

## 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 through reception  
or first contact phone call

### Tutor referral –

directly from a course

### POS - 1 to 1 career

Interviews 3 times a year  
or personal request

### CEIAG Process – Adults

Pre-course CEIAG is shared through Tutors, Curriculum Managers and Reception staff. 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.

### Adult Learner Programmes

**Main Stream and EES – Pre-course information is available through the ATTFE web site as an online enquiry form. Primary careers related support will be through the learner's course tutor, and this will include discussions and research. During the Induction process tutors will share a presentation supplied by the careers team. It includes details of the Careers Adviser and other CEIAG related material with links to web sites for further information. Displays are accessible in learner areas where information is regularly updated. A collection of other resources is available from the Careers Team, alongside the option to request 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; this will focus on learners developing skills to support independent living and where possible relate to volunteering or work opportunities as appropriate. A collection of resources is available from the Careers Team, alongside the option to request an individual meeting with the Careers Adviser.

### Programme of Study (POS) 1 to 1 Careers Interviews/CDI Careers Framework

Pre-course information is available through the ATTFE web site and the online enquiry form. Each learner will be seen 3 times throughout the academic year. December, March and June. There will be a fourth and 5<sup>th</sup> session for those who require further assistance. All discussions are recorded on PICS, our data management system.

The CDI Careers Development Framework of 6 elements, will be delivered in 6 sessions across the academic year.

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

Further resources are available through display boards in learner areas, from the Careers Team and via the ATTFE web site. Learners have access to career related displays local to their teaching space.