



School Affiliate

The benefits of joining the CDI

February 2016





Foreword

President, Career Development Institute

February 2016

The Career Development Institute (CDI) is the UK-wide professional body for everyone working in the field of career education; career guidance; career coaching and career and talent management. Launched in 2013, we have a clear strategy to raise standards and professionalise the career development sector.

The CDI has an important role to play in supporting career educators and career advisers to simply do their jobs better. This booklet is all about our new School Affiliate offer, which is designed to provide you and your career staff colleagues with a national network of information, current research, networking and CPD opportunities to enhance your professionalism and service delivery.

The statutory guidance from the Department for Education, for governing bodies, school leaders and school staff in maintained schools, academies, free schools and PRUs in England, makes it clear that schools have a responsibility to provide independent and impartial CEIAG for their pupils (see page 8). It goes on to recommend that this service is provided by career practitioners who are qualified to at least Level 6 in career guidance and development. A clear mark of quality here is that career advisers are on the UK Register of Career Development Professionals.

Many schools take this responsibility very seriously and know that the investment in writing a school careers policy and devising a careers education programme; achieving a CEIAG Award; bringing employers into schools and offering individual career guidance to pupils; pays huge dividends in terms of attendance, achievement, progression and ultimately pupil outcomes. However, we know from several recent national surveys of schools in England, that the quality and breadth of career education and employability on the ground is very patchy.

Our School Affiliate package of benefits will keep you informed and connected (see page 5). If you want to get involved we have an enthusiastic Community of Interest for Career Education, which meets virtually and all CDI members receive a regular fortnightly news email; quarterly magazine and lots more benefits (see website).

Our CPD offer for schools, which gives up to three named-teachers the opportunity to attend our courses at the reduced member rate, provides the



opportunity to take part in high quality training at a value for money price (see pages 10-12).

Looking ahead to 2016, on Wednesday 22 June we will be holding our second Schools Conference in Birmingham: with focus on social mobility. The conference will include a mix of keynote plenary sessions and participation in three topical workshops.

I hope that this booklet encourages you to join us. I am sure you won't be disappointed.

Virginia Isaac
President of the Career Development Institute

The CDI has an important role to play in supporting career educators and career advisers to simply do their jobs better.

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Managing Careers Guidance in Schools, Colleges and Learning Providers

A new partner to support you in the delivery of careers education, information, advice and guidance

The Career Development Institute (CDI) is the UK-wide professional body for the career development sector. Launched in 2013 we have a strong and growing membership of over 4,700 career advisers, career educators, career coaches and career managers, all of whom subscribe to a Code of Ethics and are committed to the principles of CPD.

Our aim is to promote the benefits that careers education, information, advice and guidance bring to individuals, society and the economy. This means that we have a key role to play in influencing UK education and skills policy as it affects those with whom career development practitioners work, and a clear purpose to improve and assure the quality and availability of career development services both for clients and practitioners throughout the UK.

Summary of member services

We provide all the member services that you would expect of a professional body. For example we offer an extensive CPD programme, with special rates for members; *Career Matters* - a quarterly magazine; dynamic website www.thecdi.net and *Portico* jobs board; electronic and social media communications including a popular fortnightly *News by Email* service.

We are an awarding body for the *Qualification in Career Guidance* (QCG) and *Qualification in Career Guidance Development* (QCGD) in Scotland and offer both introductory and advanced management and leadership training for the sector. We also provide a range of courses designed to meet the needs of career educators and career advisers based in schools (see page ? and ?)

UK Register of Career Development Professionals

With over 1200 registrants, approximately 25% of our membership, the UK Register of Career Development Professionals (the Register) is recognised as a driving force in professionalising the sector.

Its main purpose is to provide assurance to stakeholders, schools and colleges, employers, peers and end users of career development services, eg young people and their parents/carers, that registrants hold a career development qualification at a minimum of QCF Level 6/SCQF level 11 and 60 credits in size or a CDI approved equivalence, undertake and record a minimum of 25 hours CPD per year and abide by the CDI Code of Ethics.

The Register recognises and welcomes career educators who hold a full teaching qualification and a specified qualification in careers education. For members holding alternative qualifications, at least one of which is at QCF level 6 or above, for example in careers education, or community professional studies we also offer an Alternative Qualifications/ Fast Track route to registration. More information on the Register and the full list of accepted qualifications can be found at: <http://www.thecdi.net/Professional-Register->

We are pleased that the 2015 statutory guidance for governing bodies, school leaders and school staff, *Career Guidance and inspiration in schools*, highlights the Register as one of three aspects of quality assurance that schools should take into consideration.

Assuring quality

Importantly the CDI is the custodian of the National Occupational Standards for Career Development (updated in 2014 to include the role of career educators). These standards can be used in workforce development and performance management.

We have recently used the NOS: CD as the basis for the creation of a new career development progression pathway for the sector. Embracing career education and career guidance, the pathway identifies the relevant qualifications which should be held for different levels of role, from first contact through to senior management and describes the functions, skills and knowledge required. For more information see the website.

The CDI also promotes quality through the annual UK Career Development Awards (UKCDA) and Career Assured quality mark.

- The UK Career Development Awards – eight sponsored awards presented at a special black-tie dinner in March 2017. The award categories include two individual awards: Career Educator of the Year and Career Adviser/Coach of the Year. For more information see the website.
- Career Assured – a new quality award for products including websites; career resources, software and video material.

The CDI has two places on the Consortium Board for the *Quality in Careers Standard* (QiCS), the national validation for the quality awards in CEIAG.

We have recently used the NOS: CD as the basis for the creation of a new career development progression pathway for the sector

New School Affiliate – member benefits

Our benefits package is designed around individuals, so your school needs to identify one person who will be ‘the named member’. This person will be our communication point for receiving all membership benefits, with the exception of CPD, which can be extended to two additional named people, so up to three members of your careers team can benefit from attending our training at the discounted member rate.

What would being a CDI School Affiliate bring to my school?

The package of membership services has been specifically developed to support professionals in their role by providing:

- Networking through online communities
- Sector news, regular updates and press releases on issues that are important to our sector
- Research
- CPD opportunities, conferences and skills training at reduced member rates
- National representation

- Recognition and use of the CDI School Affiliate logo
- Opportunity to take part in the UK Career Development Awards

What are the benefits of School Affiliate Membership?

The named contact for membership will receive:

- A fortnightly email – News by Email – a highly regarded news source
- *Career Matters* – our quarterly magazine, posted to your chosen address
- Free copy of the *NICEC Journal*, distributed twice a year in April and October
- Weekly *Portico* email advertising the latest job vacancies
- Electronic communications; social networking – Twitter @theCDI and @UKCDA and LinkedIn
- Access to a wide range of professional development opportunities from initial training to ongoing, accredited CPD and free webinars
- Opportunity to join active online communities of interest in career education; higher education and learning difficulties and disabilities
- Invitation to attend two *free to members* research focused development days, led by NICEC in June/ July and February
- Access to CDI members-only area of the website and key publications, eg *Why does employer engagement matter?*



Our benefits package is designed around individuals, so your school needs to identify one person who will be ‘the named member’.

- 15% discount on key resources with Prospects Education Resources.

Importantly all members are required to abide by the CDI's Code of Ethics which is supported by a disciplinary process. The Code can be displayed in your careers room.

Can my careers team join the UK Register of Career Development Professionals?

The Register celebrates and endorses clear standards for high quality, differentiated practice across the career development sector. You need to be an individual member of the CDI in order to join the Register.

Being on the Register is the sector equivalent of chartered status and provides proof to school/college governors, parents, employers, external agencies and clients that a QCF Level 6/SCQF Level 11 or above qualification in career development or equivalent is held, that the person adheres to the Code of Ethics and maintains their CPD (at least 25 hours recorded each year).

How much does being a School Affiliate cost?

The annual fee for School Affiliates is £97 per year, plus a once payable admin fee of £25.

We welcome new members throughout the year, ie there is no fixed membership year and you will be sent a new renewal invoice after 12 months.

You can pay by:

- Credit card over the phone, and online
- Cheque (please make cheques payable to The Career Development Institute and write your school name and that of the named member on the back of the cheque)
- BACS, with both the name of the school and name of the nominated member in the reference.

How do I join?

