

Riverside / CrontonYear ACE Timeline

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 clearing to find right course at the right university. Or work with staff to find an Apprenticeship
UCAS Clearing	Room set up with computers, phones and trained staff to offer support in the clearing process.	
Enrolment	Advise students onto right courses linked to their long-term progression goals	
September		
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 right course
Student Induction	Programme Management to run student induction to introduce PM team – specific activities ACE/PSW/Welfare	Students to be working towards completing UCAS
Access Induction	2 x day sessions with Access student – Introduction to UCAS – Research Techniques, writing personal statements – some student finance.	
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 sessions
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 Ongoing UCAS support for students.	Students to attend last group talk about UCAS expectations and what next

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UCAS 2 nd deadline		
January		
UCAS official deadline Access, Voc L3 & PUP	<p>For student who have not met the October internal deadline support offered to help student complete applications</p> <p>UCAS official deadline for students 15th January – all check and send completed</p>	All Level 3 & Access students to have completed and sent off UCAS applications
February - March		
Student Finance Access Progression UCAS Trip YR1	<p>All A Level students to attend a student finance talk. Resources sent out to all Voc tutors to run in tutorial</p> <p>Access Tutorial session on UCAS Extra & Student Finance</p> <p>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</p> <p>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</p> <p>National Apprenticeship Week National Careers Week</p>	<p>Students to attend student finance talk for information</p> <p>Students to attend one to one progression interviews with tutor – students identified as needing A&G to meet with ACE team</p> <p>All Level 3 YR1 students to attend trip</p>

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April & May		
HE Week	<p>Encourage students to attend all activities set out in College, such as University Fair & Industry Fair. Both Cronton and Kingsway students to attend.</p> <p>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</p> <p>ACE team to deliver sessions for specific curriculum areas about career planning, going to university and looking for apprenticeships</p> <p>Gather accepting offers data for each dept.</p>	<p>Students to attend all sessions organised for HE week by ACE team and tutors during tutorial</p> <p>Students to take part in tutorial sessions organised by our HE/ACE/Admissions team</p>
Level 2		
June, July & August		

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Student reference	Deadline for the draft student references to be put in the STAR 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.	
HE research Statement writing	Students to be attending open days	Continue with HE 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 27 th 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