

Careers Education, Information, Advice & Guidance (CEIAG) Programme

2021 – 2022

careers@ncclondon.ac.uk

Careers Leader - Kerry Green (Group Head of Careers and IAG)

Careers Education Information Advice & Guidance (CEIAG) is managed by Imran Ahmed (Group IAG Manager) and Samantha Hennessey-Lowther (Careers & HE Team Leader). They are supported by a team of qualified Careers Advisers and the NCC Senior Management Team. Linked to the Gatsby Careers Guidance Benchmarks, the CEIAG programme aims to meet the relevant Careers Development Institute (CDI) framework.

	Benchmark	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Careers Advice & Guidance													
Careers Advice provided at enrolment	8	✓	✓				✓	✓					
Careers Guidance Interviews available by appointment	3, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Course Advice for drop-ins	3, 7, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Careers Service offer	3, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Classroom visits to introduce Careers Advice Service	7, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
EHCP Students offered Next Steps Interviews	3, 8	✓	✓				✓	✓	✓	✓	✓	✓	✓
LAC Students offered Next Steps Interviews	3, 8	✓	✓				✓	✓	✓	✓	✓	✓	✓
SEND Students offered Next Steps Interviews	3, 8								✓				
'At Risk' Students offered Next Step Interviews	3, 8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Progression support within Classrooms	2, 8		✓				✓	✓	✓	✓	✓	✓	✓
Information Advice & Guidance (IAG) at college Open events	8				✓			✓	✓			✓	
Careers Fair: Epping Campus	1, 2, 4, 5, 6		✓										
Careers Fair: Hackney Campus	1, 2, 4, 5, 6							✓					
Careers Fair: Redbridge Campus	1, 2, 4, 5, 6							✓					
Careers Fair: Tower Hamlets Campus	1, 2, 4, 5, 6								✓				
Careers Fair: Havering Colleges	1, 2, 4, 5, 6								✓	✓		✓	

EMPLOYABILITY: ADVICE ON SKILLS EMPLOYERS WANT

Employability Skills, Qualities and Values	4, 6, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Advice about accessing Volunteering opportunities	3, 5, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Creating CVs	3, 4, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CV checks and updating – Drop-Ins	3, 4, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mock Interviews support	3, 4, 8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Using Social Media in Job Search and Applications	3, 4, 8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Understanding the Local Jobs Market	2, 3, 8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Support with job application forms and cover letters	3, 4, 8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Apprenticeship week	2, 5							✓					
National Careers week	1, 2, 3, 4, 5								✓				
Employer Site Visits	4, 5, 6			TBC	TBC			TBC	TBC	TBC	TBC		
Digital Enterprise – Employability	1, 2, 3, 4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Employer Mentoring – e.g. Civil Service	2, 3, 5, 8							✓	✓	✓	✓	✓	

SUPPORT FOR APPLICATIONS TO HIGHER EDUCATION

UCAS Clearing Advice and Support: Drop-ins and Appointments	3, 7, 8	✓	✓	✓	✓	✓	✓						
UCAS Application Sessions	7	✓	✓	✓	✓	✓	✓						
Support in Writing Effective Personal Statements for UCAS	3, 7, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Higher Education Information Fair: Epping Campus	7	✓											
Higher Education Information Fair: Hackney Campus	7			✓									
Higher Education Information Fair Redbridge Campus	7											✓	
Higher Education Information Fair: Tower Hamlets Campus	7											✓	
HE Week Attlee A Level Academy	7											✓	
UCAS Application Checking	3, 7, 8	✓	✓	✓	✓	✓	✓						
Mock Interviews for HE	3, 7, 8						✓	✓	✓	✓	✓	✓	✓
Introduction to the UCAS Track Service	7, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Student Finance Presentations	7	✓	✓	✓	✓	✓							
Student Finance One-to-One Support Available	3, 7, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Degree and H.E Course Advice	3, 7, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
University visits	7					✓						✓	
Aiming High: Aspiring Medics Programme	3, 4, 5, 6, 7, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Aiming High: Oxbridge Programme	3, 4, 5, 6, 7, 8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
University Mentoring	3, 7, 8		✓	✓	✓	✓	✓	✓	✓	✓			

OTHER SERVICES & EVENTS													
College Open Days/Evenings	7, 8				✓			✓	✓			✓	
Parents Welcome Event	7, 8		✓		✓				✓				
At Risk - Parent Event	3, 7, 8		✓		✓				✓		✓		
Careers Ready Programme – Coordinated by Enrichment Team	1, 4, 5, 6		✓	✓									
Taster Days	4, 7		✓	✓	✓	✓		✓	✓	✓	✓		✓
Epping: Careers Fest event	4, 5, 7		✓										
Parents Apprenticeship and HE Evening	2, 5, 7, 8						✓			✓			
CPD Career/Gatsby Benchmark sessions for Teachers	1, 2, 4		✓	✓	✓								
NCOP/UniConnect	1-5, 7, 8		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Student Forums	1, 3		✓	✓					✓	✓			

Some activities are campus specific according to the needs of the cohort

Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance