

Training and Development Programme

2007-2008

Support for Schools, Colleges and Training Providers

- Staff leading Careers Education, Information and Guidance (CEIAG)
- Heads of PSHE/Citizenship and work related learning
- Tutors, teachers, learning mentors and support staff
- Managers with responsibility for Connexions
- Personal Advisers
- Trainers and managers in work based learning
- Other Connexions partners

Careers Education Information Advice & Guidance (CEIAG)

Training & Development Programme in support of the Every Child Matters outcomes framework

INTRODUCTION

The Training & Development Opportunities set out in the following pages aim to equip school and college staff and partner agencies working with young people to support students with their career-related decisions as they move into and through the 14-19 phase. Good careers education and information advice and guidance is becoming ever more crucial as the curriculum changes and the delivery of the new Diplomas result in ever greater student choice.

The Training & Development Opportunities aim to develop a number of knowledge and skill areas required by a wide range of staff who are involved in supporting student choice either through one to one work or via curriculum delivery. We therefore welcome applications from staff new to IAG (information, advice and guidance) and those who might not previously have accessed our provision.

We recognise the difficulties of releasing staff to attend training away from site and therefore, will be very happy to deliver training and information sessions within your own institutions at a time to suit you on a bespoke or consultancy basis.

Application procedure

If you are interested in accessing any of the training and development opportunities outlined please contact:

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HD1 1EH
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F: 01484 226725
E: jill.ellis@ckcareers.org.uk

Or visit our website – www.workabout.org.uk

If you have identified any training needs not covered in this programme, please contact Jill Ellis and the Training and Development Team. We will do our best to customise an event to meet your needs.

2007- 2008 at a glance

September 2007	October 2007	November 2007	December 2007
<p>19/09/07 Network Meeting</p> <p>27/09/07 Info 2007 – Trends and Careers</p> <p>Consultancy</p> <p>Bespoke</p>	<p>16/10/07 Quality Standards</p> <p>Careers Association Meeting (TBA)</p>	<p>13/11/2007 Training for staff new to CEIAG.</p> <p>Consultancy</p> <p>Bespoke</p>	<p>Consultancy</p> <p>Bespoke</p>
January 2008	February 2008	March 2008	April 2008
<p>17/01/08 Developing Careers Education at Key Stage 3</p> <p>Network Meeting (TBA)</p>	<p>05/02/08 Real Game Series (electronic version of Real Game)</p> <p>27/02/08 Preparing for the introduction of 14-19 Diplomas.</p>	<p>Careers Association meeting (TBA)</p>	<p>Consultancy</p> <p>Bespoke</p>

FREE PROVISION AVAILABLE

Bespoke training

Tailored sessions delivered at your institution to meet the particular needs of you and your staff (e.g. Year 9 tutor training, Post 16 Options, Real Game, student librarian training, using Connexions resources and careers information, updates for staff new to CIEG). These courses can be delivered where and when to suit you and aim to inform relevant staff about CEIAG, raise the profile in school, college or training organisation and update staff on current issues.

Consultancy

Examples of support include auditing CEIAG activities, developing, updating or evaluating policies and programmes, introduction of new curriculum resources, PSHE Economic well-being and financial capability (new QCA programme of study at Key Stage 3 and Key Stage 4).

This is available to schools/colleges in Calderdale and Kirklees.

NETWORK MEETINGS

Careers Association

Meetings are usually held 2 or 3 times a year. This is a group which aims to provide a forum for all those with an interest in CEIAG. It enables practitioners to network and be kept informed of any significant current developments. The format consists of keynote presentations.

Details of meetings to be advised. Venues alternate between Calderdale and Kirklees.

Calderdale & Kirklees Network

The opportunity for all those involved in CEIAG to meet on an informal basis to discuss current developments. Previous meetings have covered workforce reforms and their impact on the careers co-ordinator's role, progress file and use of the online progress file, updates on work experience and enterprise and Quality Standards in CEG. Venues have previously included Crossley Heath, Brighouse High School and The Brooksbank School. Next meeting 19th September 2007 at 4:00pm at Royds Hall High School

SPECIAL EVENTS

To address topical issues around CEIAG which will be advertised nearer the time.