- Either: complete and return the form on the next page (with your payment)
- Or: join online at <http://www.thecdi.net/apply>

10 reasons why school and school-based career professionals should join the CDI

1	Access a diverse network of careers professionals – being the only careers specialist in a school can be a lonely job. Our membership includes career advisers, coaches, teachers and a wide range of expert consultants, researchers and affiliate organisations.
2	A recognised code of ethics – developed by career development professionals http://www.thecdi.net/Code-of-Ethics . There are distinct logos for individual members and school affiliates.
3	Opportunity to join the UK Register of Career Development Professionals – to recognise your professionalism and qualifications http://www.thecdi.net/Professional-Register-
4	Discounted, relevant CPD – research shows that when staff engage in CPD, it has a positive impact on student achievement. Membership of The CDI gives access to a wide range of conferences and training to develop careers education in your school. Membership also provides valuable evidence for meeting Quality in Careers Standard (QICS) requirements. See http://www.thecdi.net/Skills-Training-Events
5	A regular email newsletter – every fortnight you will receive all the information you need to keep you up to date with career development issues, including sector news, resources and research, in one place.
6	Professional journals – Career Matters quarterly magazine with articles relevant to all members of the career development sector and the NICEC Journal (The National Institute for Careers Education and Counselling) twice a year (April and October) with the latest research relevant to the sector.
7	Two free research- focused development days each year – organised with the support of NICEC (February and June/July).
8	Free 'best practice' briefings relevant to schools – such as 'Why does employer engagement matter?' and 'Careers guidance in schools and colleges'.
9	You can join the Community of Interest for Careers Education – gain access to other careers education professionals, speak up for careers education in the UK and take part in discussions through LinkedIn. A great opportunity for networking with other like-minded people throughout England, Northern Ireland, Scotland and Wales. There are also Community of Interest groups for higher education and learning difficulties and disabilities.
10	Job vacancy information – the Portico jobs board provides instant online access to over 100 job vacancies in the career development sector. Members can up load their CVs and request job alerts.

The Register celebrates and endorses clear standards for high quality, differentiated practice across the career development sector.

Bespoke CPD: national and regional conferences; training and webinars

We provide CPD opportunities that are relevant, timely, CPD certificated and at a value for money price. Our annual programme is wide ranging and designed to meet the needs of career coordinators; middle managers in schools who have a responsibility for CEIAG, senior leaders and career advisers working in schools and colleges.

All our events are advertised through our website <http://www.thecdi.net/Skills-Training-Events> and must be booked online and paid for in advance.

The standard price of our CPD events and one-day conferences is £145 + VAT for members and £195 + VAT for non-members, who are always welcome) prices held for a second year).

Schools sometimes find it easier to pay for membership and an event at the same time for the special price of £271 (inc VAT); joining fee waived.



Types of training

Conferences - We run a range of one and two day events for the career sector, for example:

- The CDI Annual Conference and Exhibition (England, March 2017).
- New one day conference for schools (Wednesday 22 June 2016 to be held in Birmingham). You will find more details on all our events in the next few pages.



We also work with partners to manage elements of other national events for example the *Careers Education Zone* at the Skills Show (NEC, 17-19 November 2016) and the seminar programme at the popular *National Career Guidance Shows* (25 February 2016 – Leicester; 2 March 2016 - London Olympia; 9 March 2016 – Leeds)

Skills training – Our programme meets the needs of both new and experienced career staff. For example in 2016 we are running *An Introduction to careers work in schools and colleges* and an event for more experienced staff – *Managing careers work in schools, colleges and learning providers*. More information on these programmes can be found on the next few pages.

We also run a number of practical skills courses, including *Practical Guidance Skills; Advanced Career Guidance and Coaching Skills, Motivational Techniques and Using Social Media in Careers*.

Introductory and Advanced Management Training – Managing the delivery of career development services requires a range of leadership skills and management styles. New this summer and autumn, we are running training programmes designed to meet the needs of intending, new and experienced supervisors and managers of practitioners working in career education, career information, advice, guidance and development, career coaching and talent management. The events are also suitable for self-employed practitioners who wish to develop their leadership and management skills.

Each event costs £145 plus VAT for CDI members or £195 plus VAT for non-members. All dates and venue details are on the CDI website.

We aim to provide CPD opportunities that are relevant, timely, CPD certificated and at a value for money price.

Careers guidance and inspiration in schools (DfE, March 2015)

A summary of the most recent version of the statutory guidance, from the Department for Education, for governing bodies, school leaders and school staff in maintained schools and pupil referral units, academies and free schools in England.

Overview

The guidance relates to the statutory duty on schools to ensure that all pupils from Year 8 to Year 13 have access to independent careers guidance. The document outlines why schools must secure independent careers guidance for young people and what they must do to comply with their legal responsibilities in this area. It is statutory guidance, which means that schools must have regard to it and, if they decide to depart from it, they will need to have clear reasons for doing so.

