Progression from The Sixth Form College, Colchester

How we help students make decisions about their next steps

2026/2027

Careers Team

- We are part of Student services:

- Evette Hawkins — Head of Careers and Progression
- Joe Millward — Careers Assistant
- Natalie Meadows — Careers assistant

- Vicky Clare and Kelly Smith — Careers Administration Assistant

What we have done so far – conversations we have had before enrolment

- **Open evening in October 2025** 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 in July** – 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 communications

- 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 on Tuesdays**.
- 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.

Careers Programme for Year 1

- How we help you take your next steps
- Extra Curricular and Super Curricular activities
- Uni prep from the Brilliant Club
- CV update
- Work Experience
- Prospects career quiz
- CEDAR – how to record information
- LinkedIn
- UCAS Hub
- Progression after college
- Summer schools at universities
- Apprenticeships and Employment
- University applications

Progression Year 1 Students - Welcome to Careers and Progression informatio

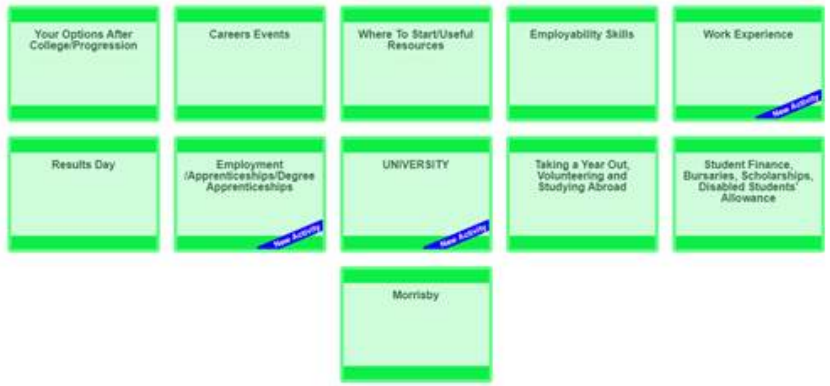
CareersOffice
To CareersOffice

Follow up. Start by 09 September 2026. Due by 09 September 2026.

Dear Year 1 student

I am the Head of Careers and Progression at college. It might seem strange that I am emailing you now at the start of your 1st college year about progressing from your A levels to university, apprenticeships, or employment, but we start early! This email explains how the college helps you take your next steps.

- We will **email** you with resources that we think are relevant to your future progression routes – these are at key times – it is unlikely that anyone will remind you of these emails, so you have to be independent and take responsibility for reading them and taking action.
- You can **use** Prospects career quiz **to find out job roles** that you might be interested in – a useful way to start thinking about your next steps as it will make suggestions from the answers that you can then investigate.
- We have a Careers Bulletin – this is updated regularly with University and Apprenticeship/Employment information – volunteering and job vacancies that we receive will be updated on here.
- We have a moodle page with lots of useful resources



- We organise events at college – Employment & University Fair on **Thursday 11th February 2027** and the Progression Event for 2 days in the summer term where we invite in employers and university staff to give talks on courses at university and job roles.
- You can **make an appointment to speak to a Careers adviser** - you book online using this link but the appointment is in the Careers Office which is through the library – we are here and happy to answer any progression questions you might have

Year 1 Progression - Make yourself stand out from the crowd for applications

CareersOffice
To CareersOffice

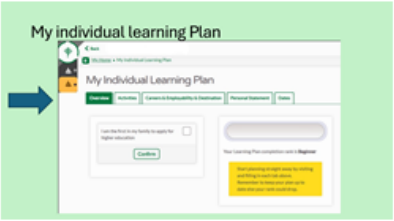
We would like you to think about activities that you do outside your lessons. These can be used to either show interest in the subject you will apply to study at university and so be used in your Personal Statement and in your college UCAS reference. Or they can be used in the Personal Profile section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

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 might also give you experiences of this e.g. writing your own blog **virtual work experience**
- Additional Studies at college – Sports coaching, DDV's (Doctors/Dentist/Vets), 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 CEDAR record as activities**, so your Personal Tutor can see them.



