

Complete-Careers CPD and INSET

www.complete-careers.com

COMPLETE

C A R E E R S

Owners of:

Preferred trainers for:



Introduction

Please find enclosed details of the Complete-Careers courses for September 2018 through until July 2019. The courses are delivered by the Complete-Careers team. Complete-Careers have introduced a Careers Hub for 2018/19 to support learning providers to progress towards the Gatsby Benchmarks as well as broader career developments. Please contact us if you would like more information. We are pleased to be able to offer the CPD courses this year at a discounted rate to Careers Hub members.

The Complete-Careers Team has over 50 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 and preferred suppliers of training for the Career Development Institute and owners of Career Mark, A Licensed Awarding Body of the national Quality in Careers Standard.

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

Please consider this document alongside the Complete-Careers guidance packages, which can be found at:

<http://www.complete-careers.com/services/learning-providers-2/>

If you have purchased a guidance package from Complete-Careers you are entitled to discounted course fees. **If you have learners in your organisation that meet the National Collaboration Outreach Programme criteria you may be able to receive financial support towards our courses through LiNCHigher. Please contact your local Area Engagement Officer for more details.**

If you would like more information about any of the courses, or would like to arrange bespoke training in your organisation, please contact:

John Ambrose
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07837915259 / 01522 583959

or

Janet Hutchinson
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To apply for a course please complete the 'return slip' located at the back of this brochure for each course you would like to attend and return to us via email to enquiries@complete-careers.com as soon as possible.

Complete-Careers CPD and INSET Overview

Date	Event Title	Venue	Cost	Page
31/10/2018	Career Leaders – Everything you Need to Know	Lincs – TBC	Careers Hub member: £95 Non-member: £125	5
22/11/2018	Achieving Gatsby Benchmark 1 – Stable Careers Programme	Lincs – TBC	Careers Hub member: £95 Non-member: £125	6
11/12/2018	Achieving Gatsby Benchmarks 2 and 4 – Labour Market Information and Linking Curriculum Learning to Careers	Lincs – TBC	Careers Hub member: £95 full day or £60 half day Non-member: £125 or £75 half day	7
30/01/2019	Career Mark – Meeting the Standard	Lincs – TBC	Careers Hub member: £95 Non-member: £125	8
28/02/2019	Achieving Gatsby Benchmarks 3 and 8 Addressing the Needs of Each Pupil and Personal Guidance	Lincs – TBC	Careers Hub member: £95 full day or £60 half day Non-member: £125 or £75 half day	9
28/2/2019	Achieving Gatsby Benchmarks 5, 6 and 7 - Employer Encounters, Experiences of Workplaces and Encounters with FE and HE	Lincs – TBC	Careers Hub member: £95 Non-member: £125	10
28/03/2019	3rd Annual Complete-Careers Conference	TBC	Career Hub Member £95 Non-member £115	11

Standard rate VAT applies to all costs above.

ACCREDITED CAREERS COURSE

Course Title	Date: Day 1	Date: Day 2	Venue	Cost	Page
Level 3 Award in Careers Information and Advice	<u>Day 1</u> February 2019	<u>Day 2</u> March 2019	Lincs - TBC	£545 plus VAT	12

Course Title	Dates	Venue	Cost	Page
QCF Level 6 Leadership in Careers and Enterprise	3 delivery dates	TBC	£1025	13

COMPLETE-CAREERS HUB MEETINGS

Autumn Term	Winter meeting	Spring Term	Summer Term	Page
Week commencing 1/10/2018 Venue TBC	Week commencing 10/12/2018 Venue TBC	Week commencing 4/3/2019 Venue TBC	Week commencing 24/6/2019 Venue TBC	14
These events will be provided at no cost. Please contact us if you are able to host a meeting.				

Career Leaders – Everything You Need to Know for the Role

Wednesday 31st October 2018 9.30 – 3.30

Target Group

Staff who are new to or seeking a refresh in leading, managing, co-ordinating, delivering or supporting careers within their learning environment.

Aim

To give participants a clear understanding of their role within careers guidance, as well as to outline learning providers' careers related statutory duties.

Description

The role of coordinating careers delivery within a learning provider is complex, involving a number of duties to fulfil the role. This course will equip participants with the knowledge, resources and contacts needed to make improvements to their careers provision and improve learners' career potential.

Learning Outcomes

Participants will have:

- understood their organisations' careers statutory duties
- explored the complexity of their role within careers in their organisation.
- been introduced to recommended learner outcomes for Careers, Employability and Enterprise learning in years 7-13
- identified a range of hard copy, electronic and on-line career information resources that will support careers delivery.

Methods of Delivery

PowerPoint presentation, large group discussions, small group exercises and activities, browsing of resources and sharing of best practice.

Cost

There is a £95 - £125 plus VAT charge for this course.

Delivered by:

Complete-Careers Team

Achieving Gatsby Benchmark 1 – Stable Careers Programme**Thursday 22nd November 2018 – 9:30 – 3:30****Target Group**

Staff who are involved in leading, managing, co-ordinating, delivering or supporting careers within their learning environment.

Aim

To help participants understand what is meant by a stable careers programme. How to identify appropriate elements linked to specific learning outcomes and the importance of monitoring review and evaluation.

Description

Although the Gatsby Foundation state that no one benchmark is more significant than the others, Gatsby Benchmark 1 provides the foundation to build the other benchmarks and broader components of an effective career programme. This course will provide participants with all the information, tools and resources to implement a stable careers programme.

Learning Outcomes

By the end of the day participants will be able to:

- Explain why benchmark 1 underpins the other seven benchmarks to enable them to ensure they can put the case Senior Managers to provide explicit support for it
- Describe the elements that make up a stable careers programme and the importance of a suitably trained person to lead and manage the programme
- Identify frameworks that provide career learning outcomes
- Identify resources and use knowledge of their organisation's learners to develop an action plan to implement a stable careers programme and share it effectively with students, parents/cares, teachers and employers
- Identify a variety of methods to monitor, overview and evaluate a careers programme using feedback from all the above stakeholders.

Methods of Delivery

PowerPoint presentation, large group discussions, small group exercises and activities, browsing of resources and sharing of best practice.

Cost

There is a £95-125 plus VAT charge for this course.

Delivered by:

Complete-Careers Team

Achieving Gatsby Benchmarks 2 – Labour Market Information and 4 – Linking Curriculum Learning to Careers

Tuesday 11th December 2018 9:30 – 3:30

Target Group

Staff who are involved in leading, managing, co-ordinating, delivering or supporting careers within their learning environment.

Aim

This course will equip participants with the knowledge and skills to know about all learning pathways from 14+, where to find local and national Labour Market Information and Intelligence and ensure these are shared with all learners appropriately and highlighted to parents and carers to meet their needs. It will also equip participants with a range of ideas and awareness of resources to ensure that they can support all teachers to link their subject to careers through transferable, subject specific and employability skills to ensure all learners understand the value of all subject learning.

Description

Gatsby Benchmarks 2 and 4 include some of the big challenges for Careers Leaders highlighted by the key questions below:

- How can we ensure learners and their parents and carers are aware of all learning pathways from 14 and impartially help them to identify the most appropriate route/routes for each learner?
- How can we help learners to find, understand and use local and national Labour Market Information and Intelligence to help them make appropriate learning and career choices?
- How can we ensure all subject teachers link subject learning including transferable and employability skills to careers and help learners to understand the value of subjects for different pathways and careers?

The course will help answer these questions and help participants to identify what they need to do to achieve Benchmarks 2 and 4 in their organisation.

Learning Outcomes

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

- Identify the full range of learning pathways for learners from 14 locally and regionally
- Access up to date local and national Labour Market Information and Intelligence
- Work with their subject staff to help them to identify transferable and employability skills for all subjects as well as direct links between specific subjects and different learning pathways and careers.

Methods of Delivery

PowerPoint presentation, large group discussions, small group exercises and activities, browsing of resources and sharing of best practice.

Cost

There is a £60-£125 plus VAT charge for this course.

Delivered by: Complete-Careers Team

Career Mark – Meeting the Standard

Wednesday 30th January 2019 9:30 – 3:30

Target Group

Career Leaders, Careers Co-ordinators, Careers Deliverers, Careers Development Professionals, Progress Managers, Year Co-ordinators/Heads of Year, Tutors, Mentors, Senior Leaders and Teaching Assistants.

Aim

To help participants understand the requirements of Career Mark and consider all the elements required in their career guidance programme needed to achieve the Quality in Careers Standard award.

Description

Career Mark has four standards: Management, Curriculum, Advice Guidance and Support and Information which are evidenced in a portfolio. The course will help participants to understand what is required within their organisation to meet these standards and to have an awareness of what the Career Mark Assessor will be looking for to evidence the required learning outcomes whilst working with learners during an assessment visit.

Learning Outcomes

Participants will have:

- a knowledge of the four Career Mark standards
- an understanding of what is required in a career guidance programme to evidence these standards
- been introduced to some good practice career education learning outcomes
- considered what they will need to review, develop and evidence to achieve the Career Mark standards
- an understanding of how a Career Mark assessor assesses their portfolio and carries out an on site assessment

Methods of Delivery

A range of methods and resources will be used that will include whole, small group work and practical activities.

Cost

There is a £95-£125 plus VAT charge for this course.

