**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](https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks). These benchmarks are a framework of 8 guidelines about what makes the best careers provision in schools and colleges. The College also holds the[**matrix**](https://matrixstandard.com/) standard for careers information, advice and guidance services.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | July |
| **Careers Guidance** |  |  |  |  |  |  |  |  |  |  |  |  |
| 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 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Personal Development** |  |  |  |  |  |  |  |  |  |  |  |  |
| 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 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **The World of Work & Employability** |  |  |  |  |  |  |  |  |  |  |  |  |
| 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 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **FE Progression and Work Readiness** |  |  |  |  |  |  |  |  |  |  |  |  |
| 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 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Progression into Apprenticeships** |  |  |  |  |  |  |  |  |  |  |  |  |
| 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 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  **Progression into Higher education** |  |  |  |  |  |  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |