

Progression from The Sixth Form College, Colchester

How we help students make decisions about their next steps

2025/2026




What we have done so far

- Open evening for Year 11 students – able to talk to subjects and careers staff
- Interview – what is your future career? Advice is given on A levels to be taken
- Induction – chance to see what subjects are about and can talk to Personal Tutor
- When enrolling students can talk to the member of staff and can come to the careers department

Year 1

- Students have contact with their Personal Tutor each day. This member of staff will give information about progression or refer the student to careers. PT's will also deliver information in Tutorial.
- The careersoffice@colchsfc.ac.uk send a weekly email to students' college email account with the careers bulletin. This details employment and University information.
- The careersoffice@colchsfc.ac.uk send regular emails to students' college email account detailing all progression information, with links and what they should be thinking about at that time re progression.
- Students from these emails, or from the daily Student Bulletin can email or make their own careers/Progression appointments to speak to a member of the careers department.

Progression - Make yourself stand out from the crowd

 CareersOffice
To  CareersOffice
Cc **ST**;  Rayner Graham (Staff)

 You forwarded this message on 13/02/2025 09:57.

Dear Year 1 Student

We would like you to think about activities that you do outside your lessons. These can be used to either show interest in the subject you will apply to study at university Statement and in your college UCAS reference. Or they can be used in the Personal Profile section of a CV used to show how you have developed skills for the job/Apprentice you are applying for.

Super curricular – extra activities that you do to show your interest in a subject or job role You need this for both University applications and Apprenticeship/employment applications. Some ideas:



- Work experience – a lot is now virtual we also advertise opportunities in the careers bulletin- or look on a company's website or contact them to ask – some hobbies of this e.g. writing your own blog [virtual work experience](#)
- [Additional Studies](#) at college – Sports coaching, MEDICs, Lawyers etc
- Wider reading – every subject has suggested [reading](#) -or look on university websites
- Listening to relevant [podcasts](#)
- University taster days – or tasters of subjects to know you will like it – there are some also for apprenticeships – (company websites have videos) [online subject tasters](#)
- Trips and visits - either through college or on your own (law students can visit law courts)

You can also do **Extracurricular activities** – activities that do not relate directly to your subjects – work experiences like part time work, [Additional Studies](#) at college, being part of a group (musical, sporting, volunteering, scouts etc), other hobbies and interests (all of these help you develop skills)


We would like you to record these on your [Morrisby account](#) as activities, so your Personal Tutor can see them.

Evette Hawkins
Head of Careers and Progression

Year 1 Progression - Make yourself stand out

 CareersOffice
To  CareersOffice

  Reply 

 You forwarded this message on 10/11/2025 14:10.

 2026 Personal Statement brief intro for students.pptx
8 MB

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Progression - Year 1 What are you going to do after you leave college?

Summarise



CareersOffice

To CareersOffice



Reply

Reply All

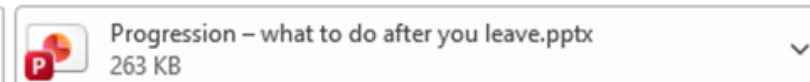
Forward



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Wed 08/01/2025 14:25

You forwarded this message on 12/01/2026 11:22.



Dear Year 1 student

Welcome back after Christmas!

It might seem early to get you thinking about what your plans will be when you leave college, but like every big decision starting early and doing research will help you make the right choices for you. The attached PowerPoint: **Progression – what to do after you leave** goes through, with weblinks to relevant sites, the 2 options you have:

1. To continue in full time education – go to university or conservatoire or further education
2. To gain employment or an Apprenticeship

It also includes information to get you started if you have no idea 😊

As usual we will be sending regular emails to keep you making progress.

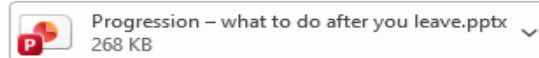
Evette Hawkins

What can I do after college

Progression - what can I do when I leave college?



CareersOffice
To CareersOffice



Progression - what to do after you leave.pptx
268 KB

Dear Year 1 student

You may be thinking about what you are planning on doing when you leave college.