FW: Year 1 Progression - CV

CareersOffice
To CareersOffice

CV presentation 2026.pptx
877 KB

I thought you might like a reminder to update your current CV with your GCSE grades and what you are doing now. If you do not have a CV I thought it would be a good idea to encourage you to make one, especially as you might be looking for part time work. See attached files for help. **Suggested format as AI cannot read tables or templates as they contain tables:**

Put a heading **Curriculum Vitae**

Personal Details – this does not normally have a heading and is centred on the page.
Full name, Address, Email and phone contact

Personal Statement – this is 2 or 3 paragraphs about your relevant experiences and your skills development. You use examples from your activities to show how you have developed your skills. Start with the fact that you are currently studying A levels at The Sixth Form College, Colchester. Then one sentence about what role you are applying for. You then are essentially writing why you will be good at that role. (see powerpoint above for help)

Education and Qualifications
Start with:
The Sixth Form College, Colchester A levels to be taken June 2028
September 2026- present
- List your subjects across the page

Your School name and town GCSE taken June 2026
List your GCSE's across the page with grades (English Language 5, Mathematics 5 etc)

If you have any other qualifications – Lifeguard etc please add these as well

Work Experiences
Dates Job Title Employer
Underneath add 3 or 4 sentences about your role – what you were responsible for doing

Hobbies and Interests
Activity and any other information, also include if you volunteer

References
Please DO NOT put on demand – You really need two but can have just the Academic one.

Year 1 Progression Work Experiences

CareersOffice
To Hawkins, Evette (Staff)
Cc Senior Tutors

Work experience – a lot is now virtual we also advertise opportunities in the **careers bulletin** as we get them- or look on a company's website or contact them to ask – some hobbies might also give you experiences of this e.g. writing your own blog

- **virtual work experience**

For example:

- **Morgan Sindall Construction management**

Please note that we are keeping the applications open until 5pm on NYE to allow for a wider scope of applicants, these will be reviewed in January and the successful candidates will be informed by the **end of January 2027**.

Chelmsford – Monday 28th June – Friday 2nd July 2027 Chelmsford Morgan Sindall Work Experience week application 2027 – Fill in form
Norwich – Monday 28th June – Friday 2nd July 2027 Norwich Morgan Sindall Work Experience week application 2027 – Fill in form
Cambridge – Monday 12th July – Friday 16th July 2027 Cambridge Morgan Sindall Work Experience week application 2027 – Fill in form
Ipswich – Monday 12th July – Friday 16th July 2027 Ipswich Morgan Sindall Work Experience week application 2027 – Fill in form

- **BT**

One thing we wanted to highlight nice and early is our **Summer Work Experience Programme for 2027**. We'll be offering 60 one-week work experience placements to students in Years 10-13 across the following three weeks:

- Monday 21 June to Friday 25 June 2027 (09:00-16:00 each day)
- Monday 28 June to Friday 2 July 2027 (09:00-16:00 each day)
- Monday 5 July to Friday 9 July 2027 (09:00-16:00 each day)

Our placements will give students experience of working within a team based at Adastral Park across one of our Networks, Software, Security, Openreach or Research departments. During their week with us, students will also take part in group tours of various facilities around the site and visit our Technology Showcases. This is all in addition to the work they'll get involved with during their time with their host team. Here's how the application process will work:

1. **The application window will open on the 1 November** and remain open for the whole of November 2026 – students will be asked to complete an online application form.
2. We'll let students know whether they've been successful by Friday 11 December 2026. Anyone who is unsuccessful at this stage will remain on our waiting list.

- NHS Work experience - East Suffolk & North Essex NHS Foundation Trust
- Fisher Jones Greenwood Law firm Work Experience - Fisher Jones Greenwood LLP

Careers Bulletin

CAREERS & PROGRESSION BULLETIN – OCTOBER-Issue 7

APPOINTMENTS:

Remember you can arrange for a chat with a careers adviser.

Please click to book online or email careersoffice@colchsfc.ac.uk

****Please let us know if you're unable to make your appointment****

You can also come and see us in Room 113, behind the library.

