

DAY 1	
Monday May 12th 2008	
9.00 - 10.00	Meet and greet at Onward House and outline the programme for the week. Presentation re the education and guidance support services available in the Bradford district - Terry Cole
10.00 - 10.15	Break , tea/coffee
10.30 - 12.00	Visit to The Connexions Centre - accompanied by Terry , inputs from various staff
12.00 - 14.00	Lunch at Cafe Bleu accompanied by Terry, Lee and Suzanne
14.00 - 14.45	Presentations Spanish practitioners
14.45 - 15.00	Break & Preparation for visits to schools with P.A's tomorrow. Brief outline of how schools work is organised, planned + caseloading etc. - Terry Cole
15.00 - 16.00	The work of the P.A in school - Sian Badham
16.00 - 16.45	Presentation Estonian practitioners
16.45 - 17.00	Plans for tomorrows schools visits - Terry Cole
Close	

DAY 2	
Tuesday May 13