The introduction stresses the crucial role of high quality, independent careers guidance in helping pupils make well-informed subject and career decisions, and leaving school more fully rounded and ready for the world of work. The governing body must ensure that the careers guidance provided:

- is independent, i.e. provided by sources external to the school
- is impartial, i.e. showing no bias towards a particular education, training or work option and promoting the best interests of the pupils to whom it is given
- includes information on the full range of education and training options, including apprenticeships and other vocational pathways.

Advice and guidance should inspire and motivate young people to fulfil their potential. Schools should help every pupil develop high aspirations and consider a broad and ambitious range of careers; this should include inspiring pupils through more real-life contacts with the world of work.

Expectations

Schools are advised to have a strategy for careers guidance, linked to a clear framework of outcomes for pupils. The strategy should include:

- providing access to employer talks, careers fairs, college and university visits, coaching and mentoring

- providing face-to-face advice and guidance from qualified careers professionals
- working with the local authority to identify and support vulnerable young people, including those with SEND and those at risk of becoming NEET
- providing information on the financial support that may be available
- challenging stereotyping.

Use of online tools is encouraged but schools are advised that access to websites is not sufficient in itself to meet the statutory duty. Similarly schools can retain in-house arrangements for providing advice and guidance to pupils, but these in themselves are insufficient to meet the duty and must be combined with advice and guidance from independent and external sources to meet the school's legal requirements.

Ofsted has been asked to give careers guidance a higher priority in school inspections when making their judgements on the leadership and management of the school. Schools are encouraged to review the effectiveness of their careers guidance provision by considering the destinations of their pupils.

Support

The guidance includes information on the new careers and enterprise company announced by the DfE in December 2014. The company will help broker relationships between employers and schools, and will work closely with the National Careers Service (NCS) which has also been given a remit to help support links with employers.

The NCS also offers information and advice about education, training and work to young people aged 13 and over, and their parents, through its website <https://nationalcareersservice.direct.gov.uk> and helpline 0800 100 900.

Quality assurance

The guidance recommends that all schools should work towards a quality award for careers education, information, advice and guidance (CEIAG), nationally-validated by the Quality in Careers Standard. It also recommends taking account of the national quality standard for careers guidance services, the matrix Standard, and the CDI's Register of Level 6 qualified careers professionals, when choosing a provider. Finally, the guidance recommends that schools should review and evaluate their provision of careers guidance by obtaining feedback from pupils, from parents and from employers and other partners contributing to the strategy.

To download the Statutory Guidance, go to: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417895/Careers_Guidance_Schools_Guidance_March_2015.pdf

Advice and guidance should inspire and motivate young people to fulfil their potential.

Introduction to Careers Information and Advice Skills

Thursday 14 April, Jurys Inn, Manchester

Wednesday 4 May, The Business Retreat, Somerset

Tuesday 17 May, NCVO Centre, Kings Cross, London

Description

This intensive and highly practical one-day programme provides an important introduction to information giving and advice skills, with plenty of time to practice the intrinsic techniques. It will also help you understand how advice differs from career guidance and importantly when to refer to a young person to a qualified career adviser.

All delegate will receive a CDI validated CPD certificate. The day includes all refreshments, course materials and a light lunch.

Target Audience

Individuals who work with students on a 1-1 basis, performing career orientated discussions and interviews with learners in an education setting, eg careers coordinators; careers development professionals; work experience coordinators and assistants; year coordinators/heads of year and senior leaders; tutors, subject teachers and teaching assistants; mentors and personal coaches.

Learning outcomes:

By the end of the day, participants will be able to:

- Clarify the relationship between information, advice and guidance
- Identify when to refer to other career specialists
- Demonstrate deep listening and rapport building
- Contract with students for information and advice consultations
- Enable students to be more motivated to plan for the future and set goals and action steps

Course tutor

Liane is a consultant with 25 years' experience in the career guidance field as a practitioner, QCG lecturer at two universities and freelance consultant. She has an excellent reputation as a trainer with particular areas of expertise in career theory, advanced career coaching, ethical and reflective practice. She is also an executive coach with her own private practice. Liane is currently a member of the CDI's Professional Standards Committee.

