

## Achieve Training Careers Education Programme Statement

Careers education, information, advice and guidance is delivered through Achieve Training's overarching learner development and wellbeing programmes. With full support from the Leadership Team and Board along with regular consultation and evaluation from stakeholders; we aim to ensure that at the heart of our plans, is a varied programme of classroom sessions, online learning, activities, visits and experience that safeguard our trainees, develop skills and self-awareness, support decision making and motivate our young people to aspire to a positive future.

*Mission/Aim:* To support and guide the development of the social and employability skills, attitudes, behaviours and knowledge required to enable our learners to positively progress into the next stage of their education, training or employment.

### **Objectives:**

- Increase learners' self-awareness, motivation for progression and confidence.
- Develop learners' awareness of employer expectations, appropriate workplace behaviours and individual working rights and responsibilities.
- Develop learners' awareness of the local and national labour markets to support their career decision making and the skills enabling an ability to search, apply and interview for progression opportunities.
- Provide opportunities to develop learners' understanding of enterprise.
- Develop other skills and an awareness of values required to function as an active member of society and keep themselves safe.

### **Responsibility/ Accountability:**

Achieve Training's Careers & Wellbeing Lead will have responsibility for managing the implementation of all aims and objectives and regular review of the programmes impact and effectiveness. This will be overseen by the Head of Learner Development & Wellbeing who is accountable to the Executive Director of Achieve Training.

### **Implementation of CEIAG:**

Careers education, information advice and guidance is delivered through a blended curriculum which includes in centre and online delivery of personal and social development and employability sessions (covering themes such as work rights and responsibilities, interview preparation skills, skills awareness and job search skills), impartial careers guidance interviews and group sessions conducted by a member of Stoke on Trent Council's Careers Team, employer engagement activities (including local company and higher education site tours covering a variety of sectors/careers and employer Q & A sessions), one to one progress reviews and aspirational trips. Enterprise projects provide knowledge of self-employment and develop entrepreneurial skills and finally, career vacancy information sessions are conducted with our internal Partnerships Team explore local labour market needs.

## ***Impartiality of CEIAG:***

The delivery of CEIAG is quality monitored through our observation and quality sampling processes. In addition to the programmes of support delivered by our appropriately trained staff; independent and impartial IAG is delivered through the commission of fortnightly services from Stoke on Trent Councils Careers Team; who supply an appropriately qualified careers advisor to deliver face to face guidance interviews and group CEIAG Sessions which are available to all learners throughout their learning programme. Parents are welcome to accompany their child to any scheduled guidance interviews.

## ***Equality and Diversity in CEIAG:***

All learners on traineeship and study programme are able to currently access CEIAG activities; programmes and support, individualised accordingly. Support is individualised through flexible delivery of one to one support or group sessions which enable learners to access CEIAG through a medium suited to their needs.

The Head of Learner Development & Wellbeing and the team, work closely with internal colleagues to communicate services and support available so that staff can refer learners into support and activities identified as most relevant and beneficial to individuals. Extension of relevant CEIAG support to apprentices in the workplace is underway with the team working closely with tutor/assessors.

Equality of opportunity is promoted throughout the organisation, with our students being encouraged to explore their interests and skills without discrimination. Stereotypical concepts and behaviours are challenged through the range of teaching and support methods used to deliver the programme.

## ***Monitoring, Evaluation and Programme Development:***

At Achieve Training we strive for continuous improvement of the programmes supporting our learners. As such, regular review of CEIAG and other PSD/Employability activities will take place through evaluative mediums such as student voice forums, scoping sessions and activity evaluations, and, where appropriate, students and other stakeholders will be invited to co -create programme elements.

Further, externally delivered services are monitored and reviewed through relevant service level agreements. The Careers & Wellbeing Lead will manage any developments of the programme and is committed to making excellent progress in meeting the Gatsby Benchmarks. As a Matrix accredited organisation, we are recognised for the excellent information, advice and guidance we provide to our stakeholders.

## ***Staffing and Training:***

The Head of Learner Development & Wellbeing will work closely with the curriculum and quality managers to ensure relevant staff are trained to appropriate levels and that all staff have an awareness of their duty and skills to embed CEIAG within their contacts with students.