WHERE WE PUT INFORMATION:

Find us on Instagram - @colchsfc_careers_zone Follow us to find out more about employment, university and apprenticeships

- **Careers & Progression Bulletin – we email this every WEDNESDAY.**
- **General emails – we may send information directly to your college email address.**
- **Moodle – You can also find useful links and information here via Moodle Careers: Course: Careers Progression**

UNIVERSITY: *(Deadlines applicable for Year 2 students)*

COLLEGE INTERNAL DEADLINE		UCAS DEADLINE
FRIDAY 23rd OCTOBER	RECOMMENDED DEADLINE FOR ALL APPLICATIONS	
FRIDAY 6TH NOVEMBER	FOR APPLICATIONS TO BE SENT BEFORE CHRISTMAS	
FRIDAY 13TH NOVEMBER	FINAL DEADLINE TO MEET THE UCAS DEADLINE	WEDNESDAY 13TH JANUARY 2027 AT 6PM – THIS IS FOR EQUAL CONSIDERATION – COURSE PROVIDERS MUST CONSIDER ALL APPLICATIONS RECEIVED BY THIS TIME EQUALLY.

UCAS drop-in session every Wednesday from 12pm to 1.30pm in room 110a until October half term.

Get help with anything university/UCAS related – no need to make an appointment.

- Started an application and got stuck on a section?
- Registered on the Hub but did not know you needed to complete an application

Army Events:

Thinking about joining the Army as a regular soldier?:

Meet Your Army | Your Army Journey Explained: Regular Soldier (Oct 26)

Meet Your Army | Your Army Journey Explained: Regular Soldier (Nov 26)

Ask a soldier: Discussion Search Page

DEGREE APPRENTICESHIPS:

Interested in a Degree Apprenticeship? Read the essential guide here: The Sixth Formers' Guide to Degree Apprenticeships

FINDING AN APPRENTICESHIP:

Are you thinking about employment/apprenticeship after college?

Find an apprenticeship - GOV.UK **– search for an apprenticeship via the Government website.**

Apprenticeship vacancies via UCAS: Vacancies

A step-by-step guide to applying for an apprenticeship: https://moodle.colchsfc.ac.uk/mod/url/view.php?id=105011

Higher Degree Apprenticeships – Vacancies here

- Not started an application but want to know how (it takes about 30mins to fill out most of the details)

Just want reassurance that you are doing it right?

UCAS The Basics **is a good place to start with your research.**

You could also book an appointment to chat with an adviser.

BUZZWORD – Colchester2027

Cost - £34.50 (free for students in receipt of free school meals during secondary education)

You can find lots of information on Moodle: Course: Careers Progression, Section: UNIVERSITY about the application, personal statements, how to choose a course, contextual offers and more.

A representative from **ARU** will be available on the **Concourse:**

Thurs 22nd Oct
Thurs 19th Nov
Friday 4th Dec
Tues 5th Jan

To answer all your **general university questions and bring your personal statement along for feedback!** A great opportunity to find out about accommodation, tariff points, courses, student finance and anything else to do with university!

UNIVERSITY OF EAST ANGLIA – FREE UNIVERSITY SUBJECT TASTERS – interactive sessions that let you explore what studying a subject at degree level is really like.

View the full list at: www.uea.ac.uk/study/tasters

University of Bath Competitive Course Admissions can be found HERE

PERSONAL STATEMENTS – How to write your personal statement: 2027 entry onwards | UCAS – what is a personal statement? What are the personal statement questions? Using AI and ChatGPT with your personal statement – find the answers via the link.

Book a virtual 1-to-1 Personal Statement Support Session:

KPMG 2027 Apprenticeship Programmes

2027 start | Nationwide | Y13

KPMG's 2027 apprenticeships are now open across Audit, Tax and Corporate Services. Join a Big Four firm straight from school, earn £25,500 - £28,000 depending on location, gain real client experience and work towards a professional qualification or degree with dedicated study time.

Why join? Earn while you learn, avoid tuition fees, gain professional qualifications, receive structured training and mentoring, and start building your career with a major global firm.

Application Deadline: Roles close as they are filled, so apply early.

Click to Apply here

WORK EXPERIENCE:

SEND 2-day Virtual Work Experience within Gaming Industry

Accessible work experience placement part of our Discover Creative Careers Programme is now live for the 8 and 9 December! **Please note this has been designed specifically for students with SEND/additional needs.** There are some more details on the advert: Here

students to log in and apply. Please feel free to use our student how to video to support this.

CVS AND INTERVIEWS:

Find out how to prepare for an interview:
https://moodle.colchsfc.ac.uk/mod/resource/view.php?id=104606

How do I write a CV and why do I need one?:
https://moodle.colchsfc.ac.uk/mod/url/view.php?id=105012

THINKING OF TAKING A YEAR OUT?

