

# Help! I'm a new Careers Coordinator

connexions

LEICESTER SHIRE

## Overview

This course will give you the opportunity to network and share best practice with staff in a similar role from other learning organisations. The course provides an overview of local and national Careers Education, Information Advice and Guidance (CEIAG) and how this relates to your situation. The role of the Careers Co-ordinator can be an isolated one, especially for those new to it. You will find out what to do to make progress in your role, and how to access further support.

*'The knowledge and skills of the careers coordinator can be critical to the overall effectiveness of CE/IAG within a school. Head teachers should ensure that careers coordinators receive the help and support that they need to undertake their jobs effectively.'* Statutory Guidance: Impartial Careers Education DCSF Oct 2009

## Key areas:

This course provides participants with the skills and confidence to:

- Understand their role in the organisation
- Promote their role in the organisation
- Move the organisation forward
- Understand how national guidance affects their role



## Who will benefit

This course will suit anyone who is:

- New in the learning organisation
- Looking to move into the coordinators role
- Has recently taken on this position

## **Date:**

Thursday 16th September 2010

## **Time:**

9.30 - 4.00 pm (Full Day)

## **Venue:**

Connexions Leicester Shire  
2nd Floor, 6 Millstone Lane  
Leicester  
LE1 5JN

**To reserve your place, please contact  
Mandy Orton by Thursday 2nd September 2010**

## **Mandy Orton**

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**Please note: Although this is a free course there is a late cancellation/non-attendance fee of £25.00.**

**[www.connexions-leics.org/staffroom](http://www.connexions-leics.org/staffroom)**