

# CEC funded Careers Leader training

**Enhanced Careers Leader Training:  
Enhancing your Operational and Strategic Skills and Knowledge**

*Delivered by the Career Development Institute*

As the UK wide professional body for the career development sector, the CDI is delighted to be delivering this training for Careers Leaders.

## Why this training is needed

Drawing on their leadership, management, co-ordination and networking skills, Careers Leaders work strategically and operationally to devise strategic careers plans and careers programmes which meet the Gatsby Benchmarks and enable every young person to find their next best step. As the careers education landscape and world of work never stand still, Careers Leaders need access to the latest information on policy, developments and resources so that they can make the most of the time and resources they have for their role.

The Careers & Enterprise Company is fully funding this two-day training programme to support Careers Leaders to enhance their operational and strategic skills and knowledge. In addition, on successful completion of the training the Careers Leader's employer will receive a £500 bursary from the CEC.

## What does the training cover?

### Day 1 Learning Outcomes (Operational)

- Understand relevant national developments and apply relevant policies and frameworks for practice that support positive student outcomes (including Gatsby Benchmarks, CDI, Skills Builder, etc.).
- Define the knowledge, skills and behaviour that will support each and every student to make informed and aspirational decisions, make effective transitions and to be careers ready.
- Develop student career learning journeys that are underpinned by meaningful application of all of the Gatsby Benchmarks.
- Identify a progressive and responsive approach to meaningful encounters with employers and experiences of the workplace.

### Day 2 Learning Outcomes (Strategic)

- Create a new (or strengthen the existing) strategic careers plan aligned with your school, special school, or college's priorities.
- Plan an approach to determine how careers impact data can be regularly and systematically collected and analysed to inform evaluation, reporting, and continuous improvement of the careers provision.
- Prepare an approach to reporting on careers education to SLT and to the governing body/trustees, showing progress of the strategic careers plan and providing evidence of impact.



## Each learning outcome will cover as relevant:

- A refresher on the basic concepts;
- Practice implications of policies, reports and legislation, e.g. recent Statutory Guidance and Provider Access Legislation and when published, the report on the Ofsted Thematic Review;
- CEC resources, including those developed since 2020 and those being planned;
- Using frameworks such as the CDI Framework and its associated resources and case studies and Skillsbuilder to develop student knowledge, skills and behaviour resulting in career learning journeys which are underpinned by meaningful application of all Gatsby Benchmarks and taking account of the learner voice;
- Insights/ information on interrogating and using data from reporting platforms, together with information on the forthcoming CEC Careers Impact System and Quality in Careers Standard to demonstrate the impact of the careers programme and strategic careers plan to SLT, governors and trustees;
- Reference to evidence-based practice and alumni examples of effective practice including where relevant exemplar strategic plans, policies and employer engagement practice.

## Coaching Session

Following Day 2 all Careers Leaders will have access to an hour's individual online session with their trainer, providing coaching and support specific to their setting, answering questions, sharing examples from other institutions and signposting to relevant sources of advice and support including alumni.

## How is the programme delivered?

The programme is delivered virtually using Zoom with your cohort and trainer in real time. The two training days are split across two/ four weeks and each day lasts from 9.30 am until 4 pm. Careers Leaders will be taught in cohort groups of a minimum of 10 and a maximum of 12 and must attend both training days.

Training materials include:

- Bespoke workbooks and PowerPoint presentations;
- Exemplar real life strategic plans and policies;
- Real world application of course material;
- Links to further resources relevant to each type of setting;
- Networking opportunities provided by both the CEC and the CDI e.g. CDI Community of Practice: Careers Leaders; CDI Facebook Group for Career Development Professionals and Cohort WhatsApp Groups.

## Who can attend this training?

Careers Leaders who have completed any form of Careers Leadership training before January 2020 whether CEC funded or not.

## Next steps

If you would like more information about the training please contact Sue Alder, Professional Training Manager: [sue.alder@thecd.net](mailto:sue.alder@thecd.net)

To book a place on this training please register via the CEC website: <https://clt.careersandenterprise.co.uk>



## What delegates say about our current training programmes

*"The training has not only helped me to know what to do but also taught me where to look for support. I feel I have a huge library of resources now, both actual people and online resources. I have also really valued the ideas and experience of my trainer and other candidates on the course."*

*"The training programme has resulted in significant improvements in the management and delivery of our career guidance programme. The importance of the Strategic planning has been recognised resulting in a newly written and regularly reviewed 3- year strategic plan and a comprehensively rewritten Careers Education Policy."*

*"I found the on-line learning accessible and in fact to be honest got as much out of the reading and live Zoom sessions, as I would have had attending the workshop, traipsing across London. Watching on-line at home was more focused."*

*"I have found that by sharing outcomes, and involving staff in agreeing the strategic plan, they have more ownership of the programme and can appreciate its value."*

*"The training has given me the confidence to explore alternative ideas and opportunities. Working in a SEND setting brings its own challenges, but the wide range of experience and expertise in the group and that of the trainer has been great in providing a sounding board and lots of great ideas to consider."*

*"The course has given me confidence to talk to all involved with our careers programme internally and externally. I feel confident to clearly share my vision which will enhance our current programme by sharing careers data and documents to back up my suggestions."*