

## A Programme of Careers Education, Information, Advice & Guidance (CEIAG)

| CEIAG Focus                             | Activity   | Course Level | When        |
|---|--|--------------|-------------|
| Enrolment for new & returning students  | <ul style="list-style-type: none"> <li>Drop in Careers Education Information, Advice and Guidance (CEIAG) in STAR Agency/Careers Central</li> <li>3 and 5 week course health checks on all courses</li> </ul>  | All levels   | Autumn Term |
| Student Induction                       | <ul style="list-style-type: none"> <li>Introduction to Individual Learning Plan (ILP) on Proportal</li> <li>Introduction to STAR/Student Services team</li> <li>Individual Learning Plan (ILP) target setting – Strengths &amp; Goals</li> </ul>   | All levels   |             |
| Employability                           | <ul style="list-style-type: none"> <li>Individual Learning Plan (ILP) –Complete work readiness self-assessment</li> <li>Record employability encounters on ILP</li> <li>Work readiness assessment by Learner Mentor (LM)</li> <li>Student Ambassador recruitment</li> </ul>  | All levels   |             |
| Work Experience/<br>Industry Placements | <ul style="list-style-type: none"> <li>Introduction to work placements from Work Placement Officers (WPO)</li> <li>Identifying &amp; securing placement opportunities with WPO's</li> <li>1:1 WPO appointments</li> <li>Introduction to Job coaches (JC) (SEND)</li> </ul>   | All levels   |             |
| Progression to University               | <ul style="list-style-type: none"> <li>Clearing (L3 student leavers)</li> <li>Introduction to UCAS tutorial</li> <li>Higher Education visit to Anglia Ruskin University</li> <li>UCAS Create your Future (creative)</li> <li>Progression Fair (parents)</li> <li>Learner Mentor led 1:1 progression</li> <li>1:1 STAR Careers Central Advice &amp; Guidance appointments</li> <li>UCAS submissions (medicine)</li> </ul> | L3 yr1 & 2   |             |
| Progression to Apprenticeships          | <ul style="list-style-type: none"> <li>Careers Central - Apprenticeship Application feedback service</li> <li>Progression Event (parents)</li> <li>Apprenticeship Vacancy Fair (students)</li> <li>1:1 STAR Guidance appointments</li> </ul>   | L2 & 3       |             |

| CEIAG Focus  | Activity  | Course Level | When               |
|--|---|--------------|--------------------|
| Employability  | <ul style="list-style-type: none"> <li>• Individual Learning Plan (ILP) – Update work readiness self- assessment</li> <li>• ILP – Update employability encounters</li> <li>• Work readiness assessment update by Learner Mentor (LM)</li> <li>• Drop in access to STAR Careers Central</li> <li>• Course led employer encounters</li> </ul> | All levels   | <b>Spring Term</b> |
| Work Experience/<br>Industry Placements              | <ul style="list-style-type: none"> <li>• Identifying &amp; securing placement opportunities with Work Placement Officers using Grofar</li> <li>• Individual Learning Plan– Update work readiness self- assessment</li> <li>• Identifying &amp; securing Supported Internships with Job Coaches (SEND)</li> </ul>                            | All levels   |                    |
| Progression to<br>University                         | <ul style="list-style-type: none"> <li>• What’s the plan? Learner Mentor led Progression interviews</li> <li>• Learner Mentor led 1:1 UCAS application &amp; interview support</li> <li>• High Education visits</li> <li>• UCAS Fair</li> <li>• Student Finance talks</li> </ul>  | L3 yr1 & 2   |                    |
| Progression to<br>Apprenticeships                    | <ul style="list-style-type: none"> <li>• STAR – Careers Central Apprenticeship application checking service</li> <li>• Apprenticeship Vacancy Fair</li> <li>• 1:1 STAR Careers Central IAG appointments</li> </ul>  | Levels 2 & 3 |                    |
| Progression to<br>further study at<br>Harlow College | <ul style="list-style-type: none"> <li>• What’s the plan? Learner Mentor led 1:1 progression tutorials</li> <li>• New course interviews</li> <li>• 1:1 STAR Careers Central IAG appointments</li> </ul>   | Levels 2 & 3 |                    |