SCHEDULED EVENTS

Info 2007 – Trends & Careers

Date: 27th September 2007

Time: 9.00am – 3.00pm

Venue: The Textile Centre of Excellence, Red Doles Lane, off Leeds Road, Huddersfield
A full programme of speakers on labour market trends plus a resources exhibition.

Places must be booked for the presentations which run from 9:00am - 12:30pm, contact the Information Team on 01484 226765 if you wish to attend and have not returned your invitation reply slip.

Quality Standards Preparation Event

Date: 16th October 2007

Venue: C& K Careers, 78 John William Street, Huddersfield

Target Audience

- Those institutions who have applied or are thinking of applying for the local Quality Standard in CEG

Aims

- To look at how to approach the assessment process
- To provide help on how to produce appropriate evidence and develop your portfolio
- To update delegates on the national position with Quality Standards for young people's IAG

Training for staff new to CEIAG

Date: 13th November 2007

Venue: Huddersfield Connexions Centre, High Street, Huddersfield

Target Audience

- Newly appointed careers co-ordinators in education and training organisations
- Heads of Year
- Form tutors
- PAs supporting staff new to co-ordinating CEIAG

Aims

- To give staff new to CEIAG an understanding of what constitutes CEIAG and an overview of the role of the careers co-ordinator
- To identify the tasks needed to deliver good careers education
- To inform delegates of help and support available

Developing Careers Education at Key Stage 3. Preparing for 14-19 Learning

Date: 17th January 2007

Venue: Huddersfield Connexions Centre, High Street, Huddersfield

Target Audience

- Tutors and Head of Year in Years 7, 8 & 9
- PSHE co-ordinators

Aims

- To develop your careers education provision for Years 7, 8 & 9
- To review current practice and identify areas for development
- To introduce a selection of classroom resources for Key Stage 3
- To explore the non-statutory programme of study for PSHCE (economic wellbeing) which includes careers education

Real Game

Date: 5th February 2008 (am)

Venue: Huddersfield Connexions Centre, High Street, Huddersfield

Target Audience

- Careers co-ordinators
- Tutors in Years 8 & 9

Aims

- To provide an overview of the electronic web version of the game
- To explore and use elements of the game
- To gather ideas for delivering this resource to students

Preparing for the Introduction of 14 – 19 Diplomas

Date: 27th February 2008

Venue: Huddersfield Connexions Centre, High Street, Huddersfield

Target Audience

- Those staff supporting young people who are considering taking 14–19 diplomas
- Staff involved in giving Information, Advice and Guidance (IAG) to young people concerning 14-19 choices

Aims

- To provide an overview of the National Qualifications Framework
- To explore progression routes
- To look at what students need to know when deciding between different routes and qualifications – essential CEIAG for 14-19
- To explore resources available

CALDERDALE & KIRKLEES QUALITY STANDARDS IN CEG AWARD

CURRENT HOLDERS

**Batley Girls' High School
Batley Grammar School
Castle Hall School
Colne Valley High School
Fairfield School
Fartown High School
Greenhead College
Heckmondwike Grammar School
Holy Trinity Church of England Senior School
Honley High School
Huddersfield New College
Lydgate School
North Halifax Grammar School
Rawthorpe High School
Spenn Valley High School
St John Fisher Catholic High School
The Brooksbank School
The Mirfield Free Grammar School
Westborough High School**

INVITATION TO APPLY 2007 – 2008

Does your institution want to join the above select group and gain accreditation for the Careers Education and Guidance which you offer?

Involvement in the assessment process for the Quality Standards Award affords a structured frame of reference, mapped against the National Framework for CEG, within which you can develop and evaluate your provision.

If you require further details about the local Quality Standards award scheme, please contact Dave Wood, Guidance Standards Co-ordinator, Training and Development Team at Calderdale & Kirklees Careers.

For further information on courses provided by C&K Training please visit our website
www.cktraining.co.uk

