

Intro to HE/ Unifrog Registration	L3 Yr1												
Trips/Visits to Open Days/UCAS Events	L2 and L3												

Overview of Guidance Services

- Daily drop-in sessions for information and advice
- In depth careers guidance interviews by appointment
- Respond to requests to see early leavers/at risk/students who have been withdrawn
- Referrals to external providers e.g. National Careers Service for NARIC requests
- Promotion of job vacancies and LMI on Facebook
- Pre-entry guidance for applicants at Open Evenings
- Careers guidance and careers events in local schools
- Set up, monitor and oversee the UCAS system for HE applications
- Design, produce and update relevant careers resources
- Record student interventions on the Guidance database