

Mode Training Ltd

www.modetraining.co.uk



Careers Education Information Advice and Guidance Strategy

Copies of all Mode Policies and procedures can be obtained in large print. Please call 0151 709 4640 to request a large print copy or alternatively e-mail admin@modetraining.co.uk

To be read and understood by staff, learners, work experience providers, school mentors and all relevant partners.

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Section 1

Introduction

The senior person with responsibility for Careers Education Information Advice and Guidance (CEIAG) at Mode Training Limited (MODE) is Debbie Carney, Company Director, who will review this policy with Emma Sinnett Curriculum Senior Manager

MODE are committed to providing a high-quality learning experience for all learners. We believe that this is fundamental in ensuring learners remain on programme, enjoy their learning, and achieve their qualification aims in a timely manner. All learners applying to MODE have an entitlement to high quality independent advice and guidance.

This policy has been updated in line with guidance (link below) published in September 2022 and updated in January 2023

https://assets.publishing.service.gov.uk/media/63b69f3fe90e077246c83323/Careers_guidance_and_access_for_education_and_training_providers_.pdf

Aims

To ensure all learners applying to MODE receive good quality and timely CEIAG at every stage of their learning journey:

This may be:

- **Prior to starting on programme** – this may be at a careers fair, telephone call for further information, social media contact or application via find an apprenticeship.
- **Interview** – information regarding the course on offer and the progression and pathway routes. Initial assessment will also determine suitability to the course.
- **Induction** – information regarding delivery of the course, learning contract, ILP, options to change course within Mode or transfer to other delivery partners or providers, complaints procedure
- **On programme** – learner support advice will be given, progression/employment routes, job search techniques, taster days, industry days, speaking to industry specialists, pastoral support needs
- **On exit** – further learning or employment opportunities available
- **At any time** – referral to or information from another organisation for advice on careers, work and progression that may be outside of MODE provision

MODE have outstanding partnerships across LCR with colleges and independent training providers and are fully committed to ensuring all potential, current and previous learners are given access to high quality CEIAG. We work closely through the local provider federation to ensure staff knowledge and understanding of the wider offer is current. Mode Training Managing Director is the chair of Greater Merseyside Learning Providers Federation (GMLPF) representing more than 60 ITP's and colleges across the city region, she also sits on the alternative education advisory panel and the Liverpool City Region (LCR) careers hub board.

To ensure CEIAG is accessible to all and of the highest quality Mode will:

- Meet Matrix standard, assessed every 3 years with annual review
- Ensure marketing materials are clear and fit for purpose for the audience it is intended and available in a range of formats if required
- Ensure the provision offer is clear and up to date on our website
- Annually review and disseminate this strategy
- Provide staff with opportunities to gain qualifications in CEIAG and ongoing training to ensure understanding of:

CEIAG policy, procedures, and performance indicators

- Equality diversity and inclusion
- Learner support across all programmes including financial
- Referral systems internal and external
- Customer service
- Technological support
- Information sources
- Prevent and safeguarding issues

We use a variety of internal and external measures to monitor the effectiveness of our careers program including:

- Ofsted Inspection
- Matrix Full Report
- Learner voice including reviews and feedback following sessions
- Employer voice
- Parental feedback
- Staff feedback
- Feedback from sessions held in schools

- Observations of sessions
- Analysis of referral data
- Annual renewal and update of materials
- Fully utilise partnerships to support provision of impartial high quality CEIAG
- Embed CEIAG in quality assurance, staff development and training and appraisal processes

Careers Education Information Advice and Guidance (CEIAG) at MODE will always be:

- **Impartial** – all courses suited to the learner will be explored including those of our competitors using mapped out, LCR explore and career connect information
- **Confidential** – information will not be shared without the learner permission
- **Fair** – Learners will be treated fairly and given the opportunity to access required information, all information will be given and no favouritism towards other providers made
- **Transparent** – A clear explanation will be given to learners, if they do not understand at any time the advisor/tutor/mentor will explain to them in detail
- **Accessible** – We will endeavour to give support and make our service accessible to all anyone who requires additional support is encouraged to inform us

Section 2 Arrangements – Initial Assessment

The strategy will be implemented as follows:

- Initial advice and guidance will ensure matching to the appropriate programme of training
- Individual learners' needs will be identified and matched to the programmes of study/courses offered and teaching and assessment methods and resources will inspire and challenge all learners and meet their different needs
- Learner career goals will be identified on the Individual Learning Plan, with targets set to help achieve these goals
- As part of initial assessment, MODE will take account of prior learning, recognising and accrediting prior learning where appropriate, and identifying appropriate progression for individual learners
- Through open days, student recruitment processes, interviews and teacher contact there will be an assessment of learners' learning goals, the appropriateness of proposed provision and an assessment of how provision will meet individual needs
- Initial assessment will be carried out prior to or during the induction period to determine the type of support needed, inform planning, monitor progress and, where relevant, determine the appropriate level of English and/or mathematics (GCSE/functional skills) to be studied
- Learners will receive an initial assessment prior to or at the commencement of their programme of study

- Outcomes will identify learners' support and additional learning needs quickly and accurately informing teachers of support needs and, where relevant, the appropriate functional skills level to be undertaken by individual learners
- Initial assessment tool BKSb is used for all potential apprentices diagnostic tests sat once learners commence on programme
- All potential apprentices/learners will be taken through a knowledge and skills assessment prior to commencement of programme to assess their starting point and suitability to the programme
- Throughout their studies learners will receive appropriate support to enable them to achieve targeted levels
- Learners who are unsuited to the programme will be given full support to transfer to a provider relevant to the level and type of study suited to their needs

Section 3

Ongoing CEIAG

All Mode learners will be provided with good quality impartial CEIAG. Each calendar year an activity plan will be issued to all staff, learners, employers and stakeholders. **See Annex 1 for Annual Plan**

Mode Careers and Enterprise programme embraces the 8 Gatsby Guidelines and aims to:

1. Provide a stable careers programme
2. Learning from career and labour market information
3. Addresses the needs of each student
4. Links curriculum learning to careers
5. Provides encounters with employers and employees
6. Experiences of workplaces
7. Encounters with Further and Higher Education
8. Personal guidance

Section 4

Signatures

This policy was produced by Debbie Carney and Emma Sinnett on behalf of Mode Training Limited.

Signed:

Dated

Debbie Carney
Company Director

Signed:

Dated

Emma Sinnett
Curriculum Senior Manager

Policy Review

Date of review	Review completed by	Overview of any updates
04/03/2020	Debbie Carney	No changes required
01/04/2021	Emma Sinnett	Page 5 – Learner career goals on ILP added to strategy implementation Page 5 – Change of occupational assessment to knowledge and skills assessment
14/03/2022	Debbie Carney	No changes required
25/01/2024	Debbie Carney	Update name from IAG strategy to CEIAG strategy – all references to IAG updated in strategy Annexe 1 added to the strategy – Annual careers and enterprise programme 2024

Section 5

Policy Communication and Consultation

Where possible, this policy has been written in conjunction with staff, learners and employers feedback.

Staff should sign below once you have read and understood the policy. You should provide any feedback immediately to the producer of the policy, if you feel any changes should be considered. This can be done by internal e-mail.

Name	Date	I have read and understood this policy Y/N	Signature
Les Calvert			
Debbie Carney			
Amanda Clarke			
Mike Chatterton			
Louisa Fay			
Michael Flood			
Kelly Coughlin			
Alan Robinson			
Emma Sinnett			
Wesley Tagoe			
Summer Waters			
Zara Worswick			

Annexe 1

Annual Careers and Enterprise Programme 2023 - 2024

Mode Careers and Enterprise programme embraces the 8 Gatsby Guidelines and aims to:

9. Provide a stable careers programme
10. Learning from career and labour market information
11. Addresses the needs of each student
12. Links curriculum learning to careers
13. Provides encounters with employers and employees
14. Experiences of workplaces
15. Encounters with Further and Higher Education
16. Personal guidance

Careers Education	Benchmark	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Attending local school career fairs supporting with next steps post-16	1,2,3			X	X			X	X	x			
School AEP next steps sessions	1,2,3,4,8						X						
Apprenticeship ASK sessions	1,2,3,4,5,6,8						X						
1:1 career interview with AEP parents and young person	1,2,3,4,8						X	X	X	X	X		
Information on the website with courses available	1,2,3,4	X	X	X	X	X	X	X	X	X	X	X	X
Sessions on school premises next steps for AEP pupils	1,2,3,4,7,8						X	X	X	X			

Careers Information Advice Guidance and Resources	Benchmark	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Prospectus / website / school leaflets / careers fairs	1,2,3,4	X	X	X	X	X	X	X	X	X	X	X	X
National Careers Service / National Apprenticeship Service / Be More LCR Careers App / Careers Hub website / UCAS / Employer sites / Indeed and recruitment pages	2,3,7,8	X	X	X	X	X	X	X	X	X	X	X	X
Interview prior to commencement on programme with careers advisor	1,2,3,4,8	X	X						X	X	X	X	X
Careers Information Advice Guidance and Resources cont.	Benchmark	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
National Apprenticeship Week 5 th – 11 th February 2024 Employer Webinars sharing their journey include employers who have worked cruise ships/salon owners/freelance work/photographic work/fashion shows/sales reps/tv and film	1,2,3,4,5,6,8							X					
National Careers Week 4 th to 9 th March 2024 Virtual Careers Fair Webinars from experts in music technology and digital roles	1,2,3,4,5,6,8								X				
On programme IAG questionnaire with a careers advisor	1,2,3,4,8							X					
Attendance at local skills fairs – visiting speakers	1,2,3,4,5,6,7,8								X	X	X		
Attendance at the Women Organisation Enterprise Programme	1,2,3,4,8			X						X			
Talks from employers	1,2,3,4,5,8							X					X
Exit interviews with Mode Careers Advisor	1,2,3,4,8	X	X	X	X	X	X	X	X	X	X	X	X
Annual Celebration of Achievement	1,3,4,5,8											X	
HE Week	1,2,3,4,7,8					X							

Important Dates 2024	
Local Skills Improvement Plan Conference https://www.lcrchambersofcommerce.co.uk/localskillsimprovementplans	23 rd January 2024
National Apprenticeship Week Theme – Skills for Life https://nationalapprenticeshipweek.co.uk/resource-hub/	5 th to 11 th February 2024
National Careers Week https://nationalcareersweek.com/	4 th to 9 th March 2024
ALL Digital Weeks https://alldigitalweeks.eu/home-2024/about-2024/	13 th to 31 st May 2024
National Volunteers Week https://volunteersweek.org/about-volunteers-week/what-is-volunteers-week/	1 st to 7 th June 2024
Hair Con https://haircon.co.uk/	22 nd to 24 th June 2024