

Careers, Education, Information, Advice & Guidance (CEIAG)

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There will be three main routes for learners to be seen by an adviser.

Learner Contact –
general enquiries

Tutor referral –
directly from a course

21 - 22
POS CEIAG/Tutorial/CDI
Programme

CEIAG Process – Adults

Pre-course CEIAG is shared through Tutors and Curriculum Managers. If a learner requires more detailed information then they are referred to the Careers Team

1. The Careers Team contacts and arranges an appointment.
2. A meeting is held and information recorded. There may be actions for both parties to follow up in which case ...
3. A follow up meeting is arranged. Points 2 and 3 may need to be repeated for some clients.
4. Follow up with client for progression and destination information.

Adults 21-22 Programme

Essential Employment Skills (EES) This is a 6 week programme. Learners will receive careers related support through their tutor, through discussions and research. A collection of other resources are available from the Careers Team, alongside the option to have an individual meeting with the Careers Adviser.

Skills for Independent Living Skills (S4IL) Learners will have access to careers related learning and research through their tutor. A collection of other resources is available from the Careers Team, alongside the option to request an individual meeting with the Careers Adviser.

All mainstream learners will have access to careers related learning and discussions through their tutor. Extra resources and information are available from the Careers Team as well as through careers displays in specific learner areas.

Programme of Study (POS) Tutorial/CEIAG/CDI Meetings

This is a year-long course and each learner will be met up to 5 times throughout that time. These meetings will consist of a mix of group sessions and 1 to 1 that will incorporate the CDI Careers Development Framework, Tutorial and CEIAG discussions.

Individual meetings requested by the learner will be arranged and agreed with the learner and staff member.

Learners have access to career related displays in both main centres.

All Tutorial/CEIAG/CDI reports are stored on Sharepoint in the POS Tutorial tile.