



Continuous Professional Development 2011-2012

This details the training, products and services available to you from the Careers Solutions Development and Information teams. By providing a strong programme of career education in your organisation you can support your learners to make more well informed and realistic decisions about their future choices.

Our aim is to support the continuous improvement of high quality careers education, information, advice and guidance (CEIAG). Our products and services are for anyone who has a responsibility for, or an interest in, CEIAG.

Whether you work with young people in a school, college, PRU, work based learning provider, voluntary sector, youth service or anywhere else, we hope that you will find something of value.

Our support includes:

- A programme of high quality training
- Career Education, Information, Advice and Guidance consultancy in your organisation
- Mentoring support and guidance about the Inspiring IAG quality award
- Labour Market Information (LMI)
- Curriculum Materials

For further information and details of how to access services and apply for courses please contact the lead manager, or email **developmentteam@careers-solutions.co.uk**

Training

Diploma in Career Education

The Diploma is delivered in partnership with Nottingham Trent University with the overall aim of developing a clear understanding of exactly what should be provided to the recipients of Career Education. The qualification can be completed within 18 months and has a strong link with practice which helps to ensure it remains current, relevant and responsive to local needs.

Over 85 teachers, tutors and personal advisers have successfully completed the Diploma and been awarded a university qualification. The Diploma continues to be an excellent developmental tool for improving the provision of CEIAG in organisations.

Lead Manager: Gareth Nixon – 0161 245 4807
gareth.nixon@careers-solutions.co.uk

Courses for new students (compulsory modules)

Concepts of Guidance

Focus on career education policy and practice, explore the planning cycle and look at how CEIAG can be delivered in the curriculum.

Location: Malcolm House, Newton Heath, Manchester
Date: Wednesday 23rd & Thursday 24th November 2011
Time: 10am - 4.30pm

Planning and Designing a Career Education Programme

Find out how career education policy is formulated, and learn the process of planning and designing including delivery, validation and evaluation.

Location: Malcolm House, Newton Heath, Manchester
Date: Tuesday 20th & Wednesday 21st March 2012
Time: 9.30am - 4.00pm

Courses for current students (choose 1 module)

Resourcing Labour Market Information (LMI)

Look at the fundamental role of LMI within career education policy and practice, and explore the resources available to disseminate key LMI messages.

Location: Middleton CLC
Date: Thursday 17th & Friday 18th November 2011
Time: 9.30am - 4.00pm

Integrating Career Education into the Broader Curriculum

Develop an understanding of why, and what aspects of career education learning should be/could be integrated with learning in other curriculum areas.

Location: Salford Opportunities Centre, Salford
Date: Wednesday 1st & Thursday 2nd February 2012
Time: 9.30am - 4.00pm

Young People & Decision Making



Staff have a crucial part to play in supporting young people to make decisions. This course covers a range of topics and

practical skills which can be used to help young people make well informed, realistic decisions about their future. There is an opportunity to look at the role CEIAG plays in the decision making process, explore basic guidance skills, look at resources available to support decision making, and consider where to signpost young people to for further support.

The course can be delivered in a format to suit you. We are happy to bring partners together to run sessions in local authority areas, and we are also able to deliver sessions for individual organisations on their premises.

Lead Manager: Sadie Lawty - 0161 245 4857
sadie.lawty@careers-solutions.co.uk

Essential Guide Series

Essential Guide courses are a series of half-day sessions aimed at providing staff with a basic knowledge of careers education, information, advice and guidance (CEIAG). The courses are designed to be practical and applicable to a range of staff in a variety of organisations. **All Essential Guide courses run from 9.30am - 12.30pm.**

Lead Manager: Erica Ripo - 0161 245 4815
erica.ripo@careers-solutions.co.uk

1. Introduction to Career Education, Information, Advice and Guidance (CEIAG)

An overview of what CEIAG is, including what needs to be delivered, and by whom.

Location: Cross Street Chapel, Manchester
Date: Thursday 6th October 2011

2. Supporting Vulnerable Young People

A session to look at how CEIAG can be adapted for use with different groups of young people.

Location: The University of Manchester
Date: Wednesday 2nd November 2011

3. Working with Partners

Share good practice in partnership working, including how to set up a guidance community.

Location: Salford Opportunities Centre

Date: Wednesday 9th November 2011

4. Career Education and STEM

Consider the links between STEM subjects and future careers relating to those subject areas.

Location: Dukinfield Town Hall

Date: Thursday 8th December 2011

5. Career Education in a Policy Context

A session focusing on national and local policy, and the implications for practice in your organisation.

Location: Hopwood Hall, Middleton Campus

Date: Tuesday 13th December 2011

6. Involving Young People and Parents

Explore how to meaningfully involve young people and parents in developing CEIAG provision.

Location: Wythenshawe Forum

Date: Thursday 26th January 2012

7. Labour Market Information (LMI)

Understand how LMI can support practice and be informed about the latest facts and figures.

