

OUR SERVICES

Careers Education, Information, Advice and Guidance (CEIAG), Employment, Learning and Training

Who are C&K Careers?

Together we are all about...**Inspiring People to Succeed!**

We offer high quality, impartial careers education, information, advice and guidance (CEIAG) services to young people and adults, together with related learning and employment support, and training services on behalf of schools, colleges, local authorities, prime and area based contractors and employers.

Our matrix accredited services include...

Careers information advice and guidance (IAG) for:

- Adults (18+)
- Students (13-19)
- Schools and colleges
- Young people not in employment, education or training (NEET)
- Vulnerable groups
- Students aged 13-24 with special educational needs and disabilities (SEND)

Quality in Careers Standard (QICS)

- The nationally recognised standard to evidence good CEIAG

Support to employers and training providers and help to develop young people's employability skills including:

- Recruitment
- Work experience

Careers and labour market information (LMI)

Training and development for the IAG/CEIAG sector



As a not-for-profit social enterprise, we're driven by providing the best possible service to our clients, rather than by making the most money. Any surpluses that we generate are used to develop the services we offer.

Over 20 years of experience in this field means we bring knowledge, expertise and understanding, this helps us provide solutions to suit each organisation.

“C&K Careers is one of the most complete careers services remaining in England.”

Matrix 2019

“The expertise of C&K Careers staff is impressive and coupled with significant experience provides a formidable service to users and particularly schools and colleges.”

Matrix 2019



Schools and Colleges

Bespoke and flexible solutions for schools and colleges

We understand that every organisation is different so we work with each school, college and training provider to create a careers programme tailored to your particular requirements. Our knowledge of the Gatsby Benchmarks, the careers strategy and the statutory guidance means we can design programmes to help you meet the requirements and benchmarks. Our highly qualified and experienced careers advisers will work with you in your organisation to deliver your programme.

Our matrix accredited services include...

Careers learning support

- Review of current CEIAG provision
- Design and delivery of a tailored independent and impartial CEIAG programme
- Accredited CEIAG training for careers coordinators, teachers and trainers

Individual face-to-face careers interviews

- Level 6 qualified careers guidance professionals

Curriculum-focused group work

- Complementing and enhancing careers education programmes

Help and advice for parents and carers

- Parents' evenings
- Presentations
- One-to-one interviews at important progression points

Employer engagement

- Work experience provision
- Vacancy matching for apprenticeship, training and job opportunities
- Careers events and fairs
- Employer links to arrange events, visits and speakers

Quality in Careers Standard

The national quality award for careers education, information, advice and guidance (CEIAG)...

- Ensures provision meets the recently revised statutory guidance requirements
- Demonstrates your organisation meets the eight Gatsby Benchmarks
- Provides evidence for Ofsted inspections
- Is useful for the audit of CEIAG

We can support your organisation to get ready to meet the Quality in Careers Standard. Our dedicated assessors guide you through the assessment.

“An excellent service is provided for staff and pupils alike - we feel fully supported in being kept updated with both national and local issues and pupils feel well positioned in their quest to find FE provision/apprenticeships etc”. School

Our Business Development Manager would be happy to discuss the services in more depth with you, contact Joel to find out more **01484 242000** or joel.robinson@ckcareers.org.uk.



“We understand that every organisation is different so we tailor our solutions to suit your organisation”

SEND Specialism

Specialist and targeted support to schools and colleges for people aged up to 25 needing further help

Our highly qualified advisers work in specialist secondary schools and resource provision helping young people with the transition to further education, training and work. The team also supports young people with SEND in mainstream education.

Our experienced team works with a variety of different groups, including...

- Vulnerable people
- Students with learning difficulties and/or disabilities
- Looked after children and care leavers
- Those at risk of dropping out

To offer high quality support we get to know each young person that we're working with through...

- Individual interviews
- Group work
- Contact with parents and carers
- Presence at transition reviews

We can work on a one-to-one basis or with small groups of students with SEND in Years 9-14 to...

- Develop aspirations
- Discuss options
- Explore progression pathways
- Consult about work placements
- Support their post school/college transition

“Ours is a special school for some of the most vulnerable pupils in Kirklees. Your help and support ensures there is continuity of support once pupils leave school so that progress can be maintained.” School

C&K Careers Nexus service to schools, in partnership with Kirklees Nexus-in-School, offers a range of extended work placement opportunities for Year 11 students, coupled with wraparound support

Nexus is an option for Year 11 students who are in school but would particularly benefit from a more practical element alongside their current curriculum. It offers...

- Personalised, work-related learning with a local employer for up to three days per week
- Opportunities to take part in structured learning around employability and life skills

The remaining time is spent in school taking a reduced number of GCSEs.

The Nexus Team Project Officers...

- Identify suitable work placements
- Make arrangements for student interviews
- Carry out health and safety assessments
- Undertake student inductions

Students, schools and families are supported with regular placement visits, phone calls, feedback and mentoring.



Our SEND Team Manager would be happy to discuss our SEND and Nexus services in more depth with you, contact Nathaniel to find out more **01484 242000** or nathaniel.mcgowan@ckcareers.org.uk.

Employer Engagement

Supporting schools and colleges to prepare young people for work and linking employers with the workforce of the future

We work with schools, colleges and employers to provide opportunities to young people to improve their employability skills. Our services include...

Recruitmentline

- Support to arrange careers fairs or open days
- Learning and apprenticeship opportunity events for schools and colleges each academic year
- Sourcing and promoting work and training opportunities for young people
- Best-fit matching of new entrants to the labour market to your vacancy

Work experience

- Sourcing work experience placements for young people
- Carrying out workplace health and safety checks
- Matching young people to work placements
- Supporting teachers to visit students while on placement



We also offer a range of services to employers - whether growing the workforce with an apprenticeship or vacancy, supporting skills development through work experience or training, or facing redundancies. Our services include...

Recruitline

- Free vacancy advertising
- Best-fit vacancy matching to young people on our database
- Advice and assistance to set up apprenticeships and training

Work experience

- Advice and assistance setting up work experience placements
- Completion of all necessary paperwork
- Selection of student/s and arranging for you to meet or interview the young person before they start

Redundancy support

- Bespoke job hunting programmes in small groups
- Individual employee interviews to help people move on

“The person we employed was just right for our situation - you really listened to what we wanted.”

Employer

Our Employer Engagement Team Manager would be happy to discuss the services in more depth with you, contact John to find out more **01484 242000** or **john.andrews@ckcareers.org.uk**.

“C&K Careers helped me to access a grant and find the right apprentice for my company, who is doing really well, and they helped me find NVQ training for an existing member of staff.” *Employer*

Information Services

Everything you need to know about education, employment and the labour market

Our Information Services Team supports young people, parents/carers and adult clients at key transition points in their decision making and job hunting journeys. We also provide schools, colleges and businesses with valuable insights into current education and employment issues, and labour market trends. Our in-house information and design team produce a range of products to deliver these services.

Channels

- Booklets, posters, flyers and leaflets
- Websites eg www.ckcareersonline.org.uk
- E-booklets and e-newsletters
- Online directories
- Resources for teachers
- Social media
- Events

Our resources cover a wide range of topics...

Employment

- Careers information - requirements, entry routes, tasks
- Local, regional and national labour market information
- Employment legislation
- Self-employment
- Working abroad
- Voluntary work



Career Works Training

Bespoke expert-driven training for the information, advice and guidance sector

We have training venues across Yorkshire and the Humber plus the option of bespoke packages or e-learning for those further afield. With an impressive completion rate, we work with you to ensure you successfully gain your qualifications.

Accredited courses

- Level 3 NVQ Certificate in Advice & Guidance
- Level 3 NVQ Certificate in Advice & Guidance (e-learning)
- Level 4 NVQ Diploma in Advice & Guidance
- Level 4 Diploma in Career Information & Advice
- Level 6 Diploma in Career Guidance & Development
- Level 6 Diploma in Career Guidance & Development (three units, career guidance & theory package)
- Level 6 Diploma in Career Guidance & Development (three units, career leadership package)

National clients

Our extensive range of clients across the UK includes...

- Local authorities
- NHS
- Community learning groups
- Housing associations
- Benefits and debt advice agencies
- Schools, colleges and universities

...and many more

Benefits of training

- Develops advice, guidance and interviewing skills
- Leads to a nationally recognised qualification
- Enhances chances of promotion
- Raises the profile of organisations
- Ensures improved outcomes for clients
- Opens doors to lots of different career options

With over 400 staff working in a variety of roles, from adult advisers to school advisers to those in community settings, we bring up-to-date and practical expertise to our training.

“A high standard of training, support and communications.”

Student

“The assessor is fantastic and takes time to explain the criteria and breaks it down if needed.”

Student



Career Qualifications
Career Quality Awards
from
CAREER WORKS

Helping you to reach
industry standards



Speak to one of our
experienced and trusted
guidance professionals

www.careerworksgroup.co.uk

Our Business Development Manager would be happy to discuss the services in more depth with you, contact Joel to find out more **01484 242000** or joel.robinson@ckcareers.org.uk or info@careerworksgroup.co.uk.

Participation

Aiming for all young people to be in employment, education or training

We understand the issues and barriers facing young people and deliver specialist services from our careers centres and via outreach to help them reach important decisions about their life, education and career choices, supporting them to take the next step. Visit **ckcareersonline** for our centre drop-in times.

We are trained to work with all young people, with a particular focus on vulnerable groups including...

- Young offenders
- Pregnant young women and teenage parents
- Looked after children and care leavers
- Young people in alternative Key Stage 4 provision
- NEET young people

We provide careers information, advice and guidance to help young people plan their next step. In addition, we provide practical help with...

- CV writing
- Job, apprenticeship and course applications
- Interview preparation

Some young people need additional support, so we work jointly with specialist services to provide holistic support for a range of issues including...

- Substance misuse
- Mental health
- Sexual health
- Family relationships
- Housing

“I just want to say thank you for all that help in the meeting I had with you, you really made me focus on one thing I wanted to do and found me the apprenticeship, so I am very grateful for your help. I would have been lost without your guidance.” *Young person*



“We are trained to work with all young people...”

Our Participation Team Managers would be happy to discuss the services in more depth with you, contact Jill or Fay **01484 242000** or jill.meade@ckcareers.org.uk or fay.mcintosh@ckcareers.org.uk.

Adult Team

Supporting people aged 18+ to progress into work or learning

Our highly qualified adult careers advisers work with individuals, providing information, advice and guidance (IAG) to help them discover their career and learning options. The team works from our careers centres in Wakefield, Huddersfield, Halifax and Dewsbury as well as community venues and Jobcentre Plus offices.

In addition to the one-to-one IAG appointments and drop-in sessions, our team also run a range of interactive workshops including...

- CV writing
- Interview skills
- Experience matters for those over 45
- Digital skills when job searching
- Apprenticeships for all

“The adviser was very helpful and made me aware of options that are available to me that I wasn’t aware of. I now feel a lot more confident that I can successfully apply for jobs and that my CV will target the position I am applying for.” Client

“We run a range of interactive workshops designed to give people the skills they need to progress...”

Our Adult Team would be happy to discuss the services in more depth with you, contact them on **01484 242000** or enquiries@ckcareers.org.uk.



Careers Centres

Information and support for all ages

Advisers in our welcoming centres can provide help and support with...

- Discovering job and career options
- Planning the next step
- Searching for jobs and apprenticeships
- Vacancies for starter careers
- Applications, CVs and interviews
- Learning and training options

For young people (16-24), we can also offer...

- Support with course, apprenticeship and training applications
- Targeted services for vulnerable young people not in education, employment or training
- Benefits information for under 18s
- One-to-one IAG sessions via daily drop-in services or appointments

For adults (18+), we can offer additional information on...

- Universal Jobmatch accounts
- Local full and part-time course information
- Money for study
- Jobcentre Plus
- Training programmes
- Work clubs
- Running a business
- Dealing with redundancy

Visit **ckcareersonline** for our centre drop-in times.





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Careers Centre
Dewsbury Library
Railway Street
Dewsbury
WF12 8EB**



**Halifax
Careers Centre
16 Alexandra Street
Halifax
HX1 1BS**



**Huddersfield
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24 High Street
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HD1 2LR**

Call us on 01484 242000 or email enquiries@ckcareers.org.uk

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