

CEIAG offer at Realise Futures: A guide for learners

What is CEIAG and how can it benefit you?

We offer CEIAG (Careers Education, Information, Advice and Guidance) to all our learners to support them in making informed decisions about their future goals, we have listed below the different ways in which we can support you throughout your journey with us.

1) Access our 1:1 Coaching service called Suffolk Bright Futures.

We have a Coaching Service called Suffolk Bright Futures (SBF) with Coaches working across the county offering 1:1 coaching sessions to support you to identify your goals towards progressing into further learning or employment. Often this works best at the beginning of your learning journey, but you can access SBF at any time. Please talk to one of our Administrators and they can advise about the eligibility requirements to access the service, or email: coaching@realisefutures.org

2) Before you have booked onto a course.

When you make an initial enquiry either by calling us on: 0300 456 2050 or visiting a Learning Centre, our Administrators can advise you about forthcoming courses or signpost you to our Coaching service (SBF) or another service within RF or an external organisation.

3) When you have enrolled onto a course.

When you have enrolled onto a course you can speak to any of our colleagues eg, Administrators, Tutors, Senior Tutors and Managers in the Learning Centre for support with CEIAG; please come and ask us!

4) On every course/workshop ...

- a) During the course you will be given a document with the contact name, email and telephone number for all the individuals within RF who can offer support and guidance about CEIAG. We will also provide you with the contact details of a partner organisation within your local area called Futures Advice; along with the website details for National Careers Service.
- b) When you have completed your course, you can talk to your Tutor or the curriculum Senior Tutor about the most appropriate next step or progression course available.

5) Additionally, on every short course ...

Your class will have a CEIAG session with your tutor including the presentation. Some sessions may be suitable for our dedicated CEIAG advisor to attend and this will be the tutors decision.

and every long course ...

Your class will have a CEIAG session by our dedicated CEIAG Advisor or our external partner Futures Advice and you will have the opportunity to draft a My Action Plan document to support you to think about and plan your next steps.

In some instances for specific courses, we will try and arrange work experience opportunity or invite a sector specific professional to join a class to deliver a 'work inspiration' session.

6) When you have finished your course ...

We offer the opportunity to have a two hour 1:1 CEIAG workshop or a four hour group session called 'My Direction' with our CEIAG Advisor.

7) Finally, you can contact us at any time for support or guidance.

Please remember you can contact us at any time on 0300 456 2050 or info@realisefutures.org and we will support or signpost you as best we can.