Location: Dukinfield Town Hall

Date: Tuesday 7th February 2012

8. Learning Disabilities and/or Difficulties

An opportunity to explore resources which are available to support LDD young people, and find out how to utilise them.

Location: Henshaws Society, Old Trafford

Date: Tuesday 28th February 2012

9. Delivering Career Education in Key Stages 3, 4 and 5

Focus on what career education to deliver and where it may be best placed within the curriculum. There will also be an opportunity to look at some of the resources available to support delivery.

Location: Hopwood Hall, Middleton Campus

Date: Wednesday 25th April 2012

10. Careers Information

Look at the resources available to support CEIAG, and find out how to access them.

Location: Connexions Manchester, Wythenshawe office.

Date: Wednesday 16th May 2012

Labour Market Information & Work Matters

WORK MATTERS IN GREATER MANCHESTER

We produce LMI materials in a range of formats that are easily accessible and

appropriate to the user. Our materials can be used to improve practitioners understanding of the local, regional and national picture.

All materials will be available through Work Matters - this web based resource is available through a subscription and focuses on the Labour Market in Greater Manchester and latest news, articles, data, jobs round-ups etc. You will also be able to access copies of cnx2lmi, the Spotlight On series and power point presentations.

We can deliver presentations on LMI at parent's evenings or to staff briefings. In addition we organise an annual training event. This year's will take place at:

Location: Salford Innovation Forum

Date: Thursday 24th May 2012

Time: 9.30am - 4.00pm

Lead Manager: Kay Gregory - 0161 245 4783

kay.gregory@careers-solutions.co.uk

Other Events

LDD Conference

A chance to consider new initiatives and best practice relating to the transition of young people with learning difficulties and/or disabilities.

Location: Trinity Business Centre, Salford

Date: Thursday 15th March 2012

Time: 9.30am - 4.00pm

FE/HE Conference

This one day conference will respond to current CEIAG topics, trends and policy in the FE/HE sectors.

Location: The University of Manchester, Manchester

Date: Tuesday 19th June 2012

Time: 9.30am- 4.00pm

Products & Services

Consultancy Services

Development

We undertake audits of CEIAG with recommended actions, and can advise on your careers education programme with suggested resources to use. We also provide guidance on how to write a policy and the use of area wide prospectuses.

Information

We provide advice on sourcing, establishing and maintaining information resources appropriate to your young people's needs. We also provide training on the use of resources including e-guidance programs. Our resource library enables us to provide a loan service for key careers education and related resources to CEIAG specialists.

Lead Manager: Gareth Nixon - 0161 245 4807
gareth.nixon@careers-solutions.co.uk

Product

Curriculum Materials

We produce It's My Life.....and My Work, a well established resource, designed by teachers for teachers. It provides schools and their staff with a complete careers education and work related curriculum pack. The pack can be used with all LDD young people aged 11 to 19.

Bespoke Guides

We have been recently commissioned to produce a series of Progression Guides that offer practical information to school and college staff, so that they can support their learners more effectively.

Lead Manager: Sadie Lawty - 0161 245 4857
sadie.lawty@careers-solutions.co.uk

Inspiring IAG

Inspiring IAG is an award to recognise good quality Careers Education and/or Information, Advice and Guidance. It is for all organisations working with young people; schools, colleges, other learning providers, as well as the voluntary and community sector. The award helps ensure organisations meet national policy and guidelines, prepare



them for inspections, improve the delivery of CEIAG and as a result work towards enabling young people to make well informed, realistic decisions.

Organisations progress through three stages; Bronze, Silver and Gold to achieve the full award, with each stage being certificated. This makes it accessible to many organisations. The process helps identify areas for development as well as recognising good practice and includes a self assessment, evidence gathering and an external assessment. Over 120 organisations throughout the Greater Manchester area have successfully completed different stages of the award. For further information see www.inspiringiag.co.uk.

Lead Manager: Jane Wilkinson - 0161 245 4832
jane.wilkinson@careers-solutions.co.uk

Pricing

The cost for accessing the training, services and products outlined in this brochure are as follows:

Diploma in Career Education - £900 per student

Young People & Decision Making - £100-£400
(dependant on the course required)

Essential Guide Series - £75-£125
(dependant on the course)

Work Matters Annual Subscription -
£300 per organisation

Inspiring IAG

Bronze - £175 / **Silver** - £310 /

Gold - £675 per organisation

Consultancy / Products - Price available on request

For further information, contact Gareth Nixon -
0161 245 4807 gareth.nixon@careers-solutions.co.uk, or visit the following websites:

www.careers-solutions.co.uk

www.connexions-manchester.com

www.connexions-rochdale.com

www.connexions-salford.com

www.connexions-tameside.com



Careers Solutions is the trading name of Better Choices Limited. Providing Connexions Services in Manchester, Rochdale, Salford and Tameside and additional services to other LA areas.