



## Our Careers Education Information Advice and Guidance (CEIAG) Offer

We aim to provide an enriched learning experience which gives students the essential skills to be able to make meaningful choices and progress into their intended career path.

This offer promotes the confidence to develop new skills, understand the behaviours required and to seek guidance when needed to make decisions to positively progress in their working lives.

### OUR CEIAG INTENT

All apprenticeships are intended to provide entry into or progression within a recognised occupation that strengthens the workforce.

‘We provide meaningful career advice and guidance to ensure the right apprentice finds the right role with the right employer’

#### PRE-COURSE CEIAG

#### ON COURSE CEIAG

#### PROGRESSION CEIAG

#### YOUR ENTITLEMENT

- All potential students are offered access to unbiased information about their future next steps and informed about the apprenticeships they can undertake to successfully achieve their career ambitions.
- Apprenticeship information and entry criteria is provided through a range of general information, advice and guidance interactions.

Information is provided on:

- Types of apprenticeship – Intermediate (Level 2), Advanced (Level 3), Higher (Level 4,5) Degree Apprenticeships (working toward Level 6/7 Bachelor’s Degree).
- What apprenticeship vacancies are currently available and what employers look for?
- Pay, benefits and studying the qualification whilst working.

Signposting to:

- <https://www.instituteforapprenticeships.org/>
- <https://www.instituteforapprenticeships.org/occupational-maps/>
- <https://www.gov.uk/apply-apprenticeship>

Apprenticeships combine practical training with an employer with dedicated attendance at college and off-the-job training.

To facilitate apprentice success and focus on achieving career ambition we will:

- deliver a programme of technical and academic skills development.
- accurately identify and respond to apprentices’ learning, employability, support and pastoral needs.
- contextualise training in the workplace with off-the-job training to combine development of knowledge, skills and behaviours.
- maintain apprentice records and skills tracking documents through Progress Reviews to reflect and review an apprentices’ current achievement and provide feedback on progress.
- liaise at regular intervals with employers and visit the workplace.
- carry out workplace assessment of learning and prepare apprentices for independent end-point assessment.
- focus on English and maths development and Digital Skills.

Planned during the Exit stages of an apprenticeship we:

- carry out Gateway reviews with employers to confirm apprentices are ready to progress to the end point assessment.
- conduct Exit Reviews, discussions and recognition of your achievements with Personal Tutors/Skills Trainers.
- offer targeted support providing information, advice and guidance about your next steps and planned destination.
- support apprentices to develop a plan detailing what you will do next to further achieve your goals.
- offer referral to external partners or agencies to support positive destinations.

WHO IS RESPONSIBLE, PRE COURSE:

- Learner Engagement Consultants
- Teachers/Educators
- Apprenticeship Hub Team
- Student Services Teams

- Vocational and Personal Tutors, Teachers/Educators
- Teachers/Educators
- Apprenticeship Managers
- Employer
- Apprentice

- Vocational and Personal Tutors
- Teachers/Educators
- Employer
- Apprentice

HOW IT IS DELIVERED, ON COURSE:

Over the phone, in person, one to one and/or in a group:

- Initial assessment of current skills set and qualification level.
- CV development and upskilling.
- Interview preparation and taster sessions.
- Outreach activities in schools.
- Open evening and marketing events.
- Online resources including website/prospectus and Career Coach.
- Financial support with course fees, study costs and other financial support available.

All apprentices will have a designated Teacher/Educator leading an apprenticeship programme who will ensure a thorough induction to the course is delivered.

Induction includes:

- meet the designated course lead and wider course team.
- review of the employer workplace.
- completion of apprenticeship paperwork
- introduction to e-portfolio.
- induction training including e.g. Safeguarding and Prevent training, e-safety, VLE and VQ Manager.
- introduction to Student Services and/or relevant careers and guidance advisers in college and other external organisations through signposting.

One to one or in groups to consider:

**Employment outcomes:**

- Full-time/part-time employment with current employer.
- Gain promotion within current employment.
- Continue with another apprenticeship.
- Move to a new employer in the same/similar role.
- Move to a new employer in a higher role.

**Training outcomes:**

- Complete another apprenticeship at a higher level with NCG or with another organisation.
- Move to Higher Education.
- Return to full-time Further Education or no further education.

PLANNING, RECORDING AND DEVELOPMENT:

- We use current LMI and local economic data to provide you with as much accurate information as possible on apprenticeship development.
- We work with employers to deliver apprenticeships.

- We plan off-the-job training through preparation of Schemes of Work and Session Plans to meet the criteria of each Apprenticeship Standard.
- Regular observations and learning walks are undertaken and recorded to measure skills delivery and to make improvement to provision and resource.
- Recorded on-site visits at least every 4-6 weeks to observe the apprentice at their place of work.
- Scheduled Progress Reviews throughout the apprenticeship.
- Scheduled Progress Reviews throughout the apprenticeship, at least every 8 weeks.

- We plan our delivery to include IAG.
- Observations and learning walks of Teacher/Educator, Tutor and IAG Adviser.
- Your exit and next steps action plan.
- Your feedback.
- We review your course and get Teacher/Educator and Tutor feedback.

PROMOTING POSITIVE CAREER MANAGEMENT

GROW THROUGHOUT LIFE



EXPLORE POSSIBILITIES



MANAGE CAREER



CREATE OPPORTUNITIES



BALANCE LIFE AND WORK



SEE THE BIG PICTURE



Source: New Career Development Framework (thecdi.net)