Delivered by:

Complete-Careers Team

Achieving Gatsby Benchmarks 3 – Addressing the Needs of Each Pupil and 8 – Personal Guidance

Thursday 28th February 2019 9:30 – 3:30

Target Group

Staff who are involved in leading, managing, co-ordinating, delivering or supporting careers within their learning environment.

Aim

This course will equip participants with the knowledge and skills to implement a careers advice and guidance system in their organisation to include full tracking, monitoring and recording. It will explore the models of advice and guidance and the distinctions between the roles to enable participants to implement the most appropriate strategy to meet the needs of their learners.

Description

Gatsby Benchmarks 3 and 4 contain some of the biggest challenges for Careers Leaders highlighted by the key questions below:

- How do we keep a record of advice and guidance for each pupil and how do we ensure learners have access to their record?
- How are we supposed to keep track of where our learners are up to 3 years after they left our organisation?
- How can we possibly provide Personal Guidance for all our learners before the end of key stage 4 and again by the end of key stage 5?

This course will answer the above questions as well as helping participants to select the right approach to personal guidance to meet the needs of the learner and the organisation.

Learning Outcomes

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

- Define Careers Guidance and how it differs to Careers Advice to include the levels of qualification, professional register and code of ethics
- Recognise how advice and guidance can raise aspirations and challenge stereotypical thinking
- Identify models of recording advice and guidance (to include intended and actual destinations) for each learner and enabling learner access to their record
- Identify the triage model and how Personal Guidance can be supported by a Careers Support Assistant
- Consider the criteria for commissioning guidance providers to include contract law, management arrangements, documenting a contract, information sharing, operational arrangements, professional standards, procedures etc. reviewing contracts (including stopping a contractor's work)

Methods of Delivery

PowerPoint presentation, large group discussions, small group exercises and activities, browsing of resources and sharing of best practice.

Cost

There is a £60-£125 plus VAT charge for this course.

Delivered by: Complete-Careers Team

Achieving Gatsby Benchmarks 5 – Employer Encounters, 6 – Experiences of Workplaces and 7 – Encounters with FE and HE**Wednesday 13th March 2019 9:30 – 3:30****Target Group**

Staff who are involved in leading, managing, co-ordinating, delivering or supporting careers, enterprise and/or work-related learning within their learning environment.

Aim

This course will equip participants with the knowledge and skills to provide a series of guest speakers and visits and embed effectively into their careers programme. Participants will benefit from hearing from a range of speakers who can come into their organisation to deliver session to their learners.

Description

Gatsby Benchmarks 5,6 and 7 contain a series of quantitative measures that initially seem most challenging and perhaps unrealistic for Careers Leaders highlighted by the key questions below:

- How do get employers in to speak to our learners to make sure that each learner receives at least 1 employer encounter each year from year 7-13?
- How do we provide our learners with at least 1 experience of a workplace before the end of key stage 4 and a further experience before the end of key stage 5?
- How do we ensure provide learners with the full range of progression opportunities before the end of each key stage to include appropriate speakers/encounters and visits?

This course will answer the above questions as well as helping participants to select the right approach to personal guidance to meet the needs of the learner and the organisation.

Learning Outcomes

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

- Identify the range of methods and make effective plans for providing learners with at least 1 employer encounter per year group
- Identify what constitutes a 'workplace experience' and how they can provide learners with such an experience before the end of key stage 4 and again before the end of key stage 5
- Define their statutory duty in relation to providing access to education and training providers and how to publicise this appropriately
- Identify a range of speakers and services who can come into their organisation to speak to their learners
- Identify how to record encounters and workplace experiences appropriately and how to embed a series of speakers and visits into a planned programme of career learning.

Methods of Delivery

PowerPoint presentation, large group discussions, small group exercises and activities, browsing of resources and sharing of best practice.

Cost

There is a £95-£125 plus VAT charge for this course.

Delivered by: Complete-Careers Team

Complete-Careers 3rd Annual Conference**Thursday 28th March 2019 – 9:30 – 3:30****Target Group**

Careers Leaders, Careers Co-ordinators, Year 12 and 13 Co-ordinators / Heads of 6th Form, Tutors, Mentors, Senior Leaders, Subject Teachers, Teaching Assistants and Career Development Professionals

Aim

To provide a physical forum for the Complete –Careers Guidance Network/Hub and provide relevant and up to date keynote speakers and a range of informative workshops

Description

The conference will provide an opportunity for career professionals to meet and for personal and professional development to take place along with a range of networking opportunities.

Learning Outcomes

Participants will have:

- Considered the content of Keynote addresses
- Have knowledge of recent Career Mark developments
- Accessed a range of relevant workshops
- Opportunities to network with fellow professionals.

Methods of Delivery

Presentations, group discussions, group activities, familiarisation of resources and opportunity to ask questions and network.