These are some of your options after you leave college:

- **Remain in education – either by doing a further education course or going to university**
- **Gain employment – this could be an apprenticeship**

Attached is a PowerPoint that explains each of these choices with weblinks.

- If you are thinking about university the UCAS website has lots of information to assist you: [Choose your future | UCAS](#).
- To find a course use the course search facility: [Search - UCAS](#) (filters may help to reduce the selection) Feel free to come to careers if you need help or book an appointment: [Book an appointment online](#)
- Also be aware that every university will teach a slightly different course to other universities so make sure the course at one university covers the content you want to learn.
- If you are looking for an apprenticeship, see the links on the slides. [This link](#) is also useful for Apprenticeship Hub Live sessions (including Police apprenticeships, Engineering and Creative and Digitech apprenticeships),

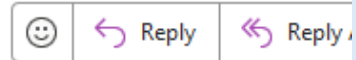
Degree Apprenticeships at Ford and information about the National Apprenticeship Week (9th -15th February).

The Employment & University Fair takes place in Midsite Sports Hall on Thursday 12th February.

Progression - how do can I get into a particular job role?



CareersOffice
To CareersOffice



Dear Year 1 student

Getting prepared for your next steps.

1. We would like you to check out your [Morrisby](#) account you generated a log in at the start of the year. As it can help you discover jobs and careers that would suit you careers – telling you if you need A levels or a Degree, what course you need to take or what apprenticeship opportunities there are - you can find this on the MY CHOICES



Morrisby is the best resource as it details how to get into job roles with GCSE, A level or degrees. But other resources that can help are:

- [Explore careers | National Careers Service](#) – you type in the job role you want it it will give you information about that role
- [Job profiles | Prospects.ac.uk](#) – you can search by job role or by sector

If you need help, please make an appointment to speak to us in the careers department

1. We would also like you to continue to think about activities that you do outside your lessons. **These can be used to either show interest in the subject you will apply to used in your Personal Statement and in your college UCAS reference. Or they can be used in the Personal Profile section of a CV used to show how you have developed your job/Apprentice you are applying for.**

Super curricular – extra activities that you do to show your interest in a subject or job role You need this for both University applications and Apprenticeship/employment. Work experience – a lot is now virtual we also advertise opportunities in the careers bulletin- or look on a company's website or contact them to ask – some hobbies may be of this e.g. writing your own blog [virtual work experience](#) Some employers will offer work experience in person – you need to check with their websites or by contacting them. doing a google search such as – *Colchester hospital work experience found* [Work experience - East Suffolk & North Essex NHS Foundation Trust](#) [BBC work experience Experiences | BBC Early Careers](#)

Careers and Progression - Applying for Apprenticeships and Employment Year 2 students



CareersOffice
To CareersOffice



Reply



Re



Morrisby Progression ideas.pptx
3 MB



Progression – what to do after you leave.pptx
265 KB

Dear student

This email is just for applying for Apprenticeships and Employment and details the websites that you might find useful. More detailed information is on the attached powerpoint. For further help you can arrange for a chat with a careers adviser at College – either email careersoffice@colchsfc.ac.uk or [book online](#).

Knowing what you are looking for

- Look on [Morrisby](#) – you have lots of information about what roles you would be good at and what the role involves – this includes for apprenticeships college email account and you made a password} See powerpoint attached
- [Search | Employers | UCAS](#) – employers that offer apprenticeships
- [Search | Industry guides | UCAS](#) – look at industries that you might like to work in
- [Apprenticeships | Learn About Apprenticeships And Find The Right One For You](#)
- <https://www.prospects.ac.uk/jobs-and-work-experience/apprenticeships/degree-apprenticeships> Includes universities and degree apprenticeship subjects on offer
- [Essex Opportunities](#) one stop shop for information and advice on jobs, careers, skills and training. Funded by Essex County Council, this portal has everything you need in a portal to search for jobs, courses and apprenticeships based in Essex!

