



Expert Careers Guidance Service  
tailored to your individual requirements

support schools igen  
students careers  
student services colleges  
guidance teachers  
information enterprise academies  
opening doors





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## igen - Introducing our Careergen Services for Schools and Colleges

igen - is a leading national provider of career guidance, training and education services. We have an excellent track record of contract achievement underpinned by quality delivery that has achieved the national Matrix IAG quality standard, Investors in Diversity, "Two Ticks" disability standard, Investors in People and Institute of Career Guidance "National Careers Award."

igen currently delivers careers education and guidance services to over 300 schools.

Previously igen was DCSF national contractor for audits of CIAG provision in Diploma Consortia in relation to the National IAG Standards. Positive feedback from both Consortia and Local Authorities remarked that the audits had contributed to developing IAG at both the strategic and operational levels.

igen is also the provider of Triangle Staffing, the market leading provider of Careers Advisers for temporary and permanent positions.

[www.triangle.uk.net](http://www.triangle.uk.net)

### Your new responsibilities

igen can help you to meet your new statutory duties in relation to the provision of independent, impartial careers guidance as well as your organisation's individual requirements for excellent careers IAG.

We believe that by working together with you, your students and their families every young person can set realistic goals and make informed choices to secure exam success and smooth transition to learning and work.

### Investing in our Careergen Service will:

- Encourage, challenge and raise student aspirations and achievement.
- Help you meet your individual targets including the new destination evaluative measure for schools.
- Meet the new statutory duties on schools for independent impartial careers guidance.
- Ensure that your adviser has an enhanced CRB check and undertakes CPD.
- Demonstrate to parents and Governors an added value of your school's learning experience.

### Careergen Services

igen is forward thinking, flexible and responsive in seeking value for money solutions, working with you to maximise successful outcomes for your students and organisation.

We have developed packages of Careers IAG Services for schools following extensive research with Head teachers. **The following pages provide examples of these services for illustration purposes.**

We would be delighted to discuss with you how these services can be tailored to meet your specific needs and budget. We also provide a staff supply service which is charged at a daily rate and will be happy to quote for this.

**Please click the link below to arrange a free consultation to discuss your individual needs:**

[www.careergen.com](http://www.careergen.com)

## Price Guide: 2012\*

Resource	Price Per Day	Comment
Careers Advisers	£175 - £195	The cost of any activity is negotiable dependant upon the nature of the activity, its preparation requirements, the volume and outcomes required and the experience and qualification of staff.
Specialists	£180 - £200	
Trainers	£180 - £250	
Consultants	By negotiation. Dependant on contract duration usually starting at £180 per day	Please note that all staff will continue to have full support from igen Headquarters and our award winning CPD Team at no additional charge.

\*All prices are exclusive of VAT and may be subject to change



Very many thanks for the time and effort your local and HQ teams spent with us. The Inspectors were impressed and I know this has helped us achieve the improvements we were aiming for.

Head teacher regarding work to support their Ofsted inspection



# Careergen - Careers Education, Information, Advice and Guidance Services for Young People

We are committed to providing cost effective quality services to meet your priority needs.

We provide competitively priced resources including:

## Careers Advisers

- Fully qualified to nationally recognised careers information, advice and guidance standards with enhanced CRB clearance.
- Experienced in delivering independent impartial careers information, advice and guidance, to young people and adults including parents, face to face, assembly, groups or class sizes.
- Locally knowledgeable.
- Fully supported through CPD including observation of practice to ensure continuous improvement.
- Tailoring careers information, advice and guidance to the needs of each young person and to your specification. This could include one to one, group and class work with measurable outcomes.

## Specialist Services

- Tailored extra support for young people with multiple and complex needs who may require additional individual or family support. This might include support for independent living.
- Management information including bespoke analysis of data of the destinations of your students and those young people living in your local area, both those in education employment and training, or those who are NEET.
- Morrisby Profiling on an individual or group basis.

## Trainers / Assessors

- Qualified trainers to support staff who deliver information advice and guidance. This could include topic specific sessions such as KUDOS, usage of labour market information (LMI) and support for new Careers Co-ordinators.
- NVQ Assessors to support development of careers consultants/advisers.
- Teacher/Tutor INSET
- Safeguarding training.

## Consultants

- National ICG award winning team experienced in the provision of effective Careers Education, Information, Advice and Guidance (CEIAG) programmes, accreditation and project management.
- Quality Assessments/Audits to inform development and achievement of CEIAG Quality Standards.
- Help to achieve focussed, innovative and cost effective solutions to support
  - Positive progression for more students.
  - Managers and tutors with CEIAG including, for example, planning comprehensive time bound programmes / events.



## Careergen - Standard Service for Pre-16 Students

### One assembly to introduce the IAG service to staff and students

#### Outcomes:

Students will understand:

- The support available.
- Identify when they may need support.
- Where to find useful sources of information.
- Be provided with a flyer outlining key pieces of information / contacts.

All students entering Year Eleven will be asked to complete a Choices form to identify / diagnose support needs via a group work session

### One Year Eight / Nine Options Assembly

In partnership with the school explain the range of options and consequences of choices made in Year Eight / Nine for transition to A level study, FE, HE and employment

### One Year Ten / Eleven Moving On / Transitions Assembly

In partnership with the school explain the range of options and consequences of choices made in Year Ten / Eleven for transition to A level study, FE, HE and employment

### Group work for all Year Eleven considering alternative study options followed up by individual support sessions to finalise plans, complete applications and prepare for interviews

For students in their final year at school a Careers Adviser will support students and families to navigate the range of options / application processes and timescales – via individual or group sessions.

**Outcome:** Appropriate applications made to Learning Providers, employers and apprenticeships.

### Drop in sessions two per term

Students will have access to advisers on a drop in basis to provide information, advice and guidance

### Guidance interviews for targeted pupils (e.g. Gifted and Talented, difficult to place, poor attendance at school, special needs, involved with multiple agencies, performing below expectations) – to a maximum of seven interviews per day

#### Outcomes include:

(Depending on year group and career stage)

- Individualised support and up to date information to develop their skills, understanding and aspirations to make informed choices, increase motivation and to remain 'In Learning'.
- Students will receive, as appropriate, an individual personalised Action Plan outlining options / actions and back up plans.
- Copies of Action Plans will be provided to parents and school.
- Parents will be welcome to attend interview as appropriate – based on agreed arrangements with school and students.
- Support with applications for post school options with sign posting to key partner organisation as appropriate.
- Practice interviews and constructive feedback for employment / HE / FE / Apprenticeships.

### Results Day

**Outcomes:** [As one to one guidance above plus]:

- Students supported to review their plans and options in light of their results and make informed choices regarding options.



## Students will develop the skills, understanding and knowledge to:

- Apply careers options information to their own situation and agree strategies to progress their careers development.
- Identify and overcome barriers to progress.
- Raise awareness to broaden horizons and promote social mobility.
- Identify and research careers information.
- Match skills / interests to vocational areas.
- Make informed choices regarding subject choice.
- Identify how to locate and apply for after school options FE and Apprenticeships.
- Support to ultimately achieve sustained employment and progression.





## Careergen - Enhanced Service for Pre-16 Students

Includes all activities in the Standard Service plus those listed below

Guidance interviews for all Year Eleven including parents/carers

Guidance interviews for all Year Eight and Nine who request support with options choices (includes parents/carers)

**Group work on options and progressions for all Year Eight and Nine**

For young people who are choosing options at school. A Careers Adviser will support young people and families to navigate the range of options and understand the implications of choices in Year Eight / Nine for transitions and career planning at Sixteen / Eighteen.

### **Outcomes:**

Options choices take account of subject grouping and progression to FE, HE and employment.

**Six targeted group work sessions and/or guidance sessions to meet locally identified need**

We will help you select from our menu or design your own.

### **Tracking and NEET Reduction**

Following up students to ensure that their destinations are confirmed and provide support when needed.

## Careergen - Additional options

### Key Stage 3 - Possible topics include:

- Finding and using Careers Information and Careers Software.
- Subject themed Labour Market Information (LMI) e.g. STEM.
- Employability skills.
- Transition Primary to High, Middle to High School.
- Support Careers education activities.

### Outcomes include:

Young People develop the skills and knowledge to:

- Identify and research careers information.
- Match skills / interests to vocational areas.
- Make informed choices regarding subject choice.
- Raise awareness / broaden horizon / promote social mobility.
- Take action based on planning.

### Key Stage 4 - Possible topics include:

- Introduction to Post 16 Options.
- Finding and using Careers Information.
- National and local LMI.
- Employability skills.
- Subject themed LMI e.g. STEM.
- Preparation for work experience.
- Debriefing from work experience.
- Support Careers education activities.
- Job Search / Applications / CVs.
- Student Finance.

### Outcomes include:

Young people develop the skills and knowledge to:

- Understand the choices faced at the end of KS4 including consequences of decisions.
- Maximise value of work experience.
- Identify and research careers information.
- Match skills / interests to vocational areas.
- Make informed choices regarding subject choice.
- Raise awareness / broaden horizons and promote social mobility.
- Take action based on planning.
- Interview, job search and application skills.



## Example of a School Profile to provide a financial illustration

Example below is based on a Year Seven to Thirteen school with 200 students in Year Nine, Year Ten and Year Eleven. There are 150 students in 6th Form, 50 students are on 1 year courses and 100 on 2 year courses. Option Choices are made in Year Nine. There is a separate illustration for Year Twelve and Thirteen. Illustrations are for the Standard Service and the Enhanced Service. **Please note this example is for financial illustration only and all Services are bespoke and will be costed for individual or clusters of schools dependent on services required.**

### Standard Service

3 Assemblies introducing service to Years 9, 10 and 11	3 x ½ day cost included 6 guidance sessions
1 options Assembly Year 9	1 x ½ day cost includes 2 guidance sessions
1 Transitions Assembly Year 11	1 x ½ day cost includes 2 guidance sessions
Group work - for those considering alternative study options	4.5 x 1 day
6 Drop in sessions	6 x ½ day
Face to Face Guidance sessions for Gifted and Talented and those with additional needs based on 30% of year group in Year 9 for options support and 30% in yr 11 for transition support. Application, interview, job search, using Labour Market Information skills.	16.5 x 1 day
Results day support Year 11	1 x ½ day
Review of Careers Education Curriculum	1 x ½ day
<b>Number of days = 30</b>	<b>£5250 + VAT</b>

### Enhanced Service

3 Assemblies introducing service to Years 9, 10 and 11	3 x ½ day cost included 6 guidance sessions
1 options Assembly Year 9	1 x ½ day cost includes 2 guidance sessions
1 Transitions Assembly Year 11	1 x ½ day cost includes 2 guidance sessions
Group work – for those considering alternative study options based on 30 students + 30 face to face guidance sessions	4.5 x 1 day
Group work for all Year 9s on options choices. 8 x 1 hour session = 2 days including preparation time	2 x 1 day
6 Drop in sessions	6 x ½ day
160 Guidance Interviews Year 11 (40 additional sessions offered to those considering alternative study options or in sessions following assemblies - see above) Also 20% of students in Year 9 to support options choice = 40 students	23 x 1 days 6 x 1 days
Targeted work – group work or face to face sessions to meet local need	2 x 1 day
Results day support Year 11	1 x ½ day
Review of Careers Education Curriculum	1 x ½ day
Tracking and NEET reduction	5 x 1 days
<b>Number of days 50</b>	<b>£8750 + VAT</b>



“ I just wanted to pass on my thanks for the work that you have done with the young man that we referred to yourself for intensive support. The PA to whom you allocated this work seems to have done a fantastic job (albeit early days as yet) getting the young man out of his bedroom, beginning the process of looking at a weight loss regime, with every possibility that the intervention will make a real difference to the young man’s life ”

Youth Strategy Manager, IYSS

## Careergen - Standard Service for Post 16 Students

### Introduction to the service via assembly or tutor groups

#### Outcomes Include:

Students will understand:

- The support available.
- Identify when they may need support.
- Where to find useful sources of information and utilise Labour Market Information.
- Be provided with a flyer outlining key pieces of information /contacts. All students entering Year Twelve will be asked to complete a Choices form to identify / diagnose support needs via a group work session.

### Diagnostic Sessions – Short Meetings with students to identify level of need

- Check decision making.
- Meet information needs.
- Recommend next level of guidance needs if any.
- Signposting to other services.

Group work with a pre agreed lesson plan including defined aims and objectives will be delivered via Tutor Groups. Group work sessions will be evaluated with feedback to the school.

#### Outcomes Include:

Students develop the skills and knowledge to:

- Identify and research careers applications.
- Match skills/interests to vocational areas.
- Make informed options choices.
- Raise awareness/ broaden horizons and promote social mobility.

### Develop the knowledge and skills to explore all post 18 options.

Topics can include:

- Post 17/18 options.
- Employability Skills.
- National and Local Labour Market Information.
- Subject themed LMI eg STEM.
- Finding and Using Careers Information.
- Job Search/Application/CVs.
- Impartial information regarding student finance.
- HE options and Applications.
- Options for young people not going to university.
- Gap Years and alternatives.
- Practice Interviews and Constructive Feedback.

