

As the UK wide professional body for the career development sector, the CDI is ideally placed to deliver this training.

All of our trainers/assessors have many years' experience of supporting professionals to develop career programmes and since 2018 have successfully delivered this training to over 800 Careers Leaders.

### Who is this programme for?

Careers Leaders come from state funded schools, colleges, special schools, PRU and Alternative Provision. Some of them have been in this role for several years, whilst others are new to the role of Careers Leader.

### What does the programme cover?

The overall purpose of the Careers Leader Training programme is to equip and enable Careers Leaders to prepare and implement a strategic plan for developing a careers programme in their organisation that meets the eight Gatsby Benchmarks. This involves being able:

1. To understand the role and value of the Careers Leader (including how it differs from that of Careers Adviser) and to reflect on development of own knowledge and skills to meet the needs of learners
2. To analyse key aspects of career theory and how these underpin the school, special school or college approach to careers and the local/regional context
3. To understand and be confident implementing meaningful application of all of the Gatsby Benchmarks
4. To understand relevant national developments & apply relevant policies and frameworks for practice that support positive/improved student outcomes (including Gatsby Benchmarks, CDI, Skills Builder, etc.)
5. To create (or strengthen the current) a strategic careers plan aligned to school, special school or college priorities
6. To identify (or review current) career related learning outcomes to measurably develop the knowledge, skills and behaviour that support careers readiness
7. To identify a progressive and responsive approach to meaningful encounters with employers and to experiences of the workplace
8. To determine how careers impact evaluation data can be regularly and systematically collected and analysed to inform evaluation, reporting and continuous improvement of the careers provision
9. To prepare an approach to reporting on careers to SLT and to governing body/trustees showing progress of the strategic careers plan and providing evidence of impact
10. To diagnose priority outcomes for staff careers CPD from the strategic careers plan and key careers related learning outcomes



### How is the programme structured?

The programme is delivered virtually using Zoom with your cohort and trainer in real time. If sufficient people from a particular area would prefer face to face training we can also offer this. The five training days are split across seven months. Each day lasts from 9.30 am until 4.30 pm. We expect everyone to attend all five training days in order to meet the CEC attendance requirement.

Cohort sizes are a minimum of 8 and a maximum of 12 which enables networking with cohort colleagues.

#### Each training day includes:

- Clear learning outcomes and course expectations; direct teaching;
- Whole-cohort and structured group work;
- Peer learning and discussion;
- Guided learning during and after the sessions;
- Real world application of the course material and individual activity.

### Training materials

#### These include:

- Bespoke Workbooks for each day;
- Resources to support work in different contexts including SEND, PRU and Alternative Provision;
- Free membership for two years of the CDI enabling access to a wealth of resources including those which support the CDI Framework;
- Integration and reference to CEC resources.

### Optional accreditation

If you would like to accredit your learning from the training and performance in your job role you can opt for the accredited route. For this you need to attend the five training days and put together an e-portfolio of evidence which demonstrates your understanding and skills.

# CEC funded Careers Leader training delivered by the Career Development Institute

Accreditation is for three of the units from the full Level 6 Diploma in Career Guidance and Development. These provide 24 credits towards the full Diploma which you would need to deliver personal career guidance.

Click on the links for details of the three units:

[Plan and design career-related learning programmes](#)

[Continuously improve career development work in an organisation](#)

[Lead and manage career development work in an organisation](#)

We provide detailed guidance on the assignments and reports needed and delegates also have the support of an assessor who can talk them through the evidence requirements. On average a person takes between 20 and 30 hours to produce the evidence for each of the units.

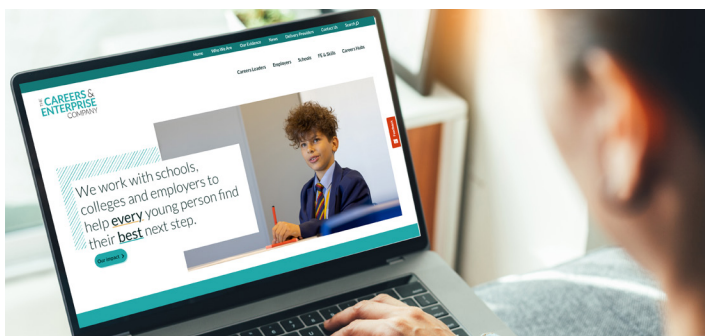
If you are unsure about the accredited or the non-accredited route you can sign up for the non-accredited route and then change to the accredited route before day 2 of the training. By this time you will know more about what will be involved in the accredited route and will have been able to speak to your trainer/assessor who can check with you in more detail if your job role provides you with the opportunities to produce the evidence.

If undertaking the non-accredited route you attend all five training days and there is no need to submit an e-portfolio of evidence.

For both routes we ask everyone to complete an ongoing Reflections and Actions document over the duration of the programme, write a 1000 word account on the impact of the training on the careers programme and strategic careers plan in their setting and have an online Professional Guided Discussion with the trainer at the end of the programme. We also ask for a brief report from the candidate's senior manager/governor on the impact of the training on the careers programme in their setting.

## Costs

The programme is fully funded by the Careers & Enterprise Company. In addition, on successful completion of either the accredited or the non-accredited training, the delegate's employer will receive a £1000 bursary from the CEC.



## Next steps

If you would like more information about the training please contact the CDI Academy Co-ordinator, [tracie.parkes@thecdci.net](mailto:tracie.parkes@thecdci.net)

To book a place on this training please register via the CEC website

<https://www.careersandenterprise.co.uk/education/training-careers-leaders>

There will be start dates in September, October, November, December 2023 and potentially January 2024, subject to demand.



## What our delegates say

*"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."*

*"The discussion around models of leadership and delivery was incredibly helpful, particularly in terms of getting other staff on board. 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."*