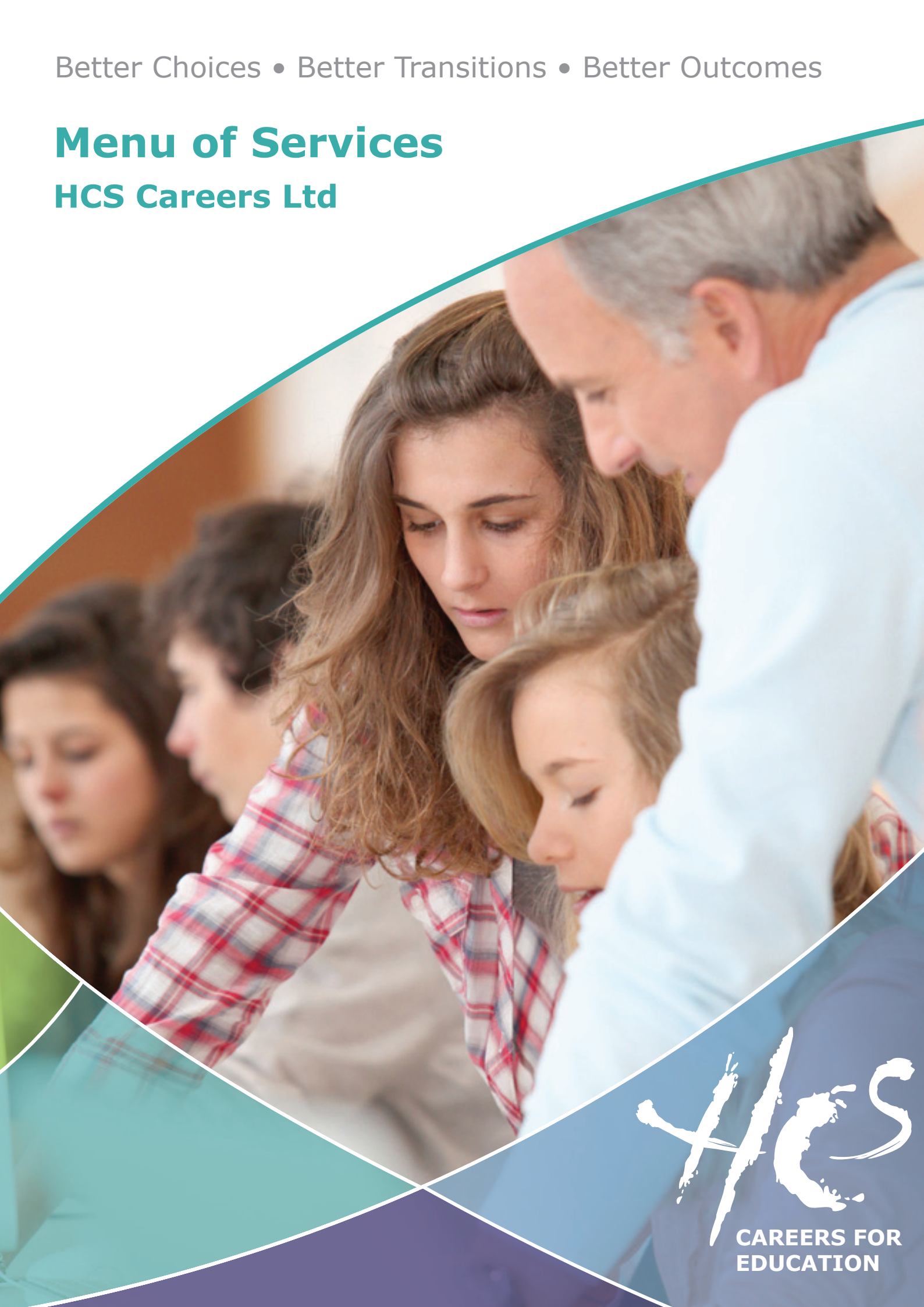


Better Choices • Better Transitions • Better Outcomes

# Menu of Services

HCS Careers Ltd



**HCS**  
CAREERS FOR  
EDUCATION



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INVESTOR IN PEOPLE



## About Us

Since leaving Local Authority control in 1995, HCS Careers has successfully established itself as an independent specialist deliverer of all-age career management and development services.