### Face to Face Guidance

Students in key stage 5 and their families will be provided with support to enable them to make a successful transition beyond school/college. Where required students will receive an individual personalised Action Plan outlining options / actions and back up plans.

Parents will be welcome to attend interview as appropriate – based on agreed arrangements with school and students.

A percentage of interviews will be evaluated and feedback made available to the school.

#### Outcomes Include:

Students develop the skills and knowledge to:

- Apply careers options information to their own situation and agree strategies to progress their careers development.
- To identify and overcome barriers to progress.
- Raise awareness to broaden horizons and promote social mobility.
- Identify and research careers information.



- Match skills / interests to vocational areas
- Make informed choices regarding subject choice.
- Identify how to locate and apply for post school options FE and Apprenticeships.
- Support to ultimately achieve sustained employment and progression.

## A Level Results Day.

Careers Advisers will be available to support students on A level Results day.

## Outcomes:

(As Face to Face guidance above plus):

Students supported to review their plans and options in the light of results and make informed choices regarding options including supported access to clearing.

## Careers Drop In

Students will have access to advisers on a drop in basis to provide information / advice and guidance.

## Additional Bespoke requests

### Examples:

- Tracking and NEET reduction, following up students to ensure that their destinations are confirmed and provide support when needed.
- Psychometric testing.
- Manage work experience, work placements, volunteering and work shadowing for post 16 students.
- Sourcing funding and supporting the applicant to apply for money to access non-standard options.

## Example financial illustration Post 16 Services

Please note this example is for financial illustration only and all Services provided are bespoke and will be costed for individual or clusters of schools dependent on service required.

### Post 16 Service

Introduction assembly	1 x ½ day includes 3 guidance sessions
Group work on options for those not going to university based on all leavers at end of year 12 and 30% of Year 13	2 x 1 day
Face to face guidance sessions x 80	11 x 1 day
For schools with the standard or enhanced service for 11 – 16 students Year 12 and 13 will have access to drop in sessions.	
For school buying in a stand alone 6th form service 6 Drop in sessions	6 x ½ day
A and AS Level Results day support	½ day
Number of days 14 – Application job search and utilising labour market information. Practice interviews and constructive feedback.	£2450 + VAT as add on to other igen services
Number of days 17 – Application job search and utilising labour market information. Practice interviews and constructive feedback.	£2975 + VAT as stand alone service

## Example financial illustration Post 16 – Enhanced Services

Please note this example is for financial illustration only and all Services provided are bespoke and will be costed for individual or clusters of schools dependent on service required.

### Post 16 - Enhanced Service

Introduction assembly	1 x ½ day includes 3 guidance sessions
Group work on HE options and UCAS applications for all HE applicants – 70 students	2 x 1 day
Group work on options for those not going to university based on all leavers at end of year 12 and 30% of Year 13 = 80	2 x 1 day
Face to face guidance sessions for all Year 12/13 at transition point - 150 guidance sessions	21 x 1 day
For schools with the standard or enhanced service for 11 – 16 students Year 12 and 13 will have access to drop in sessions.	
For school buying in a stand alone 6th form service 6 Drop in sessions	6 x ½ day
A and AS Level Results day support including supported access to clearing	2 x 1 day
Tracking and NEET reduction	2 x 1 days
<b>Number of days 33.5</b>	<b>£5862.50 + VAT as add on to other igen services</b>
<b>Number of days 36.5</b>	<b>£6387.50 + VAT as stand alone service</b>

## Careergen - Service for Students with Special Educational Needs and / or with Disabilities (SEND)

Local Authorities will retain responsibility for providing targeted support to students with special needs along with the completion of the Section 139a. We will be happy to discuss how our services can be tailored to ensure there is no duplication once your Local Authority offer is clear.

- Pre and post annual review guidance sessions with careers report and action plan provided at each review (Years Nine, through to Fourteen).
- Guidance session for parents / carers at each transition point (Years Eleven and Thirteen or Fourteen).
- Ongoing advice and support for students and parents throughout the transition process.
- Attendance at assemblies and parents evenings to explain our role and to provide support and information.
- Accompanied visits to opportunity providers/employers.
- Practice interviews for job, HE/FE applications.
- Advice and support on work experience placements including follow up visits.
- Organisation of "Moving On" events.
- Links with other associated professionals.
- Training for tutors.
- Compilation and completion of funding reports for Independent Specialist Further Education and providing representation at Funding Panel decision meetings.
- Providing the careers guidance input to the section 139a.



“ The PAs have done a magnificent job in leading, organising and delivering our specialist careers convention. All the most important agencies for learning and ongoing support were there. We have had excellent feedback from parents. We were delighted with the PAs support (as we always are!) in organising such a successful Convention on our behalf – well done again! ”

Head Teacher , Special School

## Careergen - IAG Parents Services

### Representation at parents evenings

Advisers available at parents' evening events

Activities include:

- Available to answer queries from individual parents and carers and families.
- Deliver short presentation at event.

### Outcomes include:

- Providing parents and carers with the knowledge and information to support their young person with their career planning and to make informed choices.
- Enabling parents to broaden young persons horizons / improve social mobility and support achievement of sustained employability and progression.

### Attendance at other school events

Parents will have access to advisers on an appointment basis or through other school arrangements e.g. Parent/Teacher groups to provide information, advice and guidance.

Diagnosis of guidance needs and information and signposting given as appropriate.

### Parent Twilight / Evening Workshops

Select from:

- Introduction to Careers Education and IAG.
- Finding and Using Careers Labour Market Information.
- Year Nine Options.
- Post 16 Options.
- UCAS Applications
- Young people not going to university.
- Independent Information on Student Finances.
- GAP Year / Alternative Career Pathways.
- Transition Planning for Young People with special educational needs and disabilities.
- Alternatives route into HE/FE.
- Apprenticeships.

### Making careers information available to parents via the school website

For example, identifying appropriate information to make available on the schools website and localising national information systems.





## Careergen - Quality Standards

### Reviewing Career Education and Guidance (CEG) against National and Local standards

Review and evaluation of CEG curriculum and working with key school staff to implement change based on a gap analysis against the standards and support to apply for National or Local Quality Careers Guidance Awards for schools.

#### Outcomes:

- Report evidencing good practice and areas for development
- Development plan with options for progression with timescales

### Training/CPD for tutors and designated staff on guidance issues and transition

Including:

The Role of the Tutor, The Personal Development Curriculum, One to One Guidance, Referral, Individual Learning Plans, Labour Market Information, Options and Destinations and Accessing Careers Information

### Bespoke INSET Workshops / Events

Activities available can include:

- Supporting Teachers / Tutors / Librarians to select / use / make the most of Careers Information and IT based resources.
- How Teachers / Tutors can encourage and support students to manage their own careers research and applications (Supported Self Help).
- CEG Resources.
- Developing a Careers Education Programme.
- Labour Market Information.
- The implications of subject choice on career pathways.
- STEM Careers Information Session – can be tailored to individual subjects eg Careers with Maths.
- Skill Development – Introduction to one to one Information, Advice and Guidance Skills
- UCAS application, personal statement, techniques and practice for University interviews
- Supporting young people not going to university.
- Impartial Information regarding Student HE Finances.
- Post 16 Options.

## Careergen - ICT Development

The aim of this service is to enable schools, colleges and academies to move from their current system to ICT based delivery.

It comprises:

- The sourcing and researching of appropriate ICT options.
- An introduction to new arrangements for key staff.
- An introduction for students to ICT based CEG.
- Supporting the management of ICT based careers education and guidance systems in the institution.
- Supplementary personalised guidance.

### Sourcing and researching of appropriate ICT options

Our specialist staff will research and advise on ICT options based on the needs of your institution, budget and current national ICT developments in CEG.

### An introduction to new arrangements for key staff

Our specialist staff will deliver bespoke INSET workshops or events to key staff in your institution to assist them to incorporate ICT within schemes of work.

### An introduction for students to ICT based CEG

Our advisers will introduce students to ICT based CEG during assemblies or via tutor groups.

### Support the management of ICT based guidance and education systems

Our advisers will work with your IT staff to ensure that your institution's system signposts to key CEG staff and includes accurate and up to date information on local arrangements such as open evenings, parent events, careers conventions for example.

Our staff will also support you to make CEG resources available on your institution's website for pupils, parents /carers and other partners to access.

### Supplementary personalised guidance

Following students' introduction to ICT based CEG, one to one guidance and small group sessions will be available to meet the individual needs of students and address issues that may arise. This will help to ensure that learning outcomes are met and minimise the number of students who become NEET.





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