

## Programme for the day – February 1<sup>st</sup> 2018

9:30am	<i>Candidates arrive, refreshments</i>
9:45 am	<b>One File updates / News / Assessors</b> <b>Overview of Unit 22</b>
10:00am	<b>Reflect on Day 2:</b> Career Leadership course, comments in accompanying work booklet
10:15am	<b>Introduction to ‘Continuously improve career development work’,</b> what is continuous improvement/ change management theory?  <i>Business models – links to Unit 21</i>
10:45am	<b>LO1</b> – understand professional standards for career development work – distinctive and respective uses of frameworks and quality assurance tools e.g. Career Mark and other awards. Code of ethics and CPD.  Professional organisations such as: The CDI, Matrix, QiCS
<b>11:15am</b>	<b>Comfort break</b>
11:30	<b>LO2</b> – understand the key research findings that demonstrate the value and impact of career development work. Tables analyse the relevance of key documents and summarise findings – feedback to group (use from list in hand book)  <i>Ofsted reports, local authority reviews, NICEC, iCegs, NFER</i>
<b>12:15pm</b>	<b>Lunch</b>
1:15pm	<b>LO3</b> – Be able to undertake and lead reviews and career evaluations of career development work  <i>Linking frameworks and tools for auditing, reviewing &amp; evaluating impact and development (CDI, Gatsby, ASCL, London Ambitions, D2N2)</i>
2:00pm	<b>LO4</b> – be able to lead developments in career development work  <i>Force field analysis exercise. Use continuous improvement review sheet to draw up improvement plan</i>
<b>3:00pm</b>	<b>Comfort break</b>
3:15pm	<b>LO5</b> – be able to manage continuing professional development for colleagues involved in career development work  <i>Group discussion and sharing of TNAs, plan and prepare training activities as part of the improvement plan</i>
<b>4:10pm</b>	<b>Plenary and assessment schedule led by CDI</b>

