

*Postgraduate Certificate of Professional Study*

Cambridge Certificate in Leading and  
Managing Careers Work in Schools

*Autumn Term 2011 - Spring Term 2012*

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Cambridge  
CB2 8PQ  
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# Cambridge Certificate in Leading and Managing Careers Work in Schools

*Autumn term 2011 - Spring term 2012*

## **Course Tutor:**

David Andrews OBE, Affiliated Lecturer

## **The 60-hour course has:**

- 35 hours of taught, contact time
- 25 hours of school-based work and self-study

## **The course will address:**

- The careers education curriculum - planning and development, objectives/learning outcomes
- Designing a well planned programme of careers education activities
- Monitoring, reviewing and evaluating careers education at IAG
- Guidance: theory and practice; guidance skills
- Bringing coherence to individual guidance, progress reviews and action planning
- Work experience /shadowing - curriculum and legal matters
- Careers information - careers library and teaching careers information skills
- Preparing students for HE
- Development planning for careers work
- Using COA programmes and the internet in careers work
- The role of the careers co-ordinator - co-ordination and management
- Effective leadership and management of careers work in schools
- Professional development
- Organising school-based INSET

## **It will provide an opportunity for you to:**

- meet other teachers and careers advisers
- continue your professional development
- share experiences with fellow practitioners
- make the best use of COA programmes and products
- review careers education and IAG policy and practice in your own school
- use the Faculty library facilities
- gain a professional qualification in careers work

**It will take place at:**

The University of Cambridge, Faculty of Education, 184 Hills Road, Cambridge CB2 8PQ  
Travel information is available at: <http://www.educ.cam.ac.uk/about/reachus/>

**Accommodation:**

Where course participants need to stay overnight on the Thursdays and Fridays, they are expected to make their own arrangements and to cover the cost. Details of places to stay can be found on the website: <http://www.educ.cam.ac.uk/about/accommodation/>

Please note that the course fee does not include dinner on each Friday evening of the course.

**Dates:**

Friday 23 September and Saturday 24 September 2011

Friday 25 November and Saturday 26 November 2011

Friday 27 January and Saturday 28 January 2012

**Accreditation:**

The course may be taken on a free-standing basis leading to the award of a Postgraduate Certificate of Professional Study (PCPS). It is also possible to pursue a Postgraduate Diploma by focusing on a particular area relevant to your current professional concerns or career aspirations. (For further information please contact the PPD Office at the Faculty of Education.)

All participants will be expected to attend regularly (a minimum of 80%) and to complete a related assignment to the satisfaction of the course tutor.

**Applications:**

Applications on the enclosed form should be sent to the PPD Office, University of Cambridge Faculty of Education, 184 Hills Road, Cambridge CB2 8PQ to arrive not later than **Thursday 23 June 2011**. (After this date, please telephone the PPD Office to see whether places are still available.) The tuition fee will be payable prior to commencement of the course. An invoice will be issued on acceptance to the course and applicants are therefore asked to indicate who will be responsible for the payment of fees. Cheques should be made payable to the University of Cambridge.

**Cost:**

**£1100** (to include tuition, lunch, light refreshments). Participants are expected to cover the costs of dinner on the Friday nights but the Faculty is able to make arrangements for the group to eat together at a local restaurant.

The Faculty of Education provides continuing professional development opportunities for teachers and other education professionals.

*To receive further information about courses  
please contact us.*

The PPD Office  
University of Cambridge  
Faculty of Education  
184 Hills Road  
Cambridge CB2 8PQ

Tel: 01223 767732  
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