

Careers in a Nutshell
Friday 17th October 2008

Name:

Position:

Organisation:

Address:

Telephone number:

Email:

Dietary Requirements:



prospects

Careers in a Nutshell

- An introductory workshop for school and college staff new to careers work

Friday 17th October 2008

9.45am – 3.30pm

Venue: MIC, 81 – 103 Euston Street, Euston, London, NW1 2EZ

The aim of the course is:

To give an introduction to Careers Education, Information, Advice and Guidance (CEIAG) for those new to this area of work in their organisation.

Programme content:

The programme will be tailored to meet participant needs but could include any or all of the topics on the next page.

To book a place on this course please complete the questionnaire overleaf and the form overleaf and return to:

**Priscilla Hansberry
Brent Connexions
169-171 High Road
London
Tel: 020 8438 1650**

Email: priscilla.hansberry@prospects.co.uk

The course is funded by Connexions and there is no cost to organisations attending the day. Lunch and refreshments will be provided.

Please note, once a place is booked you are welcome to substitute a participant. Failure to attend will however incur charges for any costs incurred.

Please tick which of the following you would like included on the course:

- Careers Resource Library and funding
- Curriculum and teaching materials and resources
- Meeting the learning outcomes of the national standards for CEG
- Links with the I.A.G. Standards
- Links with other areas of the curriculum
- How you know you are doing a good job and quality awards
- Accrediting Careers Education (eg: Asdan)
- What is Connexions role and what it can do for your organisation
- Other, please specify:

Your role and responsibilities:

- Curriculum planning
- Managing information resources
- Liaising with Connexions
- Other, please specify: