

C+K

Our range of services



We work with a wide range of organisations, including schools, colleges, local authorities and employers, to offer high quality, impartial information, advice and guidance (IAG) and employment services to young people and adults.

We can help you to:

- create and deliver an impartial careers guidance programme in your school or college
- reduce NEET and support vulnerable young people
- support adults into employment or education
- promote and recruit young people to your vacancies
- support people into positive destinations
- upskill your staff through our range of CPD and training opportunities
- deliver careers information to your students
- assess your careers provision with the Quality in Careers Standard



Services for schools and colleges



Like all education professionals, we take our role in the development of young people seriously. For 25 years' we have worked alongside schools and colleges to ensure that academic potential and career aspirations go hand-in-hand.

We offer a unique, individualised service for every young person we work with to ensure that they maximise their careers journey.

Our in-school services include:

- A full-service, flexible, local careers company with established links to local and regional employers and partners
- Qualified, skilled, quality assured careers advisers working across all education types
- Flexibility, we can work individually within a school, or collectively to support events within our wider network

- Support for the learner journey with young people from Year 7 up to the age of 18 (25 for those with SEND)
- Advice on statutory guidance/policy and adapting practice as needed in line with current thinking
- Advice to help schools and colleges meet statutory responsibilities, Gatsby Benchmarks and how to embed strategic policies and procedures

Our 360° 'vision of provision' enables us to deliver accurate, informed, impartial guidance and specialist knowledge, ensuring 'the first choice is the right choice' and reducing churn. This supports schools with good progression outcomes and reduces drop-out in post-16 institutions.

We are committed to ensuring that every young person progresses and thrives in the best positive destination for themselves. This not only benefits the young person, but also individual schools and colleges via improved outputs and demonstrable actions towards Ofsted and Gatsby requirements.

Access our quick web links:

- IAG services for young people (11-19)
- Careers Information Resources
- Quality in Careers Standard
- IAG services for SEND, disadvantaged and vulnerable young people
- Virtual Work Experience
- Meeting Ofsted and the Gatsby Benchmarks
- Minimising NEET and dropout

For more information on how we can deliver personalised careers services in your school or college please contact **Joel Robinson, Business Development Manager on **01484 242000** or visit our website www.ckcareers.co.uk**

Services for local authorities and service providers



C+K works with local authorities to deliver a range of integrated services designed to reduce the number of young people and adults who are NEET or at risk of becoming NEET.

Minimising the number of young people and adults who are NEET, not only provides a financial benefit for communities, but it has positive social benefits too including improved mental health and reduced levels of crime.

Strategic and complete management

C+K offers a range of services from a 'strategic NEET audit through to a complete NEET management service' all of which have been proven to decrease the number of young people and adults not in employment, education or training. Our work in Calderdale and Kirklees - where we offer a comprehensive and integrated NEET service - has helped rank the local authority 1st in Yorkshire and the Humber and in the top 20% nationally. This has been achieved by working closely with local authority staff, developing a unique partnership approach.

Identifying at-risk of NEET and targeted support

By identifying at-risk individuals early and providing tailored support and guidance, our qualified and professionally trained careers advisers are able to understand the issues, barriers and identify potential trends. Targeting support with this group of young people and adults, leads to better decision making and increased chances of successful progression. This support includes providing personalised careers information, advice, help with writing CVs, apprenticeship and course applications and preparing for interviews. Quite often, it is additional issues that make a young person or adult at risk of becoming NEET. C+K works closely with specialist support agencies to provide support for a range of issues including substance misuse, mental health, sexual health, family relationships and housing. By building trusted relationships with young people throughout their time in education and in adulthood, our dedicated, experienced frontline advisers are able to focus resources and provide personalised support to those that need it most.

Access our quick web links:

- Our services for adults
- IAG services for SEND, disadvantaged and vulnerable young people
- Our services for young people
- Minimising NEET and dropout
- Works Better 15-25

For more information on how our services can benefit your local authority please contact Louise Nellist, Head of Delivery Services on 01484 242000 or visit our website www.ckcareers.co.uk

Services for businesses and employers



We have a dedicated Professional Services Team that are committed to building relationships with employers to enable them to work with local cohorts of young people and adults.

Recruiting staff and vacancy matching

With a team of over 60 frontline advisers, delivering over 10,000 careers interventions to over 3,000 young people and adults every year, C+K is ideally placed to match your vacancies with suitable candidates free of charge. Recruitment of new employees can be a time-consuming and expensive task. By working with C+K, we can develop tailored engagement programmes that raise awareness of vacancies and encourage applications.

Virtual work experience and raising awareness of your organisation

Our work experience offer allows employers to showcase their organisation to young people and link in with the workforce of the future. We are currently working with organisations to deliver virtual work experience, which allows young people to experience the world of work but ensure that they stay COVID-safe.

