

# LE.A.DE.R. Project

## LEARNING AND Decision making Resources

KA2-Strategic Partnership - Project N. 2014-1-IT02-KA200-004105



<b>Partner Organization (project partner) and country:</b>	<b>CASCAID</b>
<b>Other organization involved in the Pilot Action (if not directly the partner organization):</b>	Halesowen College

### INFORMATION ABOUT GUIDANCE CENTER / SERVICE AND STAFF PROVIDING THE PILOT ACTION

<b>Career Guidance Center / Service</b> (NAME of the Service/Organisation)	Halesowen College
Address, e-mail, website	Whittingham Road, Halesowen, West Midlands, B63 3NA <a href="http://www.halesowen.ac.uk">www.halesowen.ac.uk</a>
<b>Career Guidance Provision</b> Describe the service and the activities carried out by this organization (list of services and list of main target groups)	The college offers a huge range of careers activities for learners to access which includes one-to-ones, careers lessons, visiting speakers from industry and universities, careers activities as part of the tutorial programme and delivered to all levels of learners which include level 1 to level 3 learners
<b>Staff and practitioners involved</b> Describe the main roles and professional backgrounds	Victoria Ditton – part of the careers and school liaison departments responsible for creating and delivering careers education with school and college learners. Previously managing a careers service within the a student services department of a FE college and qualified in Careers at Levels 6 & 7  Deb Wall – part of the careers team, has worked in the careers function for Connexions and the College for a number of years. Supports learners to make informed careers decision based on accessing one-to-one appointments, delivering lessons and bringing in guest speakers to provide valuable insights into work and further learning. Qualified in Careers at Level 7.  The College has recently been reaccredited the Gold Award, Quality in Careers Standard
<b>Resources and tools</b>	Kudos <a href="https://kudos.cascaid.co.uk">https://kudos.cascaid.co.uk</a>

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Describe main tools available and database, web sites, etc.	VLE online learning environment developed by the College <a href="https://moodle2.halesowen.ac.uk/moodle/">https://moodle2.halesowen.ac.uk/moodle/</a> Hardcopy materials
<b>Other information</b> (Opening time, on line services, etc.)	Online services are available remotely as learners can access 24-hours a day

### INFORMATION ABOUT PILOT ACTION

<b>Title:</b>	<b>Preparing for your next steps</b>
<b>Short description of the Pilot Action:</b>	Working with Level 1 learners to prepare them for their next steps to further study or employment/apprenticeships. Learners will participate in a short programme that looks at skills needed for employment, careers exploration and CV writing.
<b>Target group</b> (with description of specific guidance needs)	Level 1 learners who are post-16 learners who have recently made the transition from secondary school to college
Expected <b>learning outcomes</b> , within the CMS framework	<p><b>Personal Effectiveness:</b></p> <p>Learners are expected to have recognised their skills and qualities and how these relate to chosen careers.</p> <p>Learners will undertake a careers exploration to see which jobs/careers are best suited to their preferences.</p> <p>Learners will recognize job opportunities and compare which jobs could be most useful to them in their career planning.</p> <p>Learners will use appropriate technologies to recognise their career preferences</p>

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<p><b>Learning plan, with a list of guidance tools</b> (please, describe the activities and the career guidance resources you will provide to users)</p>	<p><b>Activities</b></p> <p>Skills and Qualities Booklet devised in house.</p> <p>Lesson focusing on skills and qualities and how these are important in the career planning process.</p> <p>Recognition that individuals have unique strengths they can bring to employment.</p> <p>Lesson focusing on career preferences and identification of two jobs that reflect learners' preferences and SMART action points to follow this up.</p>	<p><b>Career guidance resources</b></p> <ul style="list-style-type: none"> <li>• Kudos career software to identify career preferences: <a href="https://kudos.cascaid.co.uk">https://kudos.cascaid.co.uk</a></li> <li>• Userguide and resources to support use of Kudos: <a href="https://media.cascaid.co.uk/resources/kudos-user-guide/kudos-user-guide.pdf">https://media.cascaid.co.uk/resources/kudos-user-guide/kudos-user-guide.pdf</a></li> <li>• <a href="http://www.cascaid.co.uk/wp-content/uploads/2015/07/After-using-Kudos-student-debriefing-V3.pdf">http://www.cascaid.co.uk/wp-content/uploads/2015/07/After-using-Kudos-student-debriefing-V3.pdf</a></li> </ul>
	<p>Using the CV writing tool, learners create their CV to help support them in work experience and job searching.</p> <p>Learners access online careers CV-writing tool to draft CVs to be handed in at the end of the session</p>	<ul style="list-style-type: none"> <li>• Kudos CV writing tool</li> </ul>
		<p><b>Other resources:</b></p> <p><b>Websites:</b></p> <p><a href="http://www.ucas.com">www.ucas.com</a>  <a href="http://www.getingofar.gov.uk">www.getingofar.gov.uk</a>  <a href="http://www.notgoingtouni.co.uk">www.notgoingtouni.co.uk</a>  <a href="http://www.movingonmagazine.co.uk">www.movingonmagazine.co.uk</a>  <a href="http://www.whatuni.com">www.whatuni.com</a>  <a href="http://www.hotcourses.com">www.hotcourses.com</a>  <a href="https://www.theskills-hub.co.uk/">https://www.theskills-hub.co.uk/</a></p>

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		<b>Events:</b> <a href="http://www.worldskillsuk.org/the-skills-show">www.worldskillsuk.org/the-skills-show</a> <a href="http://www.thebigbangfair.co.uk">www.thebigbangfair.co.uk</a> <b>Videos/presentations:</b> LinkedIn for students <b>Resources for practitioners:</b> <a href="http://www.thecdi.net/write/BP385-CDI_Framework-web.pdf">http://www.thecdi.net/write/BP385-CDI_Framework-web.pdf</a> <a href="http://www.cascaid.co.uk/wp-content/uploads/2016/11/Developing-Careers-Work-Toolkit-Print-V4.pdf">http://www.cascaid.co.uk/wp-content/uploads/2016/11/Developing-Careers-Work-Toolkit-Print-V4.pdf</a>
<b>Evaluation</b>	In-house careers workshop survey and survey link.	

### Scheduled timing of the activities

Day 1 1 hour tutorial in the spring term	Activities Understanding skills and qualities and how this impacts on career choices
Day 2 1 hour tutorial in the spring term	Lesson focusing on identifying potential jobs and careers that match learner preferences
Day 3 1 hour tutorial in the spring term	Learners access online careers CV-writing tool to draft CVs to be handed in at the end of the session
Day 4 1 hour tutorial in the spring term	Final wash up session bringing all elements together, CV feedback and sources of help with careers exploration

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