

# Riverside / CrontonYear ACE Timeline

## ACE Calendar 2023 - 2024

August	
<p><u>UCAS Clearing</u> ACE team to provide information, advice and guidance for students who have not achieved entry requirements for their first choice University.</p> <p><b>Results day</b></p> <p>Students to work with staff on clearing to find right course at the right university. Or work with staff to find an Apprenticeship</p> <p>Room set up with computers, phones and trained staff to offer support in the clearing process.</p> <p>Advise students onto right courses linked to their long-term progression goals</p> <p><u>AOB:</u></p> <ul style="list-style-type: none"><li>- Gather EHCP and care</li><li>- Gather care leavers info</li><li>- Gather school transition information</li></ul>	
September	
<p>ACE Team to meet with curriculum in weekly meetings with PMO to see if any support needed &amp; UCAS updates.</p> <p><u>UCAS Training for new staff</u> 4<sup>th</sup> September</p> <p><u>Internal Transfers</u></p> <p><u>ACCESS Induction</u> 2 x day sessions with Access student – Introduction to UCAS –, UniFrog, Research Techniques, writing personal statements – some student finance.</p> <p><u>New Student Induction Week</u> – Tutorial? Get to know ACE Team – <b>for ALL areas - Ask to visit groups CR&amp;KW</b></p> <p><u>A Level &amp; Voc HAP launch Y1</u> Identify students</p> <p><u>Next Steps L3 Year 2 Class Visits</u> Prioritise HSC KW&amp;CR, IT – 2024 look at Engineering &amp; Construction</p>	

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<p>Y2 High Achievers Programme continues Launch of the tomorrows programmes</p> <p>Apprentice Wellbeing conference ACE</p> <p><u>Workshops</u></p> <ul style="list-style-type: none"> <li>- Personal statement x2 – directed lunchtime</li> </ul> <p><u>Tutorial:</u></p> <ul style="list-style-type: none"> <li>- Higher &amp; Deg apps</li> <li>- Choices/informed decisions</li> <li>- Firm and insurance choice</li> <li>- Options and destinations – L1/2</li> <li>- Unifrog intro for L3 Y1/L1/2</li> <li>- Intro ASPIRE</li> <li>- Careers not courses session (Informed careers? E.g. lawyer what it looks like – on unifrog using library search tool) - new students L1/2 - L3Y1 (ACTIVITIES UNIFROG)</li> </ul> <p><u>AOB:</u></p> <ul style="list-style-type: none"> <li>- Personal statement resources</li> <li>- Chase tutor references</li> </ul> <p>ACE teamwork with curriculum staff to offer subject specific talks for students and industry visits to talk about Apprenticeships. (Barclays, Aldi, Uni of Liverpool, Shaping Futures) ongoing</p> <p>1<sup>st</sup> mock interview HAP</p> <p><u>Apprenticeships</u></p> <ul style="list-style-type: none"> <li>- Introduce apprenticeships Y1 assembly or via tutorial -</li> <li>- Parent email on apprenticeships</li> <li>- Work experience for “year 12” and link this to apprenticeships/employment</li> </ul>	
<p><b>October</b></p>	
<p><u>WP Schemes</u></p> <ul style="list-style-type: none"> <li>- Go out in tutorial and through SLT</li> </ul> <p>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</p> <p><u>UCAS + UCAS Deadline</u> Same deadline A Level and Voc: 2<sup>nd</sup> October</p>	<p>schemes (SMF 7<sup>th</sup> Oct/ Liv Scholars 21<sup>st</sup> Oct)</p> <p>1<sup>ST</sup> October</p>