Booking information

£145 + VAT for CDI Members £195 + VAT for Non-Members
Combined membership and event fee £271 (inc VAT)

Please book and pay through our online events system
<http://www.thecdi.net/Skills-Training-Events>

Programme

9.15	Refreshments
9.30	Welcome and introductions. Format for keynotes: 20 minutes presentation 10 minutes Q&A
9.45	Key concepts underpinning IAG: We will explore modern concepts of 'career' and the career management and employability competencies. We will also clarify the relationship between information, advice and guidance how to allocate resources
10.30	The structure of one-to-one sessions: A model will be presented that can be used to structure sessions; this model will be applied throughout the programme.
10.45	Break
11.00	Ethics underpinning practice: The CDI code of ethics will be used to evaluate the practical implications for how we work with individual students.
11.30	Communication: deep listening: Deep listening involves using all of your senses to pick up on what is not being said and gently challenging the student through empathic leads/ inferred reflection. We will practice using this skill in small groups.
12.20	Lunch
13.00	Contracting: This can be a challenging part of the consultation. We will watch DVD clips and work on cases to explore how contracting can be most effective.
13.45	Addressing needs: We will examine the principles of effective information management, challenging realism and the wider toolkit required to help students move forward in their career management.
14.30	Break
14.45	Motivational Action Planning: Participants will experiment with coaching and solution focused questioning that can be used to encourage students to be active agents in planning for their future.
15.45	Review: Including reference to benefits of linking in with CDI with particular reference to the Website; Managing your own CPD and Keeping up to date.
16.00	Close

An Introduction to Careers Work in Schools and Colleges

Wednesday 16 March - London

Thursday 30 June – Stoke-on-Trent

Wednesday 19 October – London

Description

Young people are making career decisions about their futures in education, training and work in a challenging and complex environment. It is more important than ever that they receive high quality careers education, information, advice and guidance (CEIAG). At the same time, schools and colleges have been given greater responsibilities for this work, through the introduction of a new statutory duty to secure access to independent and impartial careers guidance and calls to provide more direct contacts with employers.

This one-day course will provide an introduction to careers work in schools and colleges. It will include an overview of the policy context and the aims, principles and essential components of CEIAG. The programme will then focus on each component in turn, before concluding with an examination of the role of careers leader in schools and colleges today and signposting to sources of further help, support and CPD.

The day will be led by David Andrews, an honorary life member of the CDI, who has 29 years' experience of running courses for teachers, advisers and others involved in CEIAG.

Target audience

- Recently-appointed careers leaders in schools and colleges
- Teachers and others involved in careers work
- Careers advisers working in schools and colleges.

Learning Outcomes

The course will enable participants to:

- Gain an understanding of CEIAG policy and practice
- Gain knowledge of the aims and components of careers programmes in schools and colleges
- Respond appropriately to the new requirements for careers guidance and engaging with employers
- Receive practical help with the job of leading and managing CEIAG in a school or college
- Begin to review and develop their programmes of CEIAG
- Gain information about useful sources of further support and training.

Course Leader

David Andrews OBE works as an independent consultant, trainer, researcher and writer, having previously worked as a careers teacher, an advisory teacher and a local authority education adviser/school inspector. He has established a national reputation as a leading trainer and conference speaker in the field of CEIAG.

Booking information

Please book your place through our online events system – <http://www.thecdi.net/Skills-Training-Events>

Programme

9.30	Registration. Tea and coffee available
10.00	Welcome and introductions
10.10	Overview of careers work in schools and colleges <ul style="list-style-type: none"> • Changing context of learning, work and career • Careers education and careers guidance: definitions; national policy and development; aims and components • Meeting students' careers support needs
11.10	Review of careers work in own schools and colleges: how effective are our current programmes; what should we be doing?
11.30	Refreshment break
11.45	Careers advice and guidance <ul style="list-style-type: none"> • Statutory duty on schools and colleges: securing access to independent and impartial careers guidance • Commissioning careers guidance services
12.30	Sharing approaches to providing impartial careers guidance
13.00	Lunch
13.45	Careers education <ul style="list-style-type: none"> • Curriculum planning and frameworks • Curriculum organisation
14.30	Integrating employer engagement into the careers programme
15.00	Leading and managing careers work in a school or college <ul style="list-style-type: none"> • Roles and responsibilities • Quality assurance and evaluating CEIAG
15.45	Useful resources and sources of support, training and CPD – from where can I get further help? <ul style="list-style-type: none"> • Evaluation and future support/networking
16.00	Close of course. Tea and coffee available.

UCAS Presents: All you need to know about Clearing 2016

Thursday 19 May – Mercure Glasgow City Hotel, Glasgow

Wednesday 8 June – Novotel, Leeds

Wednesday 15 June – Holiday Inn, Cardiff

Description

UCAS provide advisers working on their own UCAS Clearing Helpline with an intensive update on all matters linked to Clearing. We are delighted that they have agreed to deliver three Clearing-focused information days in Glasgow; Leeds and Cardiff in May and June.

These targeted events will be extremely useful for teachers and advisers supporting students to achieve places in higher education, not least because Clearing is still the second most likely way for a student to secure a place in UK Higher Education.

Issues to be covered include: exam remarks (changes for August 2016); the new Clearing Service; Adjustment (eligibility and process) and potential future Clearing reforms.

Target Audience

- Career Teachers and other teachers supporting young people thinking about higher education
- Heads of Sixth Form and Sixth Form Teachers
- Career Advisers working in schools
- Senior/Middle Leaders with responsibility for Careers
- FE and HE Career Advisers

Learning outcomes:

Taking part in this workshop will enable advisers to:

- Understand of the UCAS processes of Confirmation, Clearing and Adjustment
- Discuss how and when examination remarks must be made, and how this fits with the UCAS Confirmation process
- Understand how to use tools such as UCAS Search and Track effectively
- Detail key UCAS services available on results publication day
- Detail the features of UCAS Progress and tools which support further progression
- Feel confident in supporting learners and colleagues during this busy, stressful period.

Course Leader

Alan Jones, Professional Development Executive, UCAS joined the Professional Development Team in November 2006 having previously spent six years working as an adviser, Team Coordinator and then Quality Coordinator in the UCAS Customer Experience Centre.

Alan was the first member of his family to go to university, and was awarded a first class degree from the University of Kent in 1999. He holds a CIPD certificate in Training Practice, is a member of the Association of University Administrators (AUA), is a published author and poet.

Booking information

CDI Members: £85 + VAT; Non Members welcome: £135 + VAT. Combined 12 month membership + event price £199 + VAT

Please book and pay online through the CDI website - <http://www.thecdi.net/Skills-Training-Events>

Programme

10.00	Welcome and introduction
10.15	Confirmation: what it is, when it happens and how it happens (including the UCAS Awarding Body Linkage Process and Unconditional Changed Course offers and replies)
11.15	Exam remarks: including changes for August 2016
11.30	Break
11.45	Overview of UCAS A level results day services for 2017
12.00	Clearing: what it is, when it happens, eligibility and process (including using the UCAS Search tool and Track)
12.45	Lunch
13.30	New Clearing Service (Precision Marketing Data Service PMDS): what it is, when it happens, how it works
14.00	Adjustment: what it is, when it happens, eligibility and process
14.30	Break
14.45	UCAS Progress: an overview of what it is, who it is for, what information, tools and services are available and how they can be/are used
15.30	Using scenarios to test understanding and thoughts around potential future reforms of Clearing
16.00	Close

Heredity deals the cards, environment plays them: Harnessing careers work to support social mobility

Wednesday 22nd June 2016, Jurys Inn, Birmingham

Description

This is the CDI's second annual conference for careers educators, senior and middle leaders with a responsibility for careers and work-related education and careers adviser working in schools. It focuses on the issues surrounding social mobility and developing young people's enterprise and career management skills.

The reality today is that young people need to be even more adaptable, flexible, self-reliant, and resourceful and the world of work places a high premium on effective enterprise and career management skills. Furthermore predicted economic, labour market and demographic changes over the coming decades suggest that young people will face even more choices and opportunities, thus increasing the need for them to be effective career planners.

There can be no doubt that young people require high quality careers education, information, advice and guidance in order to make informed decisions and the earlier this guidance can be provided the better.

Conference aims

This year's conference aims to provide a forum where we can:

- Celebrate current effective, innovative, and creative practice
- Plan strategies for raising the level and quality of careers education, information, advice and guidance with the learning and development of young people

To achieve these aims, the conference offers:

- Keynote speakers from both education and business to exemplify current national thinking and practice and examine current and future challenges for careers work
- Practical workshops
- Opportunities for delegates to network
- A "marketplace" of exhibitors, resources, ideas and contacts to support CE/WRL/Enterprise Education

Workshops

The three workshop sessions will focus on a range of practical approaches that includes:

Social media, Youth Employment, Aim Higher, a Local school's programme, North East LEP Pilot (Gatsby), Unlimited Social Enterprise, UCAS

