PUP students to continue to engage with ACE team for personal support and group		
A Level PUP YR2	Group sessions and one to one support offered to students. Informed advice and guidance on careers, university options, personal statement writing and apprenticeships	sessions Students to attend last group talk about UCAS expectations and		
	Ongoing UCAS support for students.	what next		

UCAS support Industry & university career specific talks	A Level talk regarding student UCAS expectations Tutor support for VOC UCAS students, offering group and one to one support when needed. Particularly early UCAS deadline ACE team work with curriculum staff to offer subject specific talks for students and industry visits to talk about Apprenticeships. (Barclays, Aldi, Uni of Liverpool, Shaping Futures)	Identified students to attend sessions/talks
October, Noveml	ber & December	
Widening Participation schemes (SMF 7 th Oct/ Liv Scholars 21 st Oct)	Yr1 A Level and Vocational students offered support to apply to a range of WP schemes to encourage entry to university. Schemes include: Liv Scholars/Sutton Trust/Social Mobility/Pembroke North/Oxf/Cam	Identified Students to engage with support to complete the application
UCAS YR2	Early UCAS deadline students 15th OCT, work closely with student and staff to ensure they are on the right track with their application, offered individualised support. Vet/Med/Oxf/Cam (1 st Oct internal early app deadline) Continued support for students completing UCAS applications –	Students to have completed UCAS applications for internal deadline Students to attend support sessions if
A level, VOC, Access & PUP YR2	check and send continued. UCAS lunch time support sessions in Cube	need be
A Level & VOC PUP Yr 1	Group sessions one to one and university visits for A level and VOC PUP students	Identified students to attend talk for
Students not wanting to progress onto	Student talk/presentation about 'other options' after College including apprenticeships and employment	information, support and guidance Students to attended organised
HE	Late Novemeber is 2 nd UCAS deadline for Cronton and Riverside campuses.	by the ACE team with Hope

Riverside / Crontonrear ACE Timeline			
UCAS 2 nd deadline			
January			
UCAS official deadline Access, Voc L3 & PUP	For student who have not met the October internal deadline support offered to help student complete applications UCAS official deadline for students 15 th January – all check and send completed	All Level 3 & Access students to have completed and sent off UCAS applications	
February - March			
Student Finance	All A Level students to attend a student finance talk. Resources sent out to all Voc tutors to run in tutorial	Students to attend student finance talk for information	
Access	Access Tutorial session on UCAS Extra & Student Finance		
Progression	One to one progression interviews held with students during tutorial to discuss progression to year 2 and intended post level 3 progression. Students who are questioning their internal progression or unsure about which career/industry to progress into will be offered one to one A&G from ACE team	Students to attend one to one progression interviews with tutor – students identified as	
UCAS Trip YR1	All Level 3 Yr1 learners to attend external UCAS trip to Manchester. Students to gain as much information from Universities to enable them to make informed choices for their university applications	needing A&G to meet with ACE team	
	National Apprenticeship Week National Careers Week	All Level 3 YR1 students to attend trip	

April & May		
	Encourage students to attend all activities set out in College, such as University Fair & Industry Fair. Both Cronton and Kingsway	Students to attend all sessions
HE Week	students to attend.	organised for HE week by ACE team and tutors during tutorial
	Level 3 YR1 students to be working with tutors during tutorials on researching universities/courses. Completing university choices sheets and to attend all sessions, such as personal statement writing, career progression and apprenticeship talks	
level 2		Students to take part in tutorial
	ACE team to deliver sessions for specific curriculum areas about career planning, going to university and looking for apprenticeships	sessions organised by our HE/ACE/Admission
	Gather accepting offers data for each dept.	
Level 2 June, July & Aug	Gather accepting offers data for each dept.	team

Student	Deadline for the draft student references to be put in the STAR	
reference	system 2020 intake deadline 24 th June	
HE day A Level & VOC L3 Yr1	HE day aimed at offering Yr1 students as much advice and support on applying to University, researching universities/courses and completing personal statement. All A Level Yr1 students to be registered on UCAS.	All students to attend structured activities set by the ACE team
Open Days continue	Encourage students to attend open days over the summer period and to seek self-development opportunities. Also to continue with their research and personal statement writing.	Continue with HE
HE research Statement writing	Students to be attending open days	research & writing your personal statement
Level 3 YR1 parent UCAS talk	UCAS parent talk offered to all Level 3 YR1 students. The talk will cover what next for students, UCAS applications/support and student finance	
UCAS Check List Week beginning 27th August	ACE to send out "UCAS Check List" to HOS /Personal Tutors, which needs to be completed before the student application is sent through to the ACE staff for the final check and send to UCAS.	

Other ACE activities

- Careers/Industry talks to be booked in throughout the year, Liaising with tutors and HOS to target particular students and curriculum areas with low HE progression
- Organising trips university trips for campus visits and subject specific talks to targeted students. For example Degree Apprenticeship talks by local universities
- Organising subject specific industry trips and visits
- Planning and delivering HOP programme Riverside Campus