

# Colchester Institute Careers education, information, advice 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. The College also holds the [matrix](#) standard for careers information, advice and guidance services.

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
<b>Information, Advice and 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	x	x
Careers advice and information at advice events and open days	x	x	x	x		x						
"Settling in" interviews		x	x	x								
<b>Self-Awareness</b>												
Individual learning plans (ILP's) setting and review		x	x	x	x	x	x	x	x	x	x	
Self-Awareness themed tutorials		x	x	x	x				x	x	x	
Enterprise activities		x	x	x	x	x	x	x	x	x		
Job Explorer Database (JED) online resource	x	x	x	x	x	x	x	x	x	x	x	x
<b>The World of Work &amp; Employability</b>												
World of work themed tutorials		x	x	x	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 display	x	x	x	x	x	x	x	x	x	x	x	x
Industry visits and speakers		x	x	x	x	x	x	x	x	x	x	
Labour Market Information (LMI)	x	x	x	x	x	x	x	x	x	x	x	x
Industry skills competitions and activities				x	x	x	x	x	x			
<b>FE Progression and Work Readiness</b>												
Progression themed tutorials including job search, CVs and interview skills		x					x	x	x	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

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<b>Progression into Higher Education</b>												
UCAS clearing advice	X	X	X									X
UCAS “APPLY” presentations		X	X	X	X					X	X	
UCAS applications	X	X	X	X	X	X	X	X	X	X	X	X
Personal statements	X	X	X	X	X	X	X	X	X	X	X	X
UCAS application checks	X	X	X	X	X	X	X	X	X	X	X	X
University Centre Colchester open events			X	X		X				X	X	
University Centre Colchester presentations				X	X	X	X	X				
UCAS exhibition visit								X			X	
1-1 student finance support		X	X	X	X	X	X	X	X	X	X	
UCAS “APPLY” drop-ins		X	X	X	X	X						