Cost

There is a charge of £95 - £115 plus VAT for this course

Delivered by:

Complete-Careers Team

Level 3 Award in Information and Advice

<u>Day 1</u> February 2019 – Date and venue TBC	<u>Day 2</u> March 2019 – Date and venue TBC
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Target Group

Careers Co-ordinators, Careers Deliverers, Careers Development Professionals, Progress Managers, Year Co-ordinators/Heads of Year, Tutors, Mentors, Senior Leaders, Teaching Assistants and Youth Workers.

Aims

The aims of the course are 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.

Description

The programme encourages participants to develop new face-to-face advisory skills and knowledge through practical application and experience and to enhance their students' career planning through improved professional competence.

Learning Outcomes

Participants will have:

- gained an understanding of the destinations of young people post 16
- explored how careers learning programmes can be developed to incorporate labour market information
- careers interviewing skills
- used a skilled helper model to identify problems and possible solutions
- practiced a structured style of careers interviewing
- an awareness of the need for appropriate referral processes
- produced an agreed action plan within an interview structure
- an increased awareness of how to organise and maintain Careers resources
- an increased knowledge and understanding of information resources
- an understanding of referral processes to the careers key players
- skills to successfully action plan with students.

Cost

There is a £545 plus VAT charge for this qualification

QCF Level 6 Leadership in Careers and Enterprise

Complete-Careers LLP is working in partnership with Futures Professional Development Centre an assessment centre to provide the QCF Level 6 Leadership in Careers and Enterprise course.

Careers Guidance is a key theme in Ofsted's criteria for schools and colleges. With the 2018 statutory guidance for Career Guidance published, your school's careers programme is now of central importance.

Our QCF Level 6 Leadership in Career and Enterprise course is specifically designed for those who are responsible for, or contribute to, careers programmes in schools, colleges and universities. Participants will work towards the following QCF Level 6 OCR units:

- Plan, design and improve your career programme
- Develop the knowledge and skills to lead and manage career learning and progression in your organisation
- Critically assess careers programmes against quality standards.

The course consists of three stimulating and thought provoking training days led by Complete-Careers LLP careers guidance specialists, which will enable learners to develop their knowledge and skills by:

- increasing understanding of Careers Guidance policy and practice
- identifying the rationale and key components of career programmes in schools and colleges
- gaining a comprehensive understanding of how to lead and manage Careers Guidance in schools and colleges effectively
- reviewing and developing their programmes of Careers Guidance
- evaluating and quality assuring careers guidance programmes

Ideal candidates for the course include:

- careers leaders in schools and colleges
- teachers and others involved in careers work
- careers advisers working in schools and colleges

What our candidates have said about this course

'It has been a pleasure to take part in this learning and it has encouraged me to explore further learning to support my role in CEIAG. Thank you.' (Alison Bingham, Bulwell Academy)

'Inspirational and rewarding experience, I look forward to continuing my studies towards my Level 6 qualification. Great organisation and planning by Liz Walters and Tracie' (Fiona Farmer, Toot Hill Academy)

'I thoroughly enjoyed the course and have found it very useful and reassuring to know that our careers and employability strategy is up to date and based on all of the relevant research and guidance. The opportunity to work with colleagues in similar roles at different schools across the city was also a valuable experience. Thank you' (Sian Gresswell, Greenwood Academies Trust)

On completion of the 3 units, candidates will be entitled to apply for the Careers Development Institute 'Certificate in Careers Leadership'

Next programme starts: October 2017

To find out more go to the [Futures Advice website](#) or contact Liz Walters on 0115 9601287

Cost: £875 (+ VAT reclaimable by your institution) + £150 for accreditation

CEIAG Network Group
Week commencing 1/10/2018
Week commencing 10/12/2018
Week commencing 4/3/2019
Week commencing 24/6/2019

Each event will run for no longer than 3 hours

Target Group

Careers professionals at all levels and others with an interest in supporting the successful transition of learners through learning and into work

Aim

To provide a semi-formal forum for networking and professional development to support career professionals and other relevant staff.

Description

Semi-formal chaired meetings run by one of the Complete Careers Partners. These meetings provide opportunities for career professionals and other to:

- meet and network with other professionals
- obtain national and local updates
- share good practice
- make progress towards achieving the 8 Gatsby Benchmarks and their statutory duties
- have access to a range of speakers.
- to host other professionals within their organisation
- raise issues they may face in their working environment and try to identify potential solutions

Method of Delivery

Chaired meeting, speakers and networking opportunities

Cost

No cost

Delivered by:

Complete Careers Team

Return Slip

*To apply for a course please complete the 'return slip'
for each course you would like to attend.*

Course	
Institution	
Name	
Role	
Please indicate any special dietary / access requirements	
Email address	
Invoice details	

*Please email your reply to **Complete-Careers:**
E-mail: enquiries@complete-careers.com
Or submit via an enquiry at www.complete-careers.com*

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