Take a look at the information on Moodle about the options available: Course: Careers Progression, Section: Taking a Year Out, Volunteering and Studying Abroad

NOT SURE?

It can be overwhelming deciding about your future. This PowerPoint covers some of the options available: https://moodle.colchsfc.ac.uk/mod/resource/view.php?id=103738

EVENTS for students

- We have a **University and Employment fair** at college on **Thursday 11th of February 2027**, with over 80 universities in attendance and 25 employers.

- **Progression Event 1st and 2nd July 2027**. 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 2nd July 2027** for students to attend to ask more directed questions


BE INSPIRED
Work for Colchester Borough Council
Jobs in over 50 services
Professional and personal benefits
Colchester Borough Council
Keele
UNIVERSITY
TOP 10
Global Sustainability Institution of the Year
University of Kent
kent.ac.uk

Progression Event

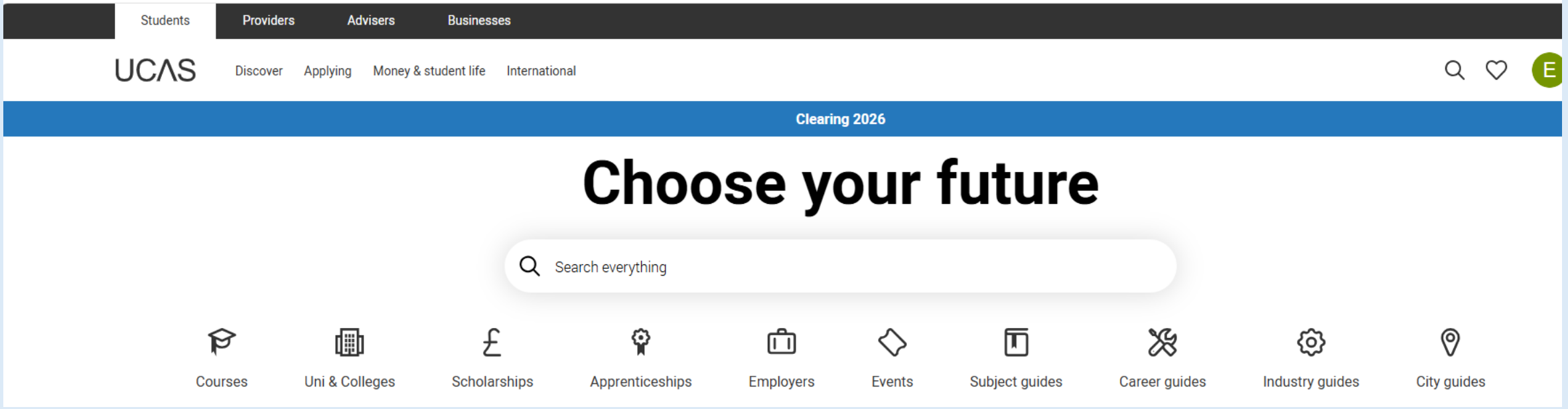
	THURSDAY 1st JULY								FRIDAY 2nd JULY			
Tutor time Preparation and timetable	Session 1	BREAK	Session 2	Session 3	LUNCH	Session 4	Session 5	Session 6	Tutor time	Session 7	Session 8	Careers Fair	TALK DESCRIPTION
9.05- 9.25	9.35-10.20	10.20-10.40	10.45-11.30	11.40-12.25	12.25 - 1.25	1.25-2.10	2.15-3.00	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.