Searching for Apprenticeships

- [Higher & Degree Apprenticeships | Amazing Apprenticeships](#) – The listing details some Apprenticeships by employer - list is current at Oct 2025
- Sign up to the Apprenticeship site on GOV.UK [Search apprenticeship – Find an apprenticeship – GOV.UK](#) – this details vacancies as they come available – it is helpful to search from a postcode but you can also look across England. Degree apprenticeships are listed
- Look on particular company websites that you are interested in working for – sign up for alerts if possible also follow them on social media
- Send a speculative CV and covering letter to companies where you would like to work as not all jobs are advertised. Speak to friends and family about possible contacts

Getting ready to apply

- Complete a CV - see below - Remember, you will need to change your CV for each job application to reflect the job role and type of person they are looking for. Consider your achievements and experience.
- Look on the companies website for any tips and help about the company and about the interview
- [Apprenticeship Application Guides | UCAS](#)
- [How to Write a Cover Letter | What to Put in a Cover Letter | UCAS](#)
- Download the Amazing Apprenticeships **Step by Step Guide to Applying for Apprenticeships**. Lots of really useful practical help <https://amazingapprenticeships.co.uk/an-apprenticeship/>

- We have signed all student into **Morrisby** – an online platform that students complete a **questionnaire and it returns career suggestions**, it is then excellent at showing the student how they can enter this career. It also shows Apprenticeship and university options.
- We had a University and Employment fair at college on Thursday 12th of February, with over 80 universities in attendance and 25 employers.
- **Additional studies** at college can help students with their progression routes.
- Progression Event 2nd and 3rd July 2026. This event takes student off normal timetable so they can all attend the events. We have 8 sessions over 2 days that students can attend – they decide which sessions they would like to attend. The session will be published for students in June (this will then be updated if more are offered or some are withdrawn)
- University and Employment fair on Friday 3rd July 2026 for students to attend to ask more directed questions

Year 1 Progression - What can Morrisby do for you - Good for finding Careers/Jobs that would suit you



CareersOffice
To CareersOffice



Dear Year 1 student

On enrolment you registered with Morrisby – using your college email and a password of your choice. Morrisby is a careers package that can help answer the question **What can I do when I leave college?**

On the **My Choices** section it shows you the careers that might interest you (this was from the information you have put in, including answering the questionnaire (which you can retake if you click on the About you tab)

When you click on the Career/Job Role you will find out what skills you need, what you do and how you can get into the role:

My Choices – careers that fit with the answers to the questionnaire

You can like careers to keep and also delete ones – this will add a new option. It has information about degrees and Apprenticeships

Progression Event

	THURSDAY 2nd JULY									FRIDAY 3rd JULY			
Tutor time <small>Preparation and timetable</small>	Session 1	BREAK	Session 2	Session 3	LUNCH	Session 4	Session 5	Session 6	Tutor time	Session 7	Session 8	Careers Fair	TALK DESCRIPTION
9.05- 9.25	9.35-10.20	10.20-10.40	10.45-11.30	11.40-12.25	12.25 - 1.25	1.25-2.10	2.15-3.00	3.10-3.55	9.05-9.20	9.30-10.15	10.25-11.10	11.10-2.00pm	

- **Students will have 8 sessions to choose from over the two days.**
- There are **no other lessons happening** so they can attend ones that will interest them or that will help them plan your next step.
- Sessions are categorised by **subject** – **they can attend a talk even if they do not study that subject.**
- Sessions are mainly talks with questions and answer sessions at the end.
- The talks are provided by external employers, representatives or lecturers from universities or from our subject staff – talks will not be recorded.

There are also some additional talks outside of subject/department areas...