| CEIAG Focus                                    | Activity  | Course Level  | When               |
|--|---|---------------|--------------------|
| Employability                                  | <ul style="list-style-type: none"> <li>• Individual Learner Plan (ILP) – Update work readiness self- assessment</li> <li>• ILP – Update employability encounters</li> <li>• Work readiness assessment update by Learner Mentor</li> <li>• Drop in access to STAR Careers Central</li> <li>• Course led employer encounters</li> </ul> | All levels    | <b>Summer Term</b> |
| Work Experience/Industry Placements            | <ul style="list-style-type: none"> <li>• Identifying &amp; securing placement opportunities with Work Placement Officers using Grofar</li> <li>• Completing work placement</li> <li>• Individual Learning Plan (ILP) – Update work readiness self- assessment</li> </ul>  | All levels    |                    |
| Progression to University                      | <ul style="list-style-type: none"> <li>• Learner Mentor led 1:1 UCAS interview support</li> <li>• HE visits</li> </ul>  | L3 yr1 & 2    |                    |
| Progression to Apprenticeships                 | <ul style="list-style-type: none"> <li>• STAR bookable/drop-in Careers Central Apprenticeship advice</li> <li>• 1:1 STAR bookable/drop in Careers Central information, advice and guidance appointments</li> </ul>  | Level s 2 & 3 |                    |
| Progression to further study at Harlow College | <ul style="list-style-type: none"> <li>• New course interviews</li> <li>• 1:1 STAR bookable/drop-in Careers Central Information, advice and guidance appointments</li> </ul>  | Level s 2 & 3 |                    |

## **An explanation of types of activities**

### **Personal Guidance**

Careers and course guidance, face to face, telephone and virtual appointments available throughout the year. Available to all students, potential students and apprentices.

Information advice and guidance drop in service in our dedicated Careers Central area, part of the STAR Agency.

The Careers Central team are available to attend school/community events and give information, advice and guidance; supporting and empowering young people to make informed decisions on their next steps.

Careers Central results day advice service in August and September. Supporting young people following their exam results to relieve the stress of unexpected decision making.

### **Work Readiness & Employer Encounters**

Students attend at least 30 hours of external work experience as a part of their courses, paid or unpaid. Some areas have longer work placements that have to be completed as a part of their course e.g. Childcare

Students take part in Industry Placements of up to 45 days/315 hours as part of their T Level course. This can be with up to two employers.

Sector specific employer visits/talks – An employer will visit campus and give a talk either in one of our lecture theatres or in a workshop/classroom environment. Or students may visit an employer off site on an organised visit.

Live briefs – Employers work with students to complete a project or activity on their behalf. This is more common within creative and business related areas.

Apprenticeship Fair – This large event is normally in National Apprenticeship Week with employers and HE providers engaging with students. Also, with a programme of talks to students and parents in a lecture theatre from an apprenticeship ambassador from the National Apprenticeship Service, Aim Apprenticeships and sector specific employers e.g. NHS

Grofar – An app which all students have access to on their iPads, to record work experience and log hours worked, experience gained and upload photo evidence.

### **Higher Education & UCAS**

Anglia Ruskin outreach activities. Organised activities with Anglia Ruskin University supporting students with their UCAS application, student finance, personal statement etc. Organised visits to Anglia Ruskin Chelmsford Campus.

Make Happen – Based at The University of Essex, providing interactive workshops at Harlow College for students wanting University as their next step.

Learner Mentor led tutorials and support with the University application process as part of a tutorial programme of UCAS centred activities and talks.

Higher Education Fair in Autumn term with speakers, employers and HE providers.

Delivery teams provide sector specific HE information events throughout the year.

Careers Central offer a bookable appointment service for students wanting extra UCAS support.

## **Virtual Careers/Work Related Support**

Padlet Wall – Work Placement Team

Padlet Wall – Careers Central Team

These are digital notice boards which all students can access on their iPads. Full of up to date information, links, videos, events and opportunities to explore.

Grofar – An app which all students have access to on their iPads, to record work experience and log hours worked, experience gained and upload photo evidence.

ProPortal – An online area where students can record every employability encounters they have, from an employer talk to work experience or a part time job. Over time this builds a picture of a students journey towards work readiness.