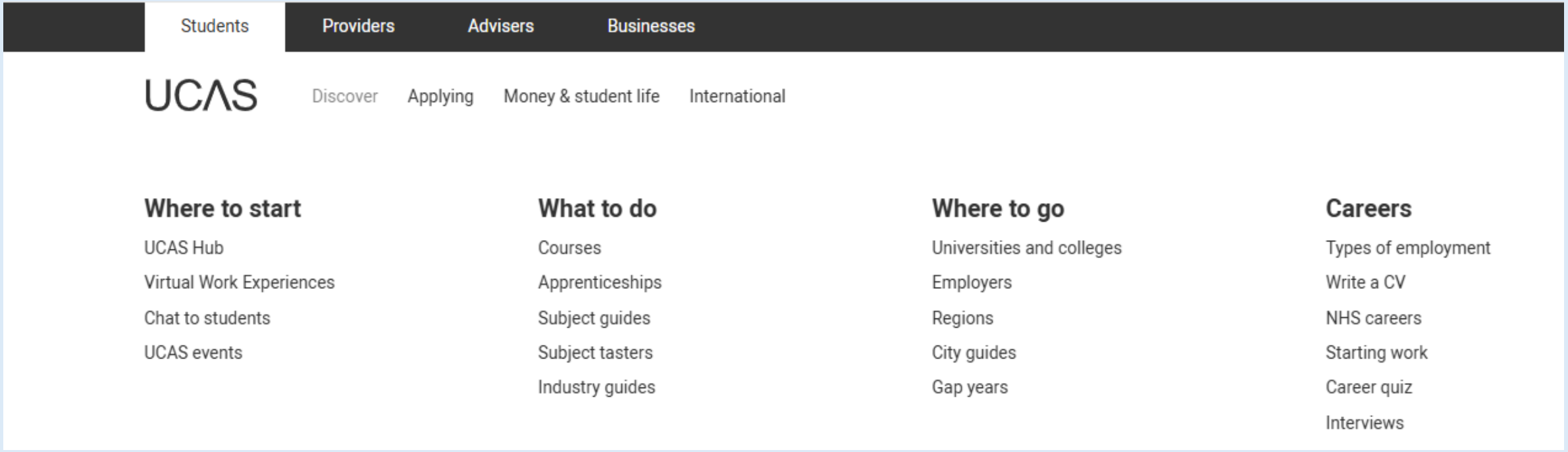
There are also some additional talks outside of subject/department areas...last years

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.

UCAS HUB – for all students

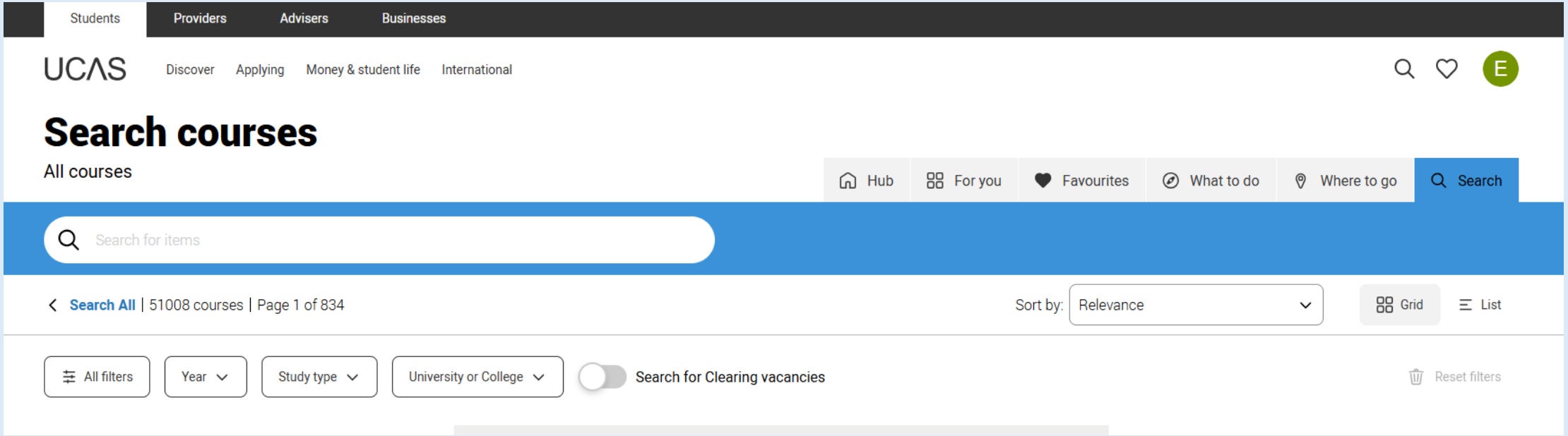


Guidance on where to start



- Includes virtual work experiences
- Apprenticeships, employers and industries and CV’s etc
- University courses, subject guides, subject tasters, city guides

Course search



You can search for a subject – Biology

Part of a subject – Genetics

You can study subjects you have not studied at A Level (but some degrees require certain A Levels)

Career – Nursing

Interest - needlework

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

University Applications – all via UCAS Hub

- 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.

Employment and Apprenticeship

The hardest part is finding vacancies in what the students wants to do OR for the student to know what they want to do!

- An apprenticeship is employment that requires the employee to study for 20% of their time at work and work for 80% of time – the employer decides what qualification they will allow you to study for and where and how you do that.
- Information and live vacancies Find an apprenticeship - GOV.UK
- Research – UCAS HUB Search apprenticeships | UCAS – Industry Search | Industry guides | UCAS
- Amazing apprenticeships Apprenticeships | Amazing Apprenticeships
- National careers service Careers advice - job profiles, information and resources | Get careers information and advice
- Prospects Prospects | Job & Course Search | Career & University Advice

Find employers

- Top 100 apprenticeship employers Top Apprenticeship Employers 2026-2027 | Higherin, amazing apprenticeships – higher and degree apprenticeships Higher & Degree Apprenticeships | Amazing Apprenticeships Meet the Employer - Amazing Apprenticeships
- Or google search
- UCAS Hub

- **Applications** – update a CV, read the website, watch the videos on the website, go to any open events

What students should be doing now

- Do the Prospects career quiz Prospects Job Match quiz | Find the best career for you | 2026

- 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]

- Look for work experiences – work shadowing either in person or virtual

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 might also give you experiences of this e.g. writing your own blog **virtual work experience**
- Additional Studies at college – Sports coaching, Doctors, Dentists and Vets, Lawyers, College magazine 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)

What can parents do to help

- Encourage students to read their college emails
- Encourage attendance at the University and Employment careers fair in February and the progression event in the summer
- 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 in the summer term
- Engage with research on university or employment
- Help write a CV

For later in the year

- 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
- Do the Prospects career quiz
- attend university open days in the summer term
- Attend the Progression event in July
- 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]
- Complete university applications before November. (unless Oxbridge, doctors, dentists, vets which are in September)

What’s the best university to go to?

- The right one for the student!

- Does it offer the course and modules that you want?
- How are you taught?
- How are you assessed?
- Does location make a difference?
- Have you visited and did you like the experience?

- There are university guides but all show different things! And are based on research that the university does/student opinions/employment after university

