**Some activities within the Careers Department:**

August:

* Help and advice offered to pupils receiving A-level and GCSE results

September:

* Completion of UCAS forms
* Visits to St Mary’s, UU and QUB Open Days
* Careers Service NI begin working with Year 12

October:

* Work Experience for Year 13 arranged
* UCAS references are written
* Early UCAS forms are sent

November:

* Year 13 Work Experience after Halloween break
* Talk on applying to St Mary’s
* Talk on applying through CAO
* Interview Skills Day for Year 14

December:

* Finalise UCAS forms and send to UCAS

January:

* Pupils start to get offers from university

February:

* Year 10 GCSE Choices Begins
* Year 10 Options Talks during Assembly and also at Parents Night
* Year 12 Options

March:

* Begin work on Personal Statements and UCAS with Year 13
* Regional College Open Days
* Year 13 Annual Careers Convention
* University talks for Year 13 students

April:

* Follow up interviews with Year 12 students regarding subject choices

May:

* Year 10 Careers Guidance Interviews
* Year 11 work experience arrangements to be sorted

June :

* Year 11 work experience during last week of June.
* Careers Service NI begins working with Year 11 in preparation for Year 12 interviews

Ongoing:

* Careers Service NI provide Guidance Interviews for Year 12
* Work Experience for Year 13 (one day placements)