

# Colchester Institute Careers education advice, information and guidance programme

Colchester Institute's CEIAG - (careers education, information, advice and guidance) programme is based upon the [Gatsby Foundation's Good Career Guidance benchmarks](#). These benchmarks are a framework of 8 guidelines about what makes the best careers provision in schools and colleges. All careers guidance activities are reviewed and evaluated annually against these Benchmarks using the Compass Tool. The College also holds the [matrix award](#) for careers information, advice and guidance as well as the [Quality in Careers standard](#) for CEIAG.

|   | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | July |
|---|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| <b>Careers Guidance</b>   |     |      |     |     |     |     |     |     |     |     |     |      |
| 1-1 Careers guidance appointments   | x   | x    | x   | x   | x   | x   | x   | x   | x   | x   | x   | x    |
| Careers advice and information drop ins                                     |     | x    | x   | x   | x   | x   | x   | x   | x   | x   | x   |      |
| Careers advice and information at advice and enrolment events and open days | x   | x    | x   | x   |     | x   |     |     |     |     |     |      |
| “Settling in” interviews  |     | x    | x   | x   |     |     |     |     |     |     |     |      |
| Careers advice at interview evenings  |     |      |     | x   | x   | x   | x   | x   | x   | x   | x   | x    |
|   |     |      |     |     |     |     |     |     |     |     |     |      |
| <b>Personal Development</b>   |     |      |     |     |     |     |     |     |     |     |     |      |
| Individual learning plans (ILP's) setting and review                        |     | x    | x   | x   | x   | x   | x   | x   | x   | x   | x   |      |
| Personal development themed tutorials                                       |     | x    | x   | x   | x   |     |     |     | x   | x   | x   |      |
| NCS (National Citizenship Service ) event                                   |     | x    |     |     |     |     |     |     |     |     |     |      |
| Enterprise activities   |     |      | x   | x   | x   | x   | x   | x   | x   | x   |     |      |
| Job Explorer Database (JED) online resource                                 |     | x    | x   | x   | x   | x   | x   | x   | x   | x   |     |      |
| Learner Voice   |     |      | x   | x   | x   | x   | x   | x   | x   |     | x   |      |
| Principal's Question Time   |     |      |     | x   |     | x   |     | x   |     |     |     |      |
|   |     |      |     |     |     |     |     |     |     |     |     |      |
| <b>The World of Work &amp; Employability</b>                                |     |      |     |     |     |     |     |     |     |     |     |      |
| World of work themed tutorials  |     |      |     |     | x   | x   | x   | x   | x   | x   |     |      |
| Work experience GAP (Graduate and Professional)                             |     | x    | x   | x   | x   | x   | x   | x   | x   | x   |     |      |
| Job and apprenticeship opportunities board                                  |     | x    | x   | x   | x   | x   | x   | x   | x   | x   | x   |      |
| Industry visits and speakers  |     |      | x   | x   | x   | x   | x   | x   | x   | x   |     |      |
| LMI   |     | x    | x   | x   | x   | x   | x   | x   | x   | x   | x   |      |
| Industry skills competitions and activities                                 |     |      |     | x   | x   | x   | x   | x   | x   |     |     |      |

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| <b>FE Progression and Work Readiness</b>                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| Progression themed tutorials including job search, CV's and interview skills |   | x |   |   |   |   | x | x | x | x |   |   |
| Progression fair   |   |   |   |   |   |   |   | x |   |   |   |   |
| College Open events  |   |   | x | x |   | x |   |   |   |   |   |   |
| CV writing   | x | x | x | x | x | x | x | x | x | x | x | x |
| Work experience GAP (Graduate and Professional)                              |   | x | x | x | x | x | x | x | x | x |   |   |
|  |   |   |   |   |   |   |   |   |   |   |   |   |
| <b>Progression into Apprenticeships</b>                                      |   |   |   |   |   |   |   |   |   |   |   |   |
| Apprenticeship information events  |   |   | x | x |   | x |   | x |   | x |   |   |
| Help and support for apprenticeship applications                             | x | x | x | x | x | x | x | x | x | x | x | x |
| Progression fair   |   |   |   |   |   |   |   | x |   |   |   |   |
|  |   |   |   |   |   |   |   |   |   |   |   |   |
| <b>Progression into Higher education</b>                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| UCAS clearing advice   | x | x | x |   |   |   |   |   |   |   |   |   |
| UCAS "APPLY" presentations   |   | x | x |   |   |   |   |   |   | x | x |   |
| UCAS applications  |   | x | x | x | x | x | x | x | x | x | x |   |
| UCC student's careers support  |   | x | x | x | x | x | x | x | x | x | x | x |
| Personal statements  |   | x | x | x | x | x | x | x | x | x | x |   |
| UCAS application checks  |   | x | x | x | x | x | x | x | x | x | x |   |
| UCC open events  |   |   | x | x |   |   |   |   | x | x |   |   |
| UCC presentations  |   |   |   | x | x | x | x | x |   |   |   |   |
| Progression fair   |   |   |   |   |   |   |   | x |   |   |   |   |
| UCAS exhibition visit  |   |   |   |   |   |   |   |   | x |   |   |   |
| 1-1 Student finance support  |   | x | x | x | x | x | x | x | x | x | x |   |
| Student finance roadshow   |   |   |   |   |   |   | x |   |   |   |   |   |
| UCAS Drop Ins  |   | x | x | x | x | x |   |   |   |   |   |   |