Booking information

£145 + VAT for CDI Members; £195 + VAT for non-members
£271 Inc. VAT – price for 12 months membership plus attendance at this event

£60 + VAT student members of CDI (places limited to 4)

Please book your place through our online events system – <http://www.thecdi.net/Skills-Training-Events>

Programme

9.30	Registration and exhibition open. Tea and coffee available
10.00	Welcome and introductions – Jan Ellis, CDI Chief Executive and Kath Wright, Conference Leader Introduction from our sponsor: TBC
10.15	Keynote 1: Dr. Tristram Hooley
10.45	Keynote 2: Dr. Anthony Mann, Director of Policy & Research, Education and Employers tbc
11.15	Panel session: Harnessing careers work to support social mobility – making it work Dr. Tristram Hooley Dr Anthony Mann, Director of Policy & Research, Education & Employers Task Force Virginia Issac, CDI President Laura-Jane Rawlings, CEO, Youth EmploymentUK Michael Thompson – Aim Higher
11.45	Refreshment break – exhibition and market place
12.15	Workshop 1
13.05	Lunch and exhibition
13.50	Workshop 2
14.40	Workshop 3
15.30	Keynote 3: Sam Gyimah, MP tbc
16.10	Conference plenary and evaluation
16.15	Close of exhibition and market place



Career Development Institute Application for School Affiliate Membership 2016-17

For office use only

CDI Number:

Category:

Contact Details – Named Member

Title:	Forename(s):	Surname:
School address:		
Postcode:	Country	
Tel:	Mob:	Email:

IMPORTANT: please remember to notify the Institute if you change address

Job Role: (please tick one)

- | | | |
|---|--|---|
| <input type="checkbox"/> Career Coordinator | <input type="checkbox"/> Senior Leader | <input type="checkbox"/> Career Adviser |
| <input type="checkbox"/> Head of Sixth Form | <input type="checkbox"/> Head of Year | <input type="checkbox"/> Other _____ |

Professional Constituency: (please tick one)

The CDI embraces a wide range of professionals including career educators, career guidance practitioners, career coaches, talent managers and many other career development related occupations. Please indicate below which broad constituency you feel you belong to.

- | | | |
|---|--|---|
| <input type="checkbox"/> Career Education | <input type="checkbox"/> Career Guidance/Career Coaching | <input type="checkbox"/> Career Consultancy/Career Coaching |
|---|--|---|

Personal Details

Date of Birth _____ Gender: Male Female

Qualifications: (please tick all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> No formal qualification | <input type="checkbox"/> CDI Certificate in Professional Practice | <input type="checkbox"/> CDI Certificate in Career Leadership |
| <input type="checkbox"/> QCG/D | <input type="checkbox"/> Post Graduate Diploma | <input type="checkbox"/> Post Graduate Certificate |
| <input type="checkbox"/> Masters | <input type="checkbox"/> ICCI Certification | <input type="checkbox"/> Degree |
| <input type="checkbox"/> QCF Level 6 Diploma | <input type="checkbox"/> QCF Level 4 Diploma | <input type="checkbox"/> QCF Level 4 Certificate |
| <input type="checkbox"/> QCF Level 3 Award | <input type="checkbox"/> S/NVQ 3 in Advice and Guidance | <input type="checkbox"/> S/NVQ 4 in Advice and Guidance/LDSS plus 3 QCF units |
| <input type="checkbox"/> S/NVQ 4 in Advice and Guidance/LDSS | <input type="checkbox"/> HNC in Careers Information, Advice and Guidance (Scotland) | |

Other professional qualifications (please specify): _____

CPD, Conferences and Events

A School Affiliate can send up to three members of staff to CDI training events and conferences at the standard member price (normally £145 + VAT). Please list here the names of the two additional staff who may be making use of this offer.

1 _____ 2 _____

Monitoring (The following information is required for monitoring purposes only, and will be treated confidentially)

Ethnic Origin: (please tick one)

- | | | |
|--|---|--|
| <input type="checkbox"/> White British | <input type="checkbox"/> Asian / Asian British Indian | <input type="checkbox"/> Mixed White Asian |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Asian / Asian British Pakistani | <input type="checkbox"/> Mixed White Black African |
| <input type="checkbox"/> White European | <input type="checkbox"/> Asian / Asian British Other | <input type="checkbox"/> Mixed White Black Caribbean |
| <input type="checkbox"/> White Other | <input type="checkbox"/> Black or Black British African | <input type="checkbox"/> Mixed White Other |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Black or Black British Caribbean | |
| <input type="checkbox"/> Asian / Asian British Bangladeshi | <input type="checkbox"/> Black or Black British Other | |
| <input type="checkbox"/> Other (please specify): _____ | | |

Home Nation (please tick one)

- | | | |
|----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> England | <input type="checkbox"/> Northern Ireland | <input type="checkbox"/> Overseas |
| <input type="checkbox"/> Wales | <input type="checkbox"/> Scotland | |

Disability

Do you consider that you have a disability (i.e. a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities)?

