**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.

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|  | 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 |  |  |  |  |  |  |