



Empowering people to make successful transitions and achieve their career potential

**We are delighted to welcome you to the
Complete Careers:**

**‘Work Readiness – may the
force be with your learners’**

Thursday 4th May 2023

9.30am –1.00pm

**enquiries@complete-careers.com
www.complete-careers.com**

Conference Theme:

'Work readiness – may the force be with your learners'

We (yet again) have updated statutory guidance for careers (January 2023, Careers guidance and access for education and training providers) and we are 10 years on from when 'Gatsby' was first introduced to the careers vocabulary. This conference will celebrate the success of all that has been achieved, but ask the question: are we doing enough to enable our learners to become 'work ready'?

Careers education and guidance can have a significant impact on a learners' mental health and wellbeing. It also has a vital role in supporting social mobility and social justice. For most in policy and wider society however careers education and guidance is about preparing young people to the world of work. With careers education and guidance undervalued and misunderstood, this conference will shine the spotlight on work readiness to help improve our offer to learners and develop the impact of our work in society.

In preparing young people for work we often talk of 'essential skills' or 'employability skills'. This conference questions the value of this approach and introduces a broader concept of individual agency and empowerment underpinned by a full understanding of what it means to be 'work ready'.

This no cost conference will provide Career Leaders with an understanding of the existing evidence of impact for work readiness. It will explore the views of employers and young people from recent local and national research projects including Luton Careers Hub and the Local Skills Improvement Plan.

The conference will consider all career related national policy and practice with a focus on the individual learner with contributions from:

- The Careers and Enterprise Company – Ready for the Future: A review of Careers Education in England
- The Career Development Institute – How the Career Development Framework supports work readiness
- Luton Careers Hub – Work readiness research project

The conference workshops will introduce you to simple and effective methods you could introduce to develop and quality assure your learners' work readiness.

These include:

- Careers Guidance – Utilising your Careers Guidance Practitioner to measure work-readiness.
- Focus groups – can learners 'talk the talk'?
- Turning the table – what can meaningful encounters tell you about your learners?

The conference will run remotely through Zoom, a user-friendly, effective platform. There will be opportunities for interaction and to post questions to speakers, as well as regular screen breaks.

Conference Instructions

How to Join the Conference

1. Before the conference please register. You can register at anytime in advance, but we recommend **at least 20 minutes before** using the link below
<https://us02web.zoom.us/j/87185235102?pwd=NURBWTg5bEZ4eDlhK1BBci84QnEwUT09>

After registering, you will receive a confirmation email containing information about joining the meeting.

2. Upon entry your microphone will be automatically muted and video turned off.
3. If you have any problems accessing the meeting please contact:
admin@complete-careers.com

Zoom Etiquette

During the conference please keep your microphone and video switch off. If you have any questions please feel free to use the chat feature and we shall answer them.

You can also share your thoughts, questions and reflections live on our Twitter feed: **#CCLLPC23** please use **@CompleteCareer** and we will monitor and feed into the conference.

If you want to read more on Zoom etiquette then please click here:
<https://blogs.otago.ac.nz/zoom/zoom-etiquette-attendee/>

Post-Conference

After the conference, we shall circulate any supporting documents to include speaker slides and references used throughout the conference. We will also share a link to the recording of the conference.



Conference Agenda

Twitter feed: [#CCLLPC23](#)

- 9:20** **Electronic arrival and registration**
- 9:30** **Welcome and scene setting** – Complete-Careers LLP
- 9:45** **Nicola Hall** Careers and Enterprise Company – Ready for the Future: A review of Careers Education in England
- 10:15** **Sajda Rauf** Luton Council – Work readiness research project
- 10:45** **Screen/Comfort Break**
- 11:00** **David Morgan** Career Development Institute – Using the CDI framework to build work-readiness and broader competencies
- 11:25** **John Ambrose** Complete-Careers – Career management cycle
- 11:50** **Screen/Comfort Break**
- 12:00** **Workshops: three approaches to quality assure work-readiness**
- 12:15** **Speaker panel questions**
- 12:50** **Summary** – Review of conference themes and possible next steps
- 13:00** Conference close

Keynote Speakers

Nicola Hall

Nicola is the national Director of Education for The Careers & Enterprise Company and formerly the headteacher of two secondary schools in the North West – one as founding principal of a Studio School and the second an 11-16 inclusive community high school. Her role focusses on raising the quality and impact of careers education across England; elevating the professional status of Careers Leaders through tools, training, and support, developing impact aligned to the Gatsby Benchmarks and the national engagement of all education sectors including primary, secondary, special education, alternative provision and further education and skills. She is driven by the development of a high quality and inclusive careers education offer for all.

Synopsis of talk: Ensuring learners are Ready For The Future

Nicola will provide a national update of careers education following the recent publication of the Careers & Enterprise Ready for the Future Report. The keynote will focus on key strategic priorities for the year ahead and the further development of impact systems and the current direction of development for Careers Leaders and the wider education workforce.

Sajda Rauf, Strategic Lead for Careers Education, 14-19 team, Luton Council

Sajda joined Luton Council's 14-19 team in June 2013 after having 10 years of experience providing careers education and guidance to young people and adults. Having the lead for careers she has the responsibility to ensure the local career offer is accessible, efficient, effective and meets the needs of the local residents and economy. Ongoing relationship management with partners and stakeholders and monitoring performance to test the integrity and quality of the career offer.

Synopsis of talk

In Luton, schools and colleges have seen progress in the achievement of the Gatsby Benchmarks. The council commissioned Complete-Careers LLP to carry out an independent review of career programmes on employability skills and work readiness with a focus on learner voice. Sajda will share the findings, recommendations and plans for the next steps.

David Morgan, Chief Executive, Career Development Institute (CDI)

David joined the CDI in April 2021 after a decade working in education, first at City & Guilds then at AQA, bringing experience of both the vocational and academic arenas. As Chief Executive of the CDI he is responsible for steering the UK-wide professional body for the career development profession, delivering services and support for CDI members and championing career development with stakeholders and the public. David is a member of the Board of Careers England and represents the CDI on the Career Development Policy Group. He is also the Chair of Trustees for Climate Ed, a climate education charity, and Vice Chair of The Rainforest Foundation, protecting the rights of indigenous people to sustainably manage the rainforests they inhabit.

Synopsis of talk

The Career Development Framework has been developed to complement the Gatsby benchmarks and help schools and colleges create careers programmes that achieve valuable outcomes for their students. David will introduce the Career Development Framework in the context of the careers system in England and explore keyways the Framework can support you in developing your careers strategy and implementing effective delivery.

John Ambrose MA RCGP

John is a Partner and Strategic Director of Complete-Careers Limited Liability Partnership. He has over 20 years experience as a career development consultant, lecturer, trainer and practitioner. John has a national profile, including a 2010 secondment to the Department for Children Schools and Families. He is the Lead Director for Career Mark/Complete-Careers - A Licensed Awarding Body for the national Quality in Careers Standard, and in December 2021 became a Board Member of the Career Development Institute. John became a published author in May 2018 with the Bonkers Book of Jobs, a creative and informative approach to career learning for learners aged 8-13 years old. John is a Registered Careers Guidance Practitioner and completed his Masters in Careers Guidance with commendation in 2013.

Synopsis of talk

John will share insight to what Career Practitioners do in guidance helping conference participants to understand what good guidance looks like and the process a practitioner will go through with your learners. The session will enable you to reflect on your careers programme and if it is equipping learners to be effective career managers.

Sharing Practice and Resources Workshops

At the conference workshops will introduce you to some practical considerations to help quality assure your existing careers programme's impact on career and work readiness. You can select only one of the three workshops where you will be split into 3 smaller groups and will have the opportunity ask questions. The workshops will be recorded allowing you to attend the other sessions later. Please see below more information on each of the three workshops:

Breakout group 1: Careers Guidance - Utilising your Careers Guidance Practitioner to measure work-readiness. Facilitator Jenny Beaumont, Complete-Careers.

The session will build on the theme explored on guidance in the main conference but will highlight how the careers programme can better support the guidance process. It will also provoke thoughts as to how you could utilise your Guidance Practitioner to give you feedback on learners career and work readiness.

Breakout Group 2: Focus groups – can learners ‘talk the talk’? Facilitators Janet Hutchinson and Tracey Taylor.

Janet and Tracey will explore how focus groups can go far beyond survey data and help to create a better tool to gain feedback on the impact of the careers programme on career and work readiness. Focus groups are central to the assessment for the Quality in Careers Standard and the session will enable attendees to discover more about the process of the award and the value of the feedback from the assessor following the focus group sessions with your learners.

Breakout Group 3: Turning the table – what can meaningful encounters tell you about your learners? Facilitators Tony Dawson and Marianna Peat, Travis Perkins Group.

Tony and Marianna can share feedback on the barriers and pitfalls they face in the recruitment process of young people. Their roles also involves a great deal of school engagement and they will share what type of school employer events work and those that don't. Tony and Marianna will also help you consider how you could ask employers to feedback more on your learners' career and work readiness.

Complete-Careers Free Quiz [Complete Careers – Give your students outstanding careers education, information, advice and guidance \(complete-careers.com\)](https://complete-careers.com)

The Complete-Careers quiz is designed to help people from aged 14 plus to find out about themselves to help their **career readiness**. By completing the quiz people will learn about their personality, discover the type of work tasks and environments that suit them best and receive information about possible career areas that may match their profile.

The quiz should take no more than 15 minutes to complete and free lesson plans are available to support educators to use with learners before, during and after taking the quiz to make the most of the activity. Adults will find the quiz equally as useful to help their career planning.

More about profiling

This quiz is based on Myers Briggs profiling. Myers Briggs Type Indicators (MBTI) were devised by mother and daughter team, Katherine Cook Briggs and Isobel Briggs Myers. Although not formally educated in psychology they were interested in different personalities and the work of Carl Jung. MBTI identifies 16 possible personality types, each combining different combinations of four personality traits.