Next Talk - Applications

Progression – Applications briefing

for parents of Year 1 students

9th June

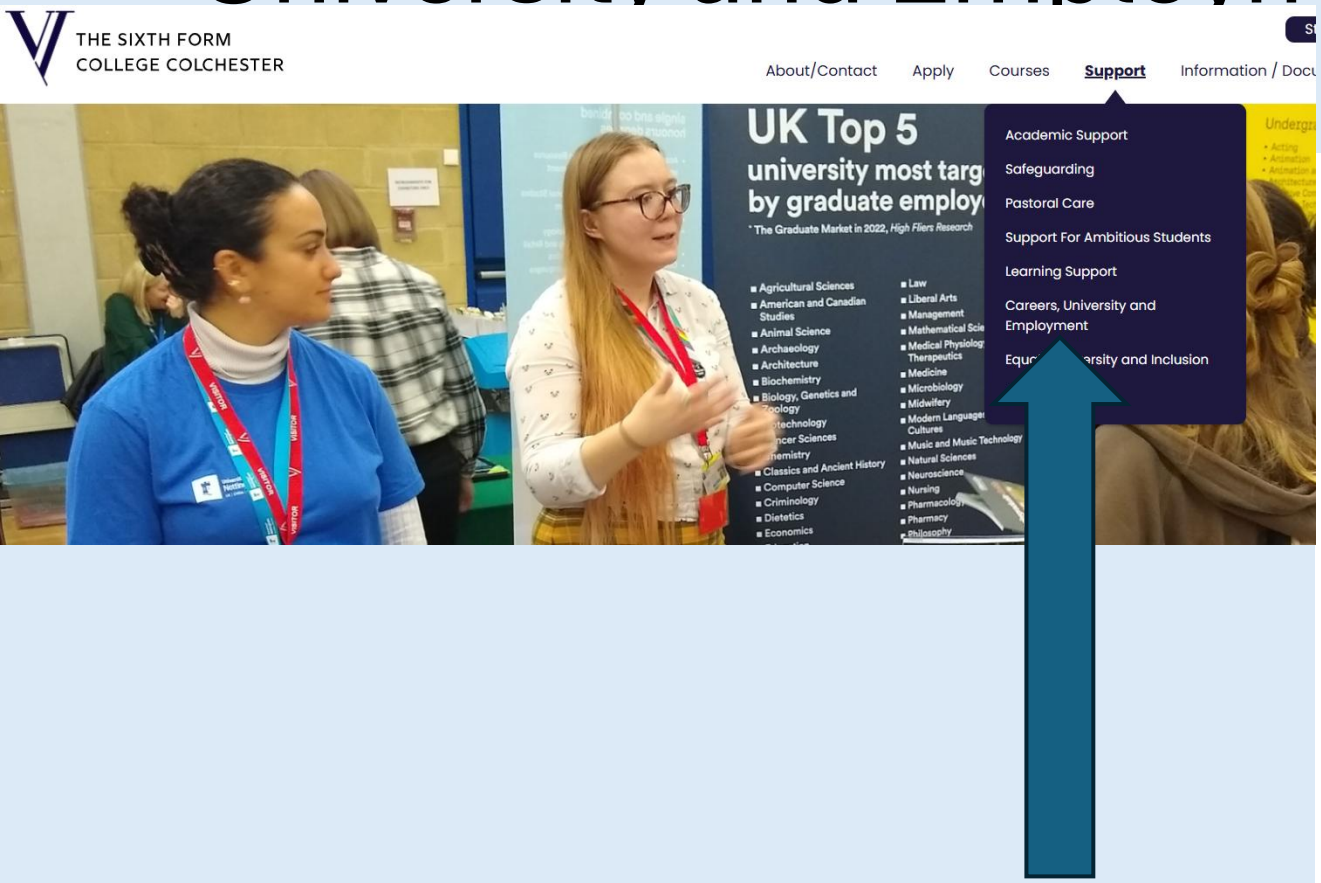
5pm and 6.30pm

Key Dates

THE SIXTH FORM COLLEGE, COLCHESTER
KEY DATES AND ACTIVITIES FOR STUDENT PROGRESSION– 2026/27

TIME	First Year students Activity	Second Year students Activity
September 2026	• Introduction to Cedar Planning Ahead – Individual Learning plan which allows students to record activities and skills, destinations and helps draft a Personal Statement. • Careers and Progression information. Introduction to MOODLE and Careers Bulletin • Careers interviews available during term time • Sign up to Doctors, Vets and Dentists additional study • Sign up to Lawyers as an additional Study • Sign up to Teaching for Primary Teachers/Teaching for secondary • Students to consider Additional Studies on Enrolment • Emails from Careers Team on: ○ How to stand out from the crowd – extra and super curricular activities	• Continue to use Morrisby– a programme which helps students to make decisions about their future careers and progression from college to employment/Apprenticeships or University. • Update Cedar Planning Ahead – Individual Learning plan • Employability skills update – Personal statements and CV's • Discuss plans for next year with personal tutor. • Complete on-line UCAS application. Applications can be sent from 1st September • How to complete your UCAS application and what to do next in making choices • **18 September** – *College deadline for Medicine, Dentists and Vets (ensures UCAS deadline of **15 October** is met).* • **18 September** *College deadline for Oxbridge (UCAS deadline of **15 October**)* • Applicants for Teaching and other medically related courses are also advised to submit applications early. • Tutorial activity careers planning – University and Employment Tutorials • Start looking at Job/Apprenticeship opportunities (Moodle/Careers) -see employer list on 'MOODLE/Careers/Employment & Apprenticeships' • Seek help from Careers Team if experiencing problems.
October	• Employability Audit – Personal Statements/CV	• **15 October** – UCAS deadline for Oxbridge, Medicine, Veterinary and Dentistry. ***23 October** - Recommended College deadline for UCAS submission* • Some Apprenticeship vacancies are advertised • Higher and Degree apprenticeship listing from Amazing Apprenticeships is updated • Tutorial -Progression
November	• Personal Tutor reviews • Parents Progression briefing – How college supports students in their next steps	• Personal Tutor reviews - update Cedar Planning Ahead destinations • Early applicants will start to have interviews and receive offers and rejections with or without interview. Check instructions carefully on how to accept interview times. • BMAT • ***6 November –** College deadline for applications to reach UCAS before the end of December* • ***13 November – final College deadline** for applications to meet the UCAS deadline of the 13 January. Applications submitted after this date may not reach UCAS by 13 January 2027.*

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