



Your guide to INSET provision

**Autumn 2007
to Spring 2008**

**Developing Careers
Education and Guidance**

connexions

SURREY

INTRODUCTION

The aim of this INSET programme is to ensure that those engaged in CEG and related parts of the curriculum receive stimulating training to help in their continuous improvement. The courses have been based on needs identified by you, and are particularly suitable for Careers Co-ordinators, Work-related Learning Co-ordinators, SENCOs, Heads of Year and tutors.

In order to show how our CEG Training and Support programme provides coherence, we have included an insert illustrating how our INSET provision has been mapped with the careers education quality award, *Investor in Careers*, and also with our other CEG accredited provision, ACT (Association of Careers Training courses) and the Certificate in CEG via e-learning.

For further information about the courses please contact Alan Moore.
alan.moore@vtplc.com

Support in developing your CEG provision is also available from the IAG Mentors funded by Connexions Surrey:

Ewa Affinito, Oxted School
eaffinito@oxted.surrey.sch.uk

Heather Morris, Thamesmead School
SandHMorris@aol.com

Diane Graham, Esher College
dgrahamiic@hotmail.co.uk

Sue Sutton, Tomlinscote School
ssutton@tomlinscote.surrey.sch.uk

HOW TO APPLY

- Simply photocopy and complete the application form on the back of this guide and return to the address provided
- Please complete one form for each participant. You may apply for more than one course on each form. You may find it useful to photocopy the form for your records
- Courses in this guide are free to you - the costs are covered by Connexions Surrey
- In many cases supply cover is available - check with the INSET Co-ordinator (unfortunately we are not permitted to offer supply cover to schools/colleges in the independent sector)



OUTLINE OF COURSES

Date	Course	Venue Details	Summary
20 September 2007	Investor in Careers workshop	Reigate Manor (1.00pm to 4.00pm)	Investor in Careers (iC) is a quality standard for careers education, and this workshop is suitable for those already doing the award and those wanting to start. Learning outcomes: <ul style="list-style-type: none"> • Gain an understanding of the iC standards and process • Know how to produce evidence in different ways • Share experiences with other schools and colleges already involved
27 September 2007	Investor in Careers workshop	Farnham Castle (9.30am to 12.30pm)	Summary as for 20 September workshop
9 October 2007	'Getting Started' toolkit	Gorse Hill, Woking	This course is aimed at staff new to CEG/IAG related work. Learning outcomes: <ul style="list-style-type: none"> • Gain an understanding of how CEG links in with the wider curriculum • Explore the 'Getting Started' toolkit of materials, activities, and signposting references • Be able to use the toolkit in practical ways to enhance delivering CEG in the classroom
15 November 2007	Post 16 Pathways and delivering effective IAG	Holiday Inn, Guildford	The aim of this course is to explore the variety of post 16 choices, and the information needed to support students through this transition. Learning outcomes: <ul style="list-style-type: none"> • Gain an understanding of the Higher Education application process • Investigate vocational pathways, and direct entry into employment • Know how the effective use of up to date labour market information can enhance the delivery of IAG
29 November 2007	Investor in Careers workshop	Reigate Manor (1.00pm to 4.00pm)	Summary as for 20 September workshop
11 December 2007	Investor in Careers workshop	Farnham Castle (9.30am to 12.30pm)	Summary as for 20 September workshop
17 January 2008	Methods of assessing and recording student progress	Bourne Hall, Ewell	How effective is your CEG/IAG provision? This course illustrates assessment methods used to evaluate provision. Learning outcomes: <ul style="list-style-type: none"> • Be able to develop practical strategies for monitoring and reviewing CEG • Explore approaches to delivering individual learning plans • To receive examples of evidence that can be used for an OfSTED self evaluation
24 January 2008	Investor in Careers workshop	Reigate Manor (1.00pm to 4.00pm)	Summary as for 20 September workshop