Our company is a not-for-profit organisation, owned by HCS Group Charity Ltd (HCSGC), which is a socially responsible charity supporting the needs of individuals, local communities, education and business.

We are a **careers guidance company** delivering careers education consultancy, careers guidance and work related learning across much of southern England.

- We currently provide services in over 300 educational institutions, including local authority schools, academies and independent schools, as well as further education colleges.
- During the past year we have organised almost 40,000 work experience placements with around 26,000 businesses.
- We deliver effective curriculum-led careers education programmes to develop the skills that young people of all abilities need to plan and navigate their progression through learning.

We have been supporting 'adults' with our career management and development services since 1999.

- Over the last five years we have delivered more than 250 contracts ranging from small enterprises to large public sector and blue chip organisations, supporting more than 5,000 individuals.
- Under the current 'Next Step' national adult careers service brand, we deliver in excess of 3,000 'guidance' sessions per annum. (Soon to be rebranded The National Careers Service.)

Our extensive experience with employers means we are capable of offering accurate and accessible labour market information and intelligence that takes full account of employers' needs and future skills requirements at local and national levels. Practical experiences offered through work experience provide a prime opportunity to forge an understanding of the links between the skills students can acquire at school and the competencies they need at work, whilst also having a vital influence on their future employability. Our extended work experience offer, together with our new apprenticeship programmes, open to those aged 16 years or over, enable young people to gain job-specific skills, get nationally recognised qualifications and improve their career prospects.

Different people need different types of support at different stages of their life and our excellent reputation as a highly experienced specialist careers service, able to focus on the whole age and ability range, is enhanced by our professionally trained careers guidance staff. Our work is robustly quality assured to national standards.

As an approved and accredited Edexcel National Vocational Qualifications (NVQ) Centre for Information, Advice and Guidance we are recognised for our training of guidance professionals. Our exemplary track record and significant representation on a number of regional and national bodies enables us to keep our practice well informed and ensures that we remain at the leading edge of product and service development for young people and adults, as well as providing relevant up-to-date training and consultancy for schools.



**Shaun Reason**  
Chief Executive



## **A. Careers Learning and Support for Students**

### **A1: Individual Careers Guidance by professionally qualified career advisers**

One to one independent, impartial careers guidance for students irrespective of age, ability or circumstances:

- Exploring areas of interest, personal strengths, areas for development, experience and potential options; e.g. 6th form, college, apprenticeships, Higher Education
- Discussing next steps and agree the contents of a typed action plan
- Action Plan shared with the young person and with their agreement the school/college

### **A2: Careers Guidance Workshops – facilitated by a professionally qualified careers adviser**

Small group (4-6 young people) guidance meetings for students in years 10 13, discussing next steps and option choices.

### **A3: Careers/Transition Focused Group Work – facilitated by a professionally qualified careers adviser**

- Options after Key Stage 3 and action planning
- Options after Key Stage 4 and action planning
- Options after the 6th Form and action planning
- Preparing for work: interviews, CVs, applications, personal presentation standards
- Mock interviews
- Using the National Apprenticeship Database (NAS) effectively
- Introduction to careers software
- Making the best use of technology, including web-based and telephone services
- Careers research and social networking - developing critical skills
- Challenging stereotypes
- Preparing for Higher Education
- Considering a Gap Year
- Presentations on specific occupational areas
- Other career learning related topics (as agreed with the school)

## A4: Morrisby Profiling

The internationally renowned Morrisby Profile has established itself as one of the best and most useful psychometric tests for those wishing to decide on a career or further/higher education pathway. It is a series of tests assessing a student's reasoning, verbal, non-verbal and numerical skills, spatial awareness and mechanical aptitude. It also examines personality including awareness, flexibility, commitment, leadership, decisiveness, conviction and initiative. The tests take 3.5 hours to deliver with a further 20 minutes to feed back the analytical report.