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<p>Group sessions one to one and university visits for A level and VOC PUP students</p> <p><u>Tutorial</u> Student talk/presentation about 'other options' after College including apprenticeships and employment</p> <p><u>AOB</u></p> <ul style="list-style-type: none"> <li>- Chase groups with PALs and Managers</li> <li>- UCAS figures for SMT</li> <li>- Shaping futures support</li> </ul>	<p>Students to attended organised by the ACE team with Hope</p>
<p><b>November</b></p>	
<p><u>UCAS Push</u> Late November is 2<sup>nd</sup> UCAS deadline for Cronton and Riverside campuses.</p> <p>Apprenticeship fair Liverpool 23<sup>rd</sup></p> <p>Parent emails Student emails</p> <p>ASPIRE WEEK – Whats on sharing information – how we can support aspire</p> <p><u>ASPIRE Week</u></p> <ul style="list-style-type: none"> <li>- Video – promote ACE team</li> <li>- Look at lower levels – raise aspirations</li> <li>- What's going on – timetable share</li> <li>- Bespoke sessions with employers</li> <li>-</li> </ul> <p>App welllbeing conference ACE</p> <p><u>HAP</u></p> <ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Mock interviews for HAP</li> </ul>	<p>14<sup>th</sup></p>
<p><b>December</b></p>	
<p><u>Final UCAS push / cv cover letter app research push</u></p> <ul style="list-style-type: none"> <li>• Apprenticeship fair w/c 4<sup>th</sup> december – cronton Public service event</li> </ul> <p><u>Tutorial</u></p> <ul style="list-style-type: none"> <li>- Accepting offers</li> <li>- Alternative options</li> </ul>	

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<b>January</b>	
<p><u>UCAS Trip</u></p> <ul style="list-style-type: none"> <li>- Launch with HoS and tutors</li> <li>- Letters and organisation of event e.g. booking coaches</li> </ul> <p><u>Progression</u></p> <ul style="list-style-type: none"> <li>- Begin to work with students on progression and on ACE referral tab</li> </ul> <p><u>UCAS Deadline</u></p> <ul style="list-style-type: none"> <li>- Support for late applicants</li> <li>- UCAS official deadline 22<sup>nd</sup> Jan</li> </ul> <p><u>Apprenticeships</u></p> <ul style="list-style-type: none"> <li>- Push degree apprenticeship opportunities. - communicating live vacancies – throughout – whiteboard -</li> <li>- Invite in employers for workshops</li> </ul> <p><u>Voc HAP</u></p> <ul style="list-style-type: none"> <li>- Launch of Voc HAP</li> </ul> <p><u>Tutorial</u></p> <ul style="list-style-type: none"> <li>- Launch of looking at next steps and progression</li> <li>- Making informed decisions</li> <li>- Research UCAS etc.</li> <li>- Action plans to be opened??</li> <li>-</li> </ul> <p><u>AOB</u></p>	
<b>February</b>	
<p><u>National Apprenticeship Week</u></p> <ul style="list-style-type: none"> <li>- Foyer events cross site – tutorial Y1</li> <li>- Invite employers in work workshops</li> <li>- Ex apprenticeships to go into tutorial groups</li> </ul> <p>Workshops Application</p> <p><u>Tutorial</u></p> <ul style="list-style-type: none"> <li>- National app week presentation</li> <li>- Why go to uni</li> </ul> <p>App wellbeing conference</p>	6 <sup>th</sup> Feb

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<p><u>AOB</u></p>	
<p><b>March</b></p>	
<p><u>UCAS Trip</u></p> <ul style="list-style-type: none"> <li>- Manchester trip including checklist sheet for students to gather information</li> </ul> <p><u>National Careers Week – ACE work with WEX team</u></p> <ul style="list-style-type: none"> <li>• Event Kingsway</li> <li>• Look at tutorial SOW</li> </ul> <p><u>ASPIRE Week 2</u></p> <ul style="list-style-type: none"> <li>- Invite employees and universities</li> <li>- 1-1 interviews with tutors</li> <li>- Launch of internal progression and action plans</li> <li>- Begin to pick up ACE referrals on star again</li> </ul> <p><u>UCAS Fair</u></p> <ul style="list-style-type: none"> <li>- Research &amp; Prep! Including checklist sheet for students to to gather information</li> </ul> <p><u>Tutorial</u></p> <ul style="list-style-type: none"> <li>- Student finance talk and presentation</li> <li>- ACCESS students tutorial on SF</li> <li>- Independent living</li> <li>- All A Level students to attend a student finance talk. Resources sent out to all Voc tutors to run in tutorial</li> <li>- Y1 student tutorial session on choices, making informed decisions</li> </ul>	<p>Students to take part in tutorial sessions organised by our HE/ACE/Admissions team</p>
<p><b>April</b></p>	
<p><u>Student Finance Parent Talk</u></p> <p><u>Tutorial:</u></p> <p><u>AOB:</u></p> <p><u>HE Fair – cronton sports hall 25<sup>th</sup> April</u></p>	
<p><b>May</b></p>	
<p><u>Progression</u></p> <ul style="list-style-type: none"> <li>- Event with ACE team</li> </ul>	