GENERAL CAREERS TALKS											
THURSDAY - 3rd JULY							FRIDAY 4TH JULY				
Session 1	BREAK	Session 2	Session 3	LUNCH	Session 4	Session 5	Session 6	Session 7	Session 8	Careers Fair	TALK DESCRIPTION
9.30-10.15	10.15-10.35	10.35-11.10	11.20-12.00	12.00 - 1.00	1.00-1.40	1.50-2.35	2.45-3.30	9.30-10.15	10.35-11.10	11.10-2.00pm	
UNSURE WHAT TO DO AFTER COLLEGE?											
219		219	219								No idea what to do after College? Come along to this talk to see what the options are and help make a decision
APPRENTICESHIPS/DEGREE APPRENTICESHIPS											
									002 - Drama Studio	WILL BE AT THE CAREERS FAIR	Degree Apprenticeships - University of Suffolk
		002 - Drama Studio			002 - Drama Studio					WILL BE AT THE CAREERS FAIR	Degree Apprenticeships - Anglia Ruskin University
						002 - Drama Studio				WILL BE AT THE CAREERS FAIR	Police Apprenticeships - Anglia Ruskin University
EMPLOYMENT - CVS, LINKEDIN, INTERVIEWS, JOB OFFERS											
604											Ace the interview - Learn how to craft a strong elevator pitch, use the STAR method, and showcase the skills employers are looking for.
		604									Perfecting your CV & Cover Letter - Discover how to tailor your application materials to stand out and land more interviews.

UNIVERSITY- STUDENT LIFE, WHY GO,UCAS THE BASICS

						516	516				Student Finance - how to apply/how much will I get? - Evette Hawkins??
								PS-516	PS - 516		UCAS - the basics - what you need to know -
			612		612						A former student, now at the University of East Anglia, will talk about applying to university, life as a student and what to expect from university. Sessions 3 and 4
								This one	This one		Personal Statement Talks - we haven't asked anyone yet
EMPLOYMENT TALKS											
					219		219				Police - this talk will cover entrance routes, recruitment processes, career pathways, progression, Special Constabulary and police staff. Delivered by a current serving Police member who has worked in a number of ranks.
									604	WILL BE AT THE CAREERS FAIR	Routes into Teaching - delivered by a representative from Bishop Grossteste University.
		614							612	WILL BE AT THE CAREERS FAIR	Army - find out about joining the army, requirements, and the roles available.

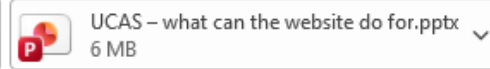
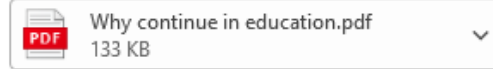


University applications via UCAS

- We encourage students to **sign into the HUB** – normally from May (using The Sixth Form College, Colchester as their centre).
- We encourage students to do **course searches on the UCAS website and attend university open days** in the summer term, and research universities
- During the **Progression event in July** we have talks on subjects from university staff, the UCAS basics, student finance and Personal Statements
- We encourage students to **start their UCAS application** in May/June via the UCAS website. They can add their 4/5 choices and their Personal Statement later. It costs £34.50 (students with Free school meals its free)
- The application will be checked 3 times before it is sent, and it might be sent back to the student to make corrections – college staff need at least 3 weeks for this process so **our deadline for most courses is the end of November** for students to complete the application (Dentists/medicine/vet and Oxbridge are sent October) Students can send their form from early September. We process them as they come in and do not do them in batches.



CareersOffice
To ○ CareersOffice

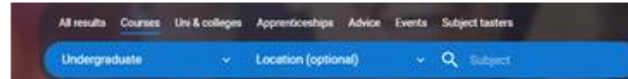


Dear Year 2 student

Not sure if university is for you or just have no idea where to start with UCAS? Look at the attachment – **Why continue in Education**

- **What can I study?** There are over 30,000 university courses -[Search](#) | [Subject guides](#) | [UCAS](#) some subject taster sessions [Subject tasters](#) | [Virtual and digital, Undergraduate](#) | [UCAS](#) or general help [What University Course Should You Study? \(ucas.com\)](#) or search in the UCAS search for a subject or topic or career – pick courses and search in the

subject



- **What can I do with a degree in.....**[What can I do with my degree?](#) | [Prospects.ac.uk](#)
- **What is the best university?** – it really depends on you and the course you want to study and the modules you want to do – every degree is different. If you are planning on taking a more practical course – ensure the University have up to date facilities and enough space for independent work