Advisers working in schools and colleges provide opportunities for employers to raise awareness of their organisation via mock interviews, careers events, or taking part in dragons' den-style enterprise events. Some companies use these opportunities to demonstrate their Corporate Social Responsibility (CSR) and C+K can help

develop activities for this purpose.

We also deliver The Nexus In-School project, a partnership between Kirklees Council and C+K to offer a range of extended work placements with local employers and a dedicated project officer to mentor and support students. Students will follow a comprehensive programme of personal and employability skills workshops during this one year programme.

Events

In response to the rapidly evolving situation with the current COVID pandemic, whilst still recognising the importance of ensuring that young people have access to valuable information about career options - in 2020 we started to deliver our progression events online. We offer businesses and employers the opportunity to exhibit at our events, if you would like more information, please get in touch.

Business advisory group

This group of employers works with us to assist C+K Board and Executive Team by offering strategic insight alongside practical advice around the delivery of careers programmes. This adds an employer voice to the labour market research and intelligence which underpins our careers products.

If you would like to discuss how we can help your business or organisation please contact **Tanya Barry, Professional Services Manager on **01484 242000** or visit our website www.ckcareers.co.uk**

Employability and careers guidance services for adults



C+K delivers a range of employability and careers guidance services for adults.

We deliver contracts that are funded from a variety of sources including Education and Skills Funding Agency (ESFA), Combined Authorities, Local Authorities, Department of Work and Pensions (DWP) and European Structural and Investment Funds (ESIF).

Every year we deliver over 10,000 interventions with individuals of all ages and requirements. Our relationships with local and regional partners, employers and funding bodies ensures that we are ideally placed to engage and connect adults with sustainable progression opportunities.

We have a track record of success throughout our adult programmes. This is reflected in our engagements and results achieved.

Whilst our approach is personalised for each contract and individual that we work with, our services are split into two wider areas:

Delivering Careers Guidance

- Informed career choice/career decision making
- Aligning choices with local and regional labour markets
- Career exploration and awareness
- Self-assessment and transferable skills
- Positive career progression pathways

Delivering Employability Provision

- Job application support
- Creating or improving your CV
- Basic skills training awareness
- Employability skills
- Overcoming mental wellbeing barriers

Delivering an individual, personalised approach

We offer a flexible provision that is driven by the needs and requirements of the participant. By

resisting a structured process, we can quickly drill-down and identify the unique barriers facing each individual and offer personalised action planning to overcome them.

Having an experienced adult team in place enables us to deliver this service efficiently and effectively. As careers experts we identify realistic labour market opportunities and through our extensive employer and partnership networks, set short, medium and long term objectives that can be worked through and successfully achieved.

This is an approach that has worked for over 25 years and can be followed by any participant whether they are 18 or 80!

Our ultimate aim is to empower individuals to make informed decisions about their careers. As such we are constantly looking for further opportunities that will help us to deliver services that can help adults into work.

Examples of our current projects include Works Better 1525, National Careers Service, Career Boost - Kickstart, and Adult Community Learning across Calderdale and Kirklees.

Are you an adult looking for careers support?

- Are you seeking guidance on your future options?
- Are you looking for training and/or reskilling opportunities?
- Are you trying to secure employment?
- Are you facing a change in your employment circumstances?
- Are you facing employment barriers that are difficult to overcome?

For more information please contact **Charlotte Wood, Adult Careers Team Manager** on **01484 242000** or visit our website www.ckcareers.co.uk

Working with us - a partnership approach

Every year we ensure that thousands of young people and adults receive high quality careers advice and guidance, to enable them to make the best possible decisions about their future. Whether they are selecting GCSE options, considering colleges, applying for jobs or looking to reset their choices, they can rely on C+K to be there when they need support.

We have been doing this for over 25 years, but despite employing over 100 staff, we don't do this alone.

Within Calderdale and Kirklees, we have built a network of partners and stakeholders who all share our commitment to improving the lives of young people and adults. These individuals and organisations are made up of people from a diverse range of professions and communities.

Whilst most young people and adults are perfectly capable of self-managing themselves to success, a small number require intensive and involved support. However, those falling into this category are not easily identified and when they are, are not always easy to engage. This is where a multi-agency partnership approach comes into its own. By building and maintaining links with education professionals, local authority staff, community partners and youth leaders, we have an area-wide 'mainframe' that we can use to access areas we simply couldn't reach on our own.

This partnership approach also helps build trust with young people and adults. When young people and adults lack the essential basic skills required to engage on a one-to-one basis, having the support of a partner they trust alongside them, can help them to make the first tentative steps. With Calderdale and Kirklees having some of the lowest NEET rates in the country - it is clear that this approach is demonstrated to work.

By facilitating an ever-growing network of organisations, we are able to foster mutually beneficial relationships. With new organisations setting up all the time, we are keen to ensure that we are partnering with everyone who is working in the wider youth and employability sector. If you feel that your organisation should be working with us - please get in touch, we'd love to hear from you.

For more information please contact Joel Robinson, Business Development Manager on 01484 242000 or visit our website www.ckcareers.co.uk



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