The original full MBTI was designed in the belief that knowledge of personality preferences would help women entering the workforce to identify the sort of war time job that would be most suited to them.

It is important to realise that the quiz measure preference rather than aptitude and should not limit people's belief in developing themselves.



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**For more information contact Complete-Careers LLP
on 01522 262922 or email:
admin@complete-careers.com.**

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Achieve The Quality in Careers Standard Award using the Complete-Careers/ Career Mark approach

First created in the mid 90s Career Mark has an excellent reputation in supporting learning providers to quality assure and continually develop their careers programme. Complete Careers is a Licensed Awarding Body for the Quality in Careers Standard through its unique Career Mark approach. It is recognised nationally and internationally with coverage across England. The award is fully aligned to the Gatsby Benchmarks, ensures compliance with the statutory guidance and provides evidence for Ofsted.

Strengths and unique aspects of the Career Mark approach include:

- Clear criteria within our four standards - 'We commend the direct and explicit statements of your requirements' (Quality in Careers Standard)
- Dedicated support available through the members area of the website - 'The award has undoubted value as a development tool – it assists schools to plan, audit and review leading to school improvement' (Quality in Careers Standard)
- Member access to no cost training days and webinars to help you work towards the standards
- Career Mark Primary - providing a framework to support transition arrangements from foundation to key stage 5
- An assessment dedicated to checking learner outcomes from the programme providing quality triangulated feedback to help develop programmes.

The Career Mark: approach process

1. Register as a member on the website and pay 50% of your award cost (£637.50 plus VAT). You will receive a certificate of commitment from the Quality in Careers Standard once registered (by providing evidence of a recent Compass assessment).
2. Access resources: as a member you have access to a wide range of resources on the website, as well as the criteria, description grids and guidance on how to complete them. You will also have access to free training and webinars to help you work towards achieving the standard.
3. Complete the Career Mark description grids and provide supporting evidence for each of the Standards:
 - Management - how you plan, manage, review and evaluate your careers provision (Gatsby benchmarks 1, 3, 4 and 7)
 - Career Learning/Curriculum – a planned programme of career learning based on identified national learning outcomes (Gatsby benchmarks 1, 2, 4, 5 and 6)
 - Information – access to appropriate and up-to-date career-related information (Gatsby benchmarks 2,3 and 7)
 - Advice and Guidance - one-to-one careers guidance for learners in your organisation (Gatsby benchmark 8).
4. Once you have completed the description grids and have collated the supporting evidence you can request an assessment. The assessment fee is £1275 plus VAT for the first assessment (every re-validation thereafter costs just £750 plus VAT).
5. You will provide an allocated assessor with an Introduction to your organisation, your completed description grids and access to your supporting evidence prior to confirming a remote assessment day.
6. Assessment day: an assessor will spend a day interacting with your learners across the year groups. This is to check learners are achieving the identified learning outcomes of the programme.
7. On completion you receive a comprehensive report including recommendations for development, a plaque, certificate and Quality in Careers Standard and Career Mark logos for display and use.

CAREERS PROFESSIONAL LEVEL 6

UNIQUE CAREERS DEVELOPMENT APPRENTICESHIP

WHY ENROL?

- Designed by careers and education professionals for schools and other education providers
- Delivery, assessment and training through our partner, Complete Careers, who have a national reputation for excellence in careers development
- A hybrid qualification for both careers/personal guidance and careers leadership completed over a period of 21-24 months
- Gain a Level 6 Diploma in Career Guidance and Development and the Apprenticeship accreditation
- Registration as a CDI Careers Development Professional and achievement of a nationally-recognised certificate in careers leadership
- Accredited qualifications in Level 2 Safeguarding, Prevent & British Values
- Combines face-to-face training, residentials, live online learning, distance learning plus peer and tutor support
- The apprenticeship will typically take 21 months to complete
- Recognition of prior learning: if you have already completed the Level 6 Career Leadership (CEC) training, you can 'top up' with the mandatory careers guidance modules

BENEFITS TO PARTICIPANTS

- Participants learn with others in comparable/complimentary roles, providing peer support and knowledge and ideas transfer
- Strengthens the relationship between careers education, information, advice and guidance
- Supports quality assurance of careers programmes creating evidence for Ofsted, Matrix and the national Quality in Careers Standard
- Cohort size enhances the overall learning experience and support provided
- Discount on registration for the Quality in Careers Standard using the Career Mark approach as well as other Complete Careers training and resources



FOR MORE INFORMATION:

General enquiries: prioryapprenticeships@prioryacademies.co.uk or 01522 889297

Content and course curriculum enquiries:
Joanna.welch@complete-careers.com or 01522 262922

Information, Advice or Guidance

Level 3 Award



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

Standard cost: £545 + VAT
(per delegate)

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

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.

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.

Delivery

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



For more information

email: admin@complete-careers.com

phone: 01522 262922

website: <https://complete-careers.com/apprenticeship-and-courses/>