The Report:

- provides objective descriptions and comparisons of different mental strengths
- offers evidence of problem solving abilities
- helps focus students on their learning
- identifies and reinforces successful approaches to learning that students might adopt
- provides career related information to overlay the objective test results
- provides realistic evidence to inform a careers guidance interview
- provides realistic evidence to inform option choices at 16
- provides realistic evidence to inform Higher Education choices at 17/18

Costs are dependent on the number of students involved at any one time. Although delivered in school, these tests are routinely paid for by parents/carers but on occasion the costs are covered by the institution.

### Contact for Services A1 – A4:

**David Ritchie, Director - Careers Education, Information, Advice and Guidance**

**M: 07748 761393**

**E: david.ritchie@hcs.co.uk**





## **B. Consultancy Services**

### **B1: Careers Education and Guidance Curriculum Support**

Auditing of your current school provision with recommendations based on agreed objectives, including for example:

- preparing a Careers Education Development Plan
- lesson planning support
- provision of staff inset
- conducting independent student, staff and parent evaluations
- providing updates on national initiatives
- policy and programme development

### **B2: Leadership and Management of Your Careers Education Area of Learning**

Our consultants work under the line management of a member of your Senior Leadership Team. For example, this might include:

- advising the Senior Leadership Team and governors on policy, priorities and resources for CEIAG
- supporting schools to maintain a comprehensive, up-to-date Careers Information Resource Centre
- planning a scheme of work of careers education (including work experience and other work related learning activities) for students in Years 7-13, co-ordinated with the PSHE department (if appropriate) and communicating this with parents and young people
- leading school based inset for the delivery team and providing on-going support
- monitoring the effectiveness of teaching in careers education lessons
- working with heads of years and pastoral teams to establish and maintain a coherent provision of individual support and guidance that includes guidance on options in learning and work
- referring students with careers, or more complex guidance needs to the relevant support
- liaising with relevant agencies including guidance providers, employers, Further and Higher Education and training providers
- reviewing the overall provision of careers work and evaluating an aspect of the programme each year using the outcomes to prepare a careers department development plan
- reporting on the effectiveness of careers work to the Senior Leadership Team and to governors, and present strategies for further improvements

**Contact for Services B1 – B2:**

**David Ritchie, Director - Careers Education, Information, Advice and Guidance**

**M: 07748 761393**

**E: david.ritchie@hcs.co.uk**

## C. Careers Fairs – for Consortia of Schools

HCS Careers Ltd has a proven track record, gained over many years of working in partnership, of delivering large scale careers events for school consortia. Our experience and expertise is testimony to the confidence you can have in our team to deliver your future events professionally and build upon our past success. Our staff have well established relationships and links with many local and national employers, work based learning providers, training providers and educational institutions whom we are confident will support us and your young people at our events. These relationships and our extensive careers work with adults ensures that our Labour Market knowledge remains up-to-date, thus enabling us to offer a service that reflects current employment market trends, as well as source the most relevant information for your parents/carers and young people.

- C1: Our Classic Service** - offers all the key elements needed to make your event a success with no hidden extras: including employer engagement, event co-ordination and promotional activities within your schools.
- C2: Our Bespoke Service** – includes all the elements of the Classic service but is more tailored to your individual needs with the facility to select additional options that will enhance the offer for your visitors and exhibitors.

Please see our separate brochure for full details of each of these services.

