






# CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) FOR PARENTS & CARERS

*Cavity Training is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*






Our Team members deliver CEIAG through your young person's learning journey with us, it begins from that initial enquiry and continues through the learning journey. Ensuring all learners and potential learners have access to impartial Careers Education, Information, Advice and Guidance, supporting them to find the right role, with the right employer.

Through our courses we have resources and opportunities for learners to develop the knowledge, skills and behaviours needed to make successful career choices. and progression helping them into further study and work after their initial qualification.

We will ensure our learners.

-  Access an enriched CEIAG learning programme, with reflection journals.
-  Identify and develop transferable skills.
-  Identify potential career pathways, with regular careers webinars and videos.
-  Build confidence, self-esteem, and motivation.
-  Identify progression opportunities.

## PRIOR TO JOINING A COURSE

-  We discuss with our potential learners their career goals and aspirations for the future, helping them access information.
-  We provide information about the appropriate apprenticeships to help them successfully achieve their career goals, along with information on the apprenticeship programmes and entry criteria.
-  We as a training provider also have access to apprenticeship vacancies, along with information on pay and benefits we can help support the new learner into the right employment role. Providing support CV development and review qualifications to help with interview preparation as we aim to match learners with suitable employers.
-  We provide guidance on how the apprenticeship is undertaken whilst working and the commitment that needs to be made by the learner as well as the employer.
-  We use Skills scans and Maths and English initial assessments as well as Additional learning needs questionnaires, to ensure we are supporting our learners from day to succeed.

Provide learners with a wealth of resources through our website Careers Growth Hub.

[\(Add links to the CV writing and preparing for interview blogs\)](#)

## DURING INDUCTION

- ✚ Our learners are introduced to their dedicated Skills and Knowledge Coaches and provided with their training plan relevant to their qualification and receive information about their off-the-job-training requirements.
- ✚ Many of our qualifications have extra optional qualification units relevant to their career goals and this is also discussed with our new learners.
- ✚ We plan monthly reviews for the duration of their programme to ensure the learner receives regular feedback and the Coach responds to the learner's learning, providing support and wellbeing needs.
- ✚ Our learner relationship manager spends time with the employer and learner to ensure they settle in well.

## DURING OUR COURSE LEARNERS

- ✚ In addition to their course work we provide our learners with skills for life key themes covering neurodiversity and safeguarding, to PREVENT and County Lines.
- ✚ In addition, monthly careers resources are included in the form of videos and live webinars.
- ✚ Their programme of knowledge, skills and behaviours towards their apprenticeship and chosen career path will unfold during regular live virtual classroom sessions, in line with the timetable provided at induction.
- ✚ Additional one to one teaching sessions which support individualised learning can be provided for those I need of that extra support.
- ✚ Dedicated English and maths support is given where needed.
- ✚ Our learners have monthly reviews with a Vocational Coach and their Manager/Mentor, to ensure their needs are being met and identify support and wellbeing requirements to ensure they progress through the course in a timely fashion.
- ✚ All CEIAG activities are recorded in our learners CEIAG journals, giving them a record of how they are progressing through their career journey.
- ✚ We love to celebrate learner achievements.
- ✚ We will signpost our learners to specialist Career Advisors and resources.

## ON COMPLETION OF OUR COURSES

- ✚ Our Skills Coaches spend time with our learners, so they are prepared for their progression to end-point assessment.
- ✚ They receive support providing information and guidance about next steps and onward course or career progression.
- ✚ Access to the Careers Growth Hub is always available on our website.
- ✚ Finally, we review the learners CV with them to ensure achievements and experience is well documented.

So take the next steps with your young person and encourage them to complete our learners guide to apprenticeships

And the 10 minute assessment on what sort of career might suit them :

<https://nationalcareers.service.gov.uk/discover-your-skills-and-careers/>