- Yes No

Please provide more information: _____

Category Of Membership

(Please tick the category that applies to you)

- School Affiliate – £97.00

Please note that a one-off administration fee of £25 will apply to all new members.

Invoice Details: (if employer paying)

- My employer is paying my membership fee

Invoice Name and Address: (if different from the site address above)

		Postcode:
Tel:	Fax:	Email:

Payment can be made by:

- Cheque to the Career Development Institute, with both the name of the School and name of the nominated member on the reverse side.
- By credit/debit card over the phone (01384 376464).
- BACS, with both the name of the school and name of the nominated member in the reference.

DECLARATION (Important – please read and confirm acceptance by signing)

- I have an interest in career development
- I support the Mission and Aims of the Institute
- I practise within the CDI Code of Ethical Practice
- I confirm that the information given is correct. I have checked that I have answered every question
- I agree that in the event that the Institute is wound up, I will contribute a sum not exceeding one pound sterling.

Signed

Date

Please send your completed application to:
Simon Garratt, Career Development Institute, Ground Floor, Copthall House, 1 New Road, Stourbridge, West Midlands DY8 1PH
Or email it to simon.garratt@thecdin.net

Managing Careers Guidance in Schools, Colleges and Learning Providers

Wednesday 6 July - London

Wednesday 19 October - Bristol

Description

This new course will enable careers educators and careers advisers working in schools and colleges to gain an excellent understanding of the key components involved in constructing, managing and delivering a careers programme for learners. Participants will review their current provision against career theory, statutory duties and Ofsted requirements. They will also make plans for developing their career programme.

This one-day course is based on the AIM Awards level 4 Certificate in 'Skills in Managing Careers Guidance in a Learning Environment'. In the last session of the day, we will tell participants how they can go on to do the certificate if they wish. Information about the qualification can be viewed on the AIM Awards website <http://aimawards.org.uk/news/new-qualifications-managing-careers-guidance-qcf/>

Learning outcomes

Participants will:

- understand the main career theories and how these can be applied to practice
- analyse the characteristics of effective career-related learning in their work setting
- know effective career learning evaluation strategies
- analyse their practice against national good practice and statutory duties.
- manage careers guidance contracts effectively.

Target group

The course is aimed at senior leaders, middle leaders, teachers, teaching support staff and careers advisers in schools, colleges and learning providers who are involved in managing, planning and delivering careers programmes.

Course leaders

Anthony Barnes, independent careers education consultant, writer and trainer

Mark Wilkinson, careers education information advice and guidance (CEIAG) manager, Lincolnshire.

Booking information

Please book through the CDI website.

Programme

9.30	Welcome and introductions
09.45	Career Choice theories and their impact on your school <ul style="list-style-type: none">• Introduction to structuralism, developmentalism, differentialism and constructivism• Complete document 1 – Occupational Choice Theories School Review
10.30	Delivering career related learning <ul style="list-style-type: none">• Identify career theories in the Careers and Work Related Learning CDI (ACEG) framework
11.00	Break
11.15	Delivering career related learning (continued) <ul style="list-style-type: none">• Statutory duty and Ofsted• Models of delivery – complete document• Guidance Community – complete internal and external supplier's document• Whole school approach - complete self-assessment against a QiCS (can use Career Mark self-assessment?)
12.30	Lunch
13.30	Managing Careers Guidance Contracts <ul style="list-style-type: none">• Why contract? – contracting law and safeguarding• Definitions exercise• Case Studies exercise• Complete contracts in your organisation document
14.30	Break
14.45	Evaluating Careers Programmes <ul style="list-style-type: none">• Rationale for evaluation and student participation, reference in Better Practice 2 re Hart's ladder• Distribute Connexions little book of evaluation• Complete evaluation document
15.45	Accrediting the learning <ul style="list-style-type: none">• Explain the documents they have produced can be used in the assignments.
16.00	Close and evaluation



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