

## Your professional development matters to us!

### What to expect when you join Education Development Trust Careers...

#### A Tailored Induction Programme

A positive learning experience during the induction is key, which is why we feel it is important that you complete your work-based induction and settle into your new role before we start delivery of your Level 4 qualification. During the induction period you will work with our experienced Trainers to gain an understanding of the practices and processes that relate to your role as a Careers Adviser.

#### Level 4 Diploma in Career Information and Advice

The next step in your learning journey is the Level 4 Qualification. Our aim is that all Trainee Career Advisers start their qualification within 12 weeks of employment. The level 4 programme has been chosen carefully to support Trainee Career Advisers to develop the skills, confidence and knowledge needed to work in the sector.

The expected duration of the qualification is 12 months, however some Trainees complete ahead of schedule. You will be allocated an Assessor who will support you throughout your learning journey.

To complete the qualification, you will build a portfolio of evidence which demonstrates both competence and knowledge. To do this you will be required to attend a range of interesting workshops and will be assessed in the workplace through observations of practice and will also complete assignments, take part in professional discussions and collect work-based evidence.

You will use the e-portfolio system to monitor progress, access planning documents, submit evidence and, most importantly, to receive feedback from your assessor.

Throughout the duration of the course you will be given one day a month dedicated to your qualification and will also have access to the full CPD programme offered to all staff. This includes access to training offered by the Career Development Institute - as a member of staff you will automatically be enrolled with the institute.

On completion of your level 4 you will receive a nationally recognised certificate from OCR and will be eligible for a salary enhancement, taking you to the qualified Careers Adviser salary grade.

Education Development Trust is committed to continuing your professional development through an extensive range of on-going CPD opportunities and we offer progression onto the Level 6 Diploma in Career Guidance and Development.

We are looking forward to working with you!

## Introducing the Team



**Laura Cummings**  
Training and Assessment Centre  
Coordinator



**Christine Liddell**  
Training and CPD Manager



**Kevin McLeod**  
People Development Manager



**Andy Oliver**  
Assessor and Internal Quality  
Assurer



**Jo Corbett**  
Lead Verifier and Assessor



**Catherine Ryall**  
Assessor and Internal Quality  
Assurer



**Carrie Normoyle**  
Assessor and Internal Quality  
Assurer



**Mandy Green**  
Assessor and Internal Quality  
Assurer

## What our learners say about us

"I have had the opportunity to undertake my Level 4 qualification with Education Development Trust whilst training to be a Careers Adviser. I have had an extremely positive experience, the assessing team are fully equipped with informative training sessions to help with your learning. The assessors are all extremely helpful & supportive and they're always there to help you develop and grow as a practitioner."



"In the beginning I really enjoyed the group workshops, as not only was I gaining vital knowledge for my qualification, my peers discussed good working practices that I adapted into my delivery. I thoroughly enjoyed studying my Level 4 IAG and my tutor was amazing support. My tutor always put me at ease and their feedback was amazing."

## What our learners say about us continued...

"Having the opportunity to gain the Level 4 qualification has increased my confidence and provided me with the skills and knowledge to support our customers effectively. In terms of studying and assignments, you are given time away from work to study and attend workshops and the support you receive from your assessor is also really important to help you progress and succeed."

Level 4 Qualification

"My assessor was one of the most supportive tutors I have ever had the pleasure of working with, being both calm and approachable. I really appreciated their feedback from observations which I have implemented the suggestions into my practice." Level 4 Qualification

"I want to thank my assessor for being amazing and the flexibility they have shown in the way that I have been able to submit evidence and for really accommodating different learning styles."

Level 6 Qualification