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<ul style="list-style-type: none"> <li>- ACE team to deliver sessions for specific curriculum areas about career planning, going to university and looking for apprenticeship</li> </ul> <p><u>ASPIRE</u> Careers</p> <p><u>UCAS Registration</u> <u>UCAS Registration day A Level &amp; VOC L3 Yr1</u></p> <p>A Level Virtual UCAS Registration Voc KW – Go into groups Voc CR – PT in class – Offer LRC</p> <p><u>PT Training</u></p> <p>Student references: Deadline for the draft student references to be put in the STAR system 2020 intake deadline</p> <p>Promote open days – promotional video Students to be attending open days</p>	
<b>June</b>	
<p><u>Progression</u></p> <ul style="list-style-type: none"> <li>- A level progression</li> <li>- ACE referral system to offer progression IAG</li> <li>- Go into groups with high numbers of unknown progression options</li> </ul> <p>Promote open days – promotional video Students to be attending open days</p> <p><u>UCAS Parent Talk</u> UCAS parent talk offered to all Level 3 YR1 students. The talk will cover what next for students, UCAS applications/support and student finance</p> <p><u>AOB</u></p> <ul style="list-style-type: none"> <li>- UCAS check list for PTs</li> <li>- Gather list of units</li> <li>- UCAS Tracker</li> <li>- Destination Stats</li> <li>- HAP stats</li> <li>- Encourage students to attend open days</li> </ul>	<p>5<sup>th</sup> June</p> <p>4<sup>th</sup> July</p> <p>12<sup>th</sup> June</p> <p>19<sup>th</sup> June</p>
<b>July</b>	

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<u>Student References</u> Deadline for staff to upload	
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- 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

UCAS Key Dates:

DATE	ACTION
<b>Around May 23</b>	UCAS 2023 Entry Opens – Goes Live!
<b>Around June 23</b>	UCAS Staff training ( Personal Tutors & HOS) 4pm via Teams (New staff to register As Advisers on UCAS 2024/5 Entry before approx 14 <sup>th</sup> June)
<b><u>Around May 23</u></b>	<b>Vocational Year 1 Students – register for UCAS</b> via tutorial sessions Also continue to work on UCAS applications in tutorials until the end of term.
<b><u>Around June</u></b>	<b>Parent UCAS talk</b>
<b>Around May 23</b>	<b>A Level year 1 register for UCAS</b> via teams/ with tutors Also continue to work on UCAS application in tutorials until the end of term.
<b><u>Around July 23</u></b>	Personal Tutors to have a draft reference in STAR -ACE Section and on UCAS
<b>Summer Break</b>	Students can work on applications/ research courses/ attend open days/ virtual tours / write statements / take part in personal development opportunities etc...
<b>Around September 23</b>	<b><u>First date that applications can be sent to UCAS</u></b> (NB: They can be sent through before – ACE check and send)  ACE Start sending out the <u>UCAS Tracker</u> – to monitor applications in progress/sent to UCAS
<b>Around September 23</b>	<b>Access Students register for UCAS – ACE Deliver Via Induction Days</b>  <b>KW One year L3 students register for UCAS – ACE Support</b>
<b>Around Early October</b>	<b>College deadline – Early Applicants</b>
<b>Early October</b>	Early Applicant <u>UCAS deadline (Medicine/Vet Med/ Oxbridge)</u>

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	<b>Mid October - College deadline</b> for all students to send in applications to ACE for Check and send to UCAS (Normal UCAS Jan deadline)
<b>Around November 23</b>	Support Access /KW Students
<b>Around January 24</b>	<b>UCAS Deadline for applications</b> - application sent after this deem LATE
<b>Around February 24</b>	<b>Extra – opens (student holding no offers can add an Extra choice)</b>
<b>Around March</b>	<b>UCAS trip to Manchester</b>
<b>Around March</b>	<b>ASPIRE Week UCAS Fair</b>
<b>Around April</b>	<b>UCAS Student Finance Parent Talk</b>
<b>June date TBC</b>	<b>UCAS Student deadline for accepting offers – TBC</b>
<b>Around June</b>	<b>UCAS 2024 Closes – Clearing begins</b>

Repeated for 2024/25