There is good university guides e.g. guardian [University guide](#) | [The Guardian](#), Russell Group universities [Russell Group](#) | [Our universities](#) and Sutton 30 Universities [University partners - Sutton Trust](#) you need one that meets your needs and has good facilities (go to an open day)

- **Attend open days** [University Open Days](#) | [Visit Universities and Colleges](#) | [UCAS](#) – to see if you like it and their course – as every course will be different
- **How do I apply?** You need to register with the UCAS hub and then start your application for 2025 entry – see attachment above [Learn all about filling in your UCAS application for uni](#) see the email we sent on Wednesday 24th September
- **What happens after my application is sent to UCAS?** [University offers - conditional, unconditional, unsuccessful & withdrawn \(ucas.com\)](#)

What students should be doing now

- Sign into the HUB – (using The Sixth Form College, Colchester as their centre). For information about university and apprenticeships
- do website searches for ideas and opportunities. UCAS website for courses and universities, university websites and apprenticeship searches
- attend university open days in the summer term
- Attend the Progression event in July
- Start writing their Personal Statement
- Complete a CV
- Look at what super and extra curricular activities they have done – do they need to improve this. [all students need to show they have an interest in what they are applying for and have done extra activities to show this]

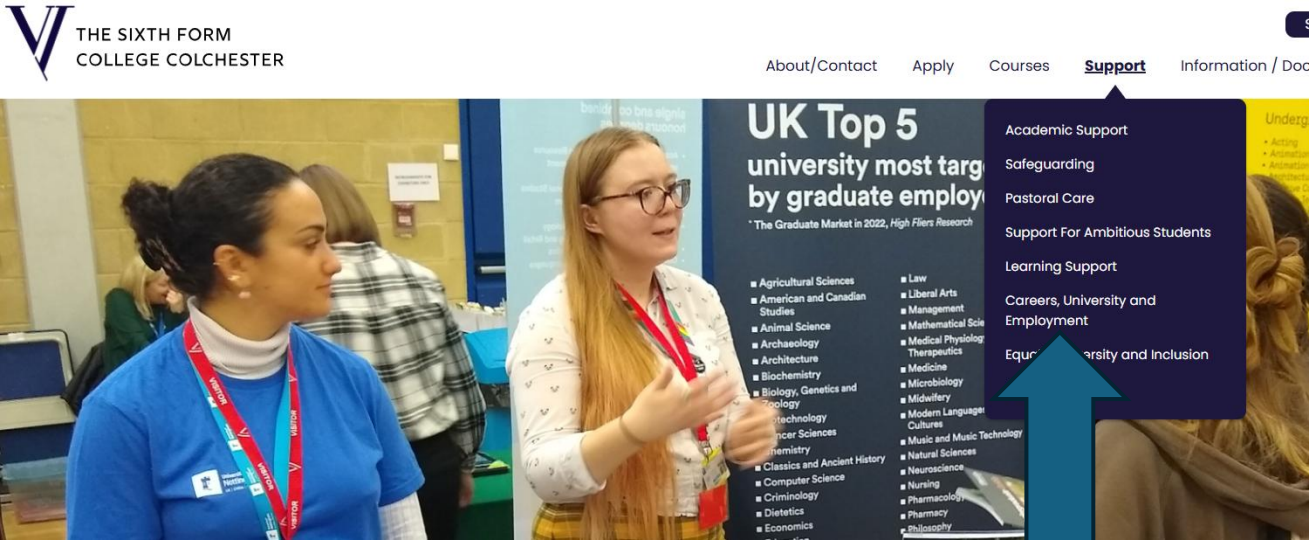
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What can parents do to help

- Encourage attendance at the progression event
- Encourage students to do activities that enrich their understanding – visits/Trips/podcast/articles/reading/
- Work experience – we have some online experiences, but parents can help find experiences for students
- Attend university open days with students
- Engage with research on university or employment
- Help write a CV

Look on our website – Support/ Careers, University and Employment



Contact Careers



Useful Websites



Careers Programme and Policy



Continuing in Education (Including University)



Apprenticeships and Employment



Morrisby - Careers



Provider Access



Help



Parent Information/Presentations

