

CPD Opportunities, Conferences and Events

January to July 2023

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Introduction

We are delighted to bring you our CPD opportunities, conferences, and events taking place between January and July 2023. Complete-Careers Team has over 100 years combined experience in supporting individuals and organisations to plan their career development and manage transitions. The team comprises a wealth of knowledge up to Masters level qualifications in Career Development as well as in Teaching and Assessing. Complete-Careers are members of the Career Development Institute and a Licensed Awarding Body of the national Quality In Careers Standard through the Career Mark approach.

Collectively areas of specialism within Complete-Careers include:

- quality award assessing and auditing,
- social media in career management,
- scientific career profiling,
- training and development,
- 1:1 guidance, mentoring and coaching,
- emotional intelligence,
- writing curriculum resources and materials,
- neuro linguistic programming, transactional analysis and functional fluency.

Consultancy

We can provide bespoke consultancy to accommodate specific needs around:

- OFSTED-ready audits (to assess your current CEIAG provision against OFSTED requirements and Department for Education Statutory Guidance),
- Meeting the Gatsby Benchmarks,
- Writing a careers policy,
- Planning your careers programme,
- Monitoring, evaluation and review of your careers programme for continuous improvement,
- Career Leader mentoring and support.

Should you require any further information about any of the programmes and courses mentioned in this brochure, please contact our CPD Manager, Jo Welch on joanna.welch@complete-careers.com unless advised otherwise as part of the course/event information.

Accredited courses

Level 3 Award in Information, Advice or Guidance (Gateway Qualifications)

This qualification develops face-to-face advisory skills and knowledge through practical application and experience to enhance students' career planning through improved professional competence.

The aim of this course is to:

- equip participants with the knowledge and skills to help young people make informed choices,
- develop the capacity of educational establishments to advise young people,
- encourage an integrated approach to learner support and progression.

By the end of the course, participants will:

- understand the importance of effective communication skills, such as questioning techniques and active listening,
- be able to use a structured interview model (Egan's Skilled Helper Model) in one to one working,
- have practiced using career interviewing skills through role play,
- understand equality and diversity in relation to career information advice or guidance,
- understand the importance of confidentiality, data protection and impartiality in interactions with learners,
- be aware of the boundaries of their role and how to make referrals to other key players,
- know how to agree an appropriate course of action through effective career action planning,
- understand the importance of ethical practice in relation to impartiality and autonomy.

This skills-based course is ideal for staff members including (but not limited to) careers coordinators, tutors, teachers, mentors, senior leaders, heads of year, learning support assistants, work experience coordinators, progress managers and youth workers who:

- work with students on a one to one basis imparting career related information or advice, or
- have already completed a Level 2 career-related course and wish to progress to a higher level, or
- are new to a career related role and wish to acquire or improve their one to one skills for working with learners.

Delivery method and training dates

The next course will take place on Thursday 25th May and Wednesday 7th June.

This course is delivered online over two days (usually 9.00am to 3.30pm). Delegates are provided with course materials including a comprehensive toolkit and assessment handbook together with ongoing tutor and assessor support. Please note that if you have six or more staff in your organisation who wish to access this training, it may be possible to organise a separate training event, delivered over two consecutive days at your organisation.

Cost

Standard cost: £545 + VAT (per delegate)

Cohorts of ten or more: £485 + VAT (per delegate)

Career Development Professional (Level 6) Apprenticeship

This unique programme offers a long-term ‘built-in’ solution to the provision of career guidance whilst providing participants with the skills, knowledge and behaviours required to be a successful Careers Leader in a school or college. Designed by careers and education professionals, this holistic approach enables:

- participants to prepare and implement a strategic plan for developing a careers programme in their school or college,
- participants to plan, deliver and quality assure a careers programme that ensures their school or college meets their statutory obligations,
- participants to provide impartial and independent careers guidance (1:1 personal guidance).

Furthermore, the apprenticeship recognises prior learning, so that staff who have already completed the Level 6 Careers Leadership (CEC) training, will only be required to complete the mandatory careers guidance modules.

This course is suitable for Careers Leaders, Careers Coordinators, wider careers team including work experience coordinators and careers coaches/mentors.

Learning Outcomes:

By the end of this course participants will be able to:

- develop and manage a careers programme against current national frameworks (Gatsby Benchmarks, Career Development Institute Framework),
- build and lead a strategic career plan aligned to the school’s/college’s strategic objectives,
- gain a ‘Certificate of Commitment’ from the Quality in Careers Standard and work towards the Standard,
- engage with SLT and professional colleagues to embed a whole school/college ‘intent, implementation, impact’ approach to CEIAG,
- work to ensure that the requirements of the Provider Access Legislation (sometimes referred to as the Baker Clause) are fully met,
- evidence the impact of the Gatsby Benchmarks in their organisation,
- plan and deliver client-centred one to one personal guidance that meets the career development needs of all learners,
- ensure that local, regional and national labour market information and intelligence is used to support student destinations, promote social mobility, raise aspirations, challenge stereotypes and widen participation in a range of FE and HE pathways.

Delivery Method

This course is delivered via a blended learning approach, combining face to face and remote training days, online reflective forums, study skills sessions, support from a dedicated assessor and comprehensive resources including course handbooks and suggested reading materials for each learning 'theme'.

The 'off the job' training time commitment is approximately six hours per weeks. It is essential that apprentices receive the full support of their organisation to allow them sufficient time to complete their off the job training including assessments.

Course dates

We anticipate that the next cohort will begin the Apprenticeship in Spring or Summer 2023. If you are interested in finding out more about this qualification or discussing the individual requirements of your organisation, please contact Jo Welch on joanna.welch@complete-careers.com

Costs and funding

For any organisation that pays into the Apprenticeship Levy, the tuition costs of the apprenticeship will be fully funded. For non-levy paying organisations, the cost is likely to be 10% of the total cost of the apprenticeship, which amounts to approximately £140.

Level 7 Funded Training for Senior Leaders

Complete-Careers LLP have teamed up with Causeway Education and the University of Wolverhampton to provide a Level 7 accredited course designed to support Senior Leaders to develop a strategic understanding of careers. The course enables senior leaders to investigate how outstanding careers provision can be employed as a vehicle to drive forward wider school/college improvement. Participants will examine:

- what outstanding careers education looks like and how to evaluate their current provision,
- how to shift from management to leadership, freeing up capacity for strategic action,
- where a focus on careers can support the school/college improvement plan, including an independent project prioritising a specific whole-school/college improvement objective.

The course will be delivered by expert practitioners in careers education, leadership and systems change, and provides a qualification which can be used for entry onto the MA in Education.

Course details

- Causeway Education, Complete-Careers LLP and University of Wolverhampton Institute of Education Accreditation: Level 7 (20 credits)
- Days out of school/college required (even if online): 3 days
- Course duration: 16 weeks
- No. contact hours: 36 hours
- No. self study hours: 80 hours
- No. assessment hours: 90 hours

Method of delivery

Online delivery model including three full days of learning sessions. These days include extended offline activities so participants will not spend the whole day online.

Find out more

For information on the next available start date or for further information about this course please contact Lizana Oberholzer on:

Tel: 07738079708

Email: l.oberholzer.wlv.ac.uk

Non- accredited courses

We are delighted to offer a range of short, stand-alone non-accredited courses. The table below provides an overview of each session, but if you would like further information, please contact Jo Welch on joanna.welch@complete-careers.com. Please note that all the sessions will be delivered by a senior practitioner from Complete Careers, on-line via the Teams or Zoom platform. The sessions will be recorded and made available for participants to revisit for a 6-month period.

Session name	Date/time	Cost	Description
The Role of the Careers Leader	22/2/2023 2-3pm	£25+ VAT	This course will equip participants with the knowledge, resources and contacts needed to make improvements to their careers provision and improve learners' career potential.
Meeting Gatsby Benchmark 1	7/3/23 2-3pm	£25 + VAT	Participants will gain a clear understanding of the different models they could adapt to manage their careers provision and the actions that they can take to effectively meet this Benchmark. Delegates will be: - able to understand the scope of the first Benchmark - aware of how a well-structured policy can be clear to defining it's achievement - encouraged to find some "quick wins" to attaining 100% on Compass GB1
OFSTED-ready audit of your CEIAG provision	16/3/23 3.30-4.30pm	£25 + VAT	Participants will gain a clear understanding of the requirements set by OFSTED, Statutory Guidance and Provider Access Legislation (Baker Clause). They will receive guidance on how to prepare to OFSTED to include how to ensure key documents such as the policy, programme, strategy, development plan and access statement set out clear intent, implementation and impact.
Meeting Gatsby Benchmark 4	18/4/23 2-3pm	£25 + VAT	Making distinct career links and having academic staff on board with a careers agenda can have a significant impact. This session is aimed at addressing some of the barriers to this and developing strategies and implementing creative ideas to inspire subject teachers to positively engage with careers within their lessons.
Achieve the Quality in Careers Standard with a focus on the Career Mark Approach	19/4/23 3.30-4.30	FREE	Participants will gain knowledge of: - the requirements of the Quality in Careers Standard - the assessment process using the Career Mark approach to achieving the Standard what is required in a career guidance programme to evidence these standards

Complete Careers Bi-annual Conference: Wednesday 4th May, 9.30am to 1pm

The conference will provide Careers Leaders and other careers professionals with an opportunity to hear from experts in the field and reflect on their role through exploration of relevant and topical themes following policy and research development. Participants will hear from a range of speakers and attend workshops provided by local and national practitioners that will focus on practical support to help Careers Leaders fulfil their statutory requirements and develop best practice. The conference is free to attend and whilst it is aimed at Careers Leaders, other members of learning organisations will find it useful including Careers Coordinators, Heads of 6th Form and 6th Form Coordinators, Tutors, Mentors, Senior Leaders, Subject Teachers, Heads of Department, Teaching Assistants and Career Development Professionals.

Learning outcomes

Participants will:

- receive an update on the national landscape surrounding careers to include policy, frameworks and support available,
- been introduced to practical solutions to evidence intent, implementation and impact of their organisation's careers provision.

Topics covered at previous conferences include:

- Moving Beyond Gatsby (Tristram Hoolley),
- Weaving Employability Through the Curriculum (George Fussey, Eton College),
- Is Gatsby Great for Careers Education? (David Andrews OBE),
- Establishing Intended Outcomes to Drive the Content of Careers Provision (Ryan Gibson),
- Curriculum Audit: Mapping Subject Areas to Careers Effectively (Steve Sorrento, Cliff Park Ormiston Academy).

For further information, including conference slides and recordings from 2020, 2021 and 2022 please click here: <https://complete-careers.com/courses-and-events/>

What people are saying about our conferences:

"I valued the chance to reflect on my practice, and look at my guidance interviews re enforcing the holistic approach and how triage might work."

"It was extremely helpful to have clarification on a range of key aspects of our key work in schools. It was effectively a self-checking/evaluation tool."

"Thank you for an excellent conference. I am now refreshed and inspired."

How to book onto any of our course, events or conferences

If you would like to book a place on any of our courses or events please contact admin@complete-careers.com stating the course/event name, the number of places required and invoicing information, quoting a purchase order number if appropriate.

If you would like further information about any of our courses or events or would like to discuss bespoke training needs for your organisation please contact our CPD Manager, Jo Welch on joanna.welch@complete-careers.com

Please note before booking:

- Fees for short, stand-alone sessions must be paid on booking. You will be emailed an invoice at time of booking. All invoices must be paid in line with Complete-Careers LLP payment terms. If you have any questions regarding payment of invoices, please contact accounts@complete-careers.com.
- Cancellation charges may apply to your booking. If you do not provide a minimum of seven days' notice of your intention to cancel, you may be charged the full amount for any place/s booked.
- Our short, stand-alone sessions and the Level 3 Award in Information, Advice or Guidance course all require a minimum of participants to run. If we do not receive the minimum number of bookings required, the session/course may be cancelled. We will provide a minimum notice period of one working week and you will receive a full refund of any course fees already paid.