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@modetrainig.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 Tagoe Centre 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.

Aims

All learners applying to MTL 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
    - Referral systems internal and external
    - Customer service
    - Technological support
    - Information sources
    - Prevent and safeguarding issues

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 favoritism 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 endeavor to give support and make our service accessible to all anyone who requires additional support is encouraged to inform us

Section 2 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
- 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
- Mode will take account of prior learning, recognising and accrediting prior learning where appropriate, and identifying appropriate progression for individual learners
- Learner career goals will be identified on the Individual Learning Plan, with targets set to help achieve these goals
- 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 - 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 Tagoe on behalf of Mode Training Limited.

Signed: 

Debbie Carney Company Director **4th September 2026**

Signed: 

Emma Tagoe Centre Manager **4th September 2026**

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
24/09/2024	Debbie Carney	Emma Sinnett name change to Emma Tagoe Updated Page 12 with September 2024 to August 2025 key events
01/09/2025	Emma Tagoe	Minor changes to the policy to make it more concise Emma Tagoe job role changed to Centre Manager
4/9/2026	Debbie Carney	

Annexe 1

Annual Careers and Enterprise Programme 2026-2027

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 information 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 9th to 15th February 2026 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 2nd to 6th March 2026 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**							