**Contact for Services C:**  
**Maria-Cristina Geraci, Events Co-ordinator**  
**T: 01462 704948**  
**E: maria-cristina.geraci@hcs.co.uk**

## D. Apprenticeships for Students

Apprenticeships are an excellent way to gain a nationally-recognised qualification at the same time as working. As part of the programme, and in addition to the core subject, apprentice develop their numeracy, literacy, and IT skills – often taking separate qualifications in these. There are 3 levels of Apprenticeship, from NVQ Level 2-4 and some Apprenticeships can lead on to Higher Education.

Apprenticeships are available in a wide range of subjects. We are currently offering Customer Service and Business Administration and plan to extend our portfolio in the near future. We work very closely with candidates to pre-screen and develop their employability skills ensuring that they are able to present well to prospective employers. All Apprentices are allocated a workplace Mentor and an Assessor/Trainer to support their programme.

**Contact for Service D:**  
**Sara Caselton-Bone, Apprenticeship Manager**  
**T: 01462 704982**  
**M: 07432 599455**  
**E: sara.caselton-bone@hcs.co.uk**



## **E. Employer Engagement and Experiences of Work for Years 10-13**

### **E1: Block Work Experience – Year 10 and Year 11**

Schools can purchase block work experience programmes of 1 or 2 weeks duration for cohorts of students to develop employability skills and provide a taste of the world of work. Placements are 'health and safety' checked against nationally recognised standards and are offered via the HCS Careers Webview online booking system.

### **E2: Inclusive Work Related Learning Package - Minimum uptake 150 Placements**

The package includes:

- Provision of one of our range of toolkits that support Careers Education and Work Related Learning, for example: Work Shadowing, 'Wexability' (Work Experience preparation), 'Straight to Work' for Post 16 students and our Higher Education Pack
- Inset training to enable teachers and support staff to make the most of the resource/ toolkit
- 150 placements 'in county' (for any cohort or combination of cohorts enabling the flexibility to undertake placements in Year 12 as suggested by the Wolf Report).  
The placement quota may be used flexibly and, as an example, a school may send out:-
  - A group of Year 10 students on a block programme to develop employability and life skills.
  - A group of Year 11 students to undertake targeted placements linked to a vocational programme
  - A group of Year 12 students to explore career options
- 5 Accredited Extended Work Experience placements, including the resources to follow the accreditation process for the Edexcel 'Work Skills' suite of qualifications and a range of relevant sector specific vocational qualifications.
- 5 IAG interviews either on a 1:1 basis or in a group session to help improve the matching of students for this extended programme.
- 5 one day Professional Development placements for teachers and support staff.

### **E3: Health and Safety Checks Only Service**

A 'Checks Only' service is also available for schools. Placements are vetted by accredited health and safety assessors against nationally recognised best practice standards to ensure the placements are 'safe' and offer appropriate learning opportunities.

### **E4: Progression Programmes Post 16**

Progression routes Post 16 for young people to our Work Trials and Apprenticeship programmes (following on from Accredited Extended Work Experience) can also be explored, as well as a matching service to help young people to access work or apprenticeships.

### **E5: Bespoke Programmes**

A range of models can be offered to students from Years 10 to 13, as an alternative to the block model. Sector tasters and tailored vocational programmes that support the achievement of specific qualifications and have a curriculum focus can be offered for most sectors. Programme duration can be tailored to meet the needs of the cohort.

### **E6: Extended Work Experience**

EXWEXABILITY offers an accreditation process that enables students to achieve qualifications for the experience they gain in the work place. The programme is available for students in years 10, 11 and 12 and placements are provided on a one / two day per week basis for an extended period, usually one / two years. Placements can also be provided without the accreditation process.

**Contact for Services E1 – E6:**  
**Jacquie Bamber, Work Related Learning and Enterprise Manager**  
**T: 01462 705021**  
**M: 07990 563055**  
**E: [jacquie.bamber@hcs.co.uk](mailto:jacquie.bamber@hcs.co.uk)**



## **F. Services for School Staff**

As a specialist provider of career management and career development services, we offer personal development, vocational training, employment, redundancy support and job placement services to companies and institutions, to individuals in work and to those who are out of work.