OUTLINE OF COURSES CONT

Date	Course	Venue Details	Summary
31 January 2008	Investor in Careers workshop	Farnham Castle (9.30am to 12.30pm)	Summary as for 20 September workshop
14 February 2008	Making effective use of careers-related software and ICT in the classroom	Branksome Training Centre, Haslemere	<p>Are you utilising the potential of ICT to enhance your CEG provision? This user friendly course will show you how this aim can be achieved.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Use a range of CEG software packages • Gain an understanding of how to integrate ICT into the curriculum • Find out and use multimedia to develop creative classroom activities
28 February 2008	Ensuring economic well-being - developing an integrated approach to work-related learning and enterprise for all	Holiday Inn, Guildford	<p>This course examines methods of delivering a holistic work-related learning and enterprise programme.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Understand the changing 11 to 19 context for work-related learning and enterprise • Explore key elements of work-related learning and enterprise for all • Know how effective work-related learning and enterprise can support the economic well-being strand of the new PSHEE (Personal, Social, Health, and Economic Education) programme of study
13 March 2008	Innovative approaches to working with young people with learning difficulties	Gorse Hill, Woking	<p>The aim of this course is to offer ideas and examples of successful methods that have been used in CEG to stimulate and move forward young people with learning difficulties.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Explore motivational techniques to help young people with learning difficulties to overcome barriers • Gain knowledge of methods that have been successful in helping young people with learning difficulties to improve their confidence and social skills • Investigate classroom activities that successfully engage with young people with learning difficulties
20 March 2008	Investor in Careers workshop	Reigate Manor (1.00pm to 4.00pm)	Summary as for 20 September workshop
27 March 2008	Investor in Careers workshop	Farnham Castle (9.30am to 12.30pm)	Summary as for 20 September workshop

Advanced Certificate/Certificate in CEG via e-learning

Accredited by Canterbury Christ Church University, this course enables candidates to access the required resources remotely using an e-learning platform. The registration fees are covered by Connexions Surrey. *If you are interested please contact alan.moore@vtplc.com*

CONFERENCES & COURSES

Date	Course	Venue Details	Summary
6 December 2007	CEG Conference	Branksome Training Centre, Haslemere	<p>A key theme for this year's conference is on using labour market information effectively in the CEG/IAG context. There will also be a wide range of workshops reflecting the changes in the 14-19 curriculum.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • See the new on-line labour market information website for the use of practitioners • Review your CEG provision to ensure that it is keeping abreast of curriculum changes and meeting the needs of all your students • Network with colleagues to share good practice and gain new ideas <p><i>There will be a separate application form and programme for this conference</i></p>
6 March 2008	Higher Education Trends Conference	The Renaissance London Gatwick Hotel, Horley	<p>Key themes for this conference relate to the UCAS application process and trends in graduate destinations. A series of workshops provide insights into HE issues and input on popular degree subject areas.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Gain an update from a UCAS representative • Know about trends in the graduate labour market • Be up-dated about student finance, and how students can maximise their chances of getting onto popular degree courses <p><i>There will be a separate application form and programme for this conference</i></p>
<p>Association of Careers Training (ACT) courses These courses are two day residential and provide an in-depth focus on current CEG practice and development</p>			
25 & 26 September 2007 7 & 8 March 2008	CEG First Principles	Reading London	<p>This course covers the background knowledge and theory needed to understand the role of the careers co-ordinator and the place of careers work within the curriculum</p>
6 & 7 December 2007	CEG Second Principles	Gerrard's Cross	<p>This course will provide opportunities for careers co-ordinators to develop strategies and skills for the effective co-ordination of a CEG programme</p>
11 & 12 October 2007	CEG Career Exploration Skills	Maidstone	<p>This course demonstrates the importance of the development of career exploration skills, together with work-related learning and enterprise, in providing an effective CEG programme</p>
7 & 8 February	CEG Post 16	Guildford	<p>This course is aimed at those who are involved in the planning and provision of CEG programmes for post-16 students in schools, sixth form colleges and further education colleges</p>
23 & 24 January	CEG Linking to Information, Advice and Guidance	Oxford	<p>This course will show how information, advice and guidance can be made more coherent for students</p>

- There is a separate programme for these courses, further information from alan.moore@vtplc.com

INSET APPLICATION FORM

Name	
Job title	
School/college/centre	
Address	
Tel:	Fax:
Email:	
Any special needs (e.g. dietary, access etc.)	

Course(s) applied for

code	title	date
How will this training help		
a) you?		
b) to develop the careers education and guidance provision in your school/college/centre?		
Have you had an opportunity to discuss your application with someone in your school/college/centre?		
Will you have the opportunity for a discussion after the event?		

Cancellation policy:

Completion of this form indicates a commitment to attend the complete course/conference. Applicants whose places are confirmed and who then fail to attend will be invoiced for the costs incurred, e.g. materials produced, lunches, administration arrangements, cancellation charges applied by the venue etc.

This form should be returned to:

Inset Administrator, 1st Floor, 24 West Street, Fareham, Hampshire. PO16 0LF
Tel: 01329 234 680 Fax: 01329 236 824