Over the last five years we have delivered more than 250 contracts assisting companies and institutions undergoing re-structure and have supported more than 5,000 individuals.

### **F1: HCS Careers Redundancy and Executive and Professional Transition Services**

Making staff redundant can be a challenging and demanding process, no matter how compelling the business reason. Our team of fully qualified, highly experienced staff will help smooth for you this difficult process of making people redundant and offer practical help to your employees. Our flexible and pro-active service can be tailored to meet the needs of your organisation. If you are in consultation with employees, have employees under notice of redundancy or your employees are newly redundant then the service will be at no cost. We can also offer support to senior leaders through our Executive Transition Programme.

### **F2: Retirement Planning Workshop**

Our Pre-Retirement Workshops are designed for people who are thinking about this key transitional stage in their lives and planning for a lifestyle beyond retirement that will meet their changing needs. The workshops offer practical information about the lifestyle aspects of retirement but also encourage individuals to think about their financial needs.

The workshop is at no cost with additional sessions for individuals aged 50 years or more also provided for no additional charge.

### **F3: Free Skills Audits or Training Needs analysis**

We provide an individual information and advice session with a qualified practitioner, lasting up to one hour. The session will assess current skills, explore future career options and identify any training that may assist the individual and your organisation. In addition, we can provide you with a report of the skills needs of your organisation and discuss this with you. A full Organisational Needs Analysis provides you with evidence to build and develop your staff's skills and delivers a full audit trail of skills and development needs for Ofsted inspection purposes.

Individual sessions will be at no cost. Fees will be applicable for analysing and collating your Organisational Needs Analysis.

**Contact for Services F1 - F3:**  
**Anne Barker, Career Management and Development Team**  
**T: 01462 704911**  
**E: [anne.barker@hcs.co.uk](mailto:anne.barker@hcs.co.uk)**

## F4: Qualifications

We offer a full range of Advice and Guidance qualifications, as well as a range of other qualifications through our approved and accredited Edexcel NVQ Centre. Qualifications on offer include:

- Advice and Guidance qualifications at Levels 3, 4 and 6
- A1, A2 and V1 Assessor awards to support initial training and continuous professional development
- Learning, Development and Support Services (LDSS) qualifications for personal advisory staff at Levels 3 and 4
- Qualifications in Business Administration and Customer Service at Levels 1, 2, 3 and 4
- Units of the above qualifications

Learning is led by highly qualified assessors using flexible delivery methods that are paper-free where appropriate, and tailored to the needs of individuals.

We have been recognised for providing strong support for candidates with our exam board describing us as having 'outstanding practices in managing the assessment and tracking of the candidates'. Our excellent and timely success rate receives excellent feedback from our customers.

Full NVQs can often be provided at no cost to eligible candidates.

**Contact for Service F4:**  
**Sian Pickard, Head of Learning Centre**  
**T: 01462 705000**  
**M: 07751 343431**  
**E: [sian.pickard@hcs.co.uk](mailto:sian.pickard@hcs.co.uk)**

## F5: Apprenticeships for your staff

Supporting an existing staff member to commence an Apprenticeship programme can be a quick and easy way to improve their skills, motivation and flexibility. Apprentices are usually aged between 16 and 30 years and will require a Workplace Mentor. We can facilitate the delivery of a range of programmes relevant to your organisation and flexible delivery models to fit around work commitments.

**Contact for Services F5:**  
**Sara Caselton-Bone, Apprenticeship Manager**  
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**M: 07432 599455**  
**E: [sara.caselton-bone@hcs.co.uk](mailto:sara.caselton-bone@hcs.co.uk)**





**All-age career management & development specialists**

**BUSINESS** | **EDUCATION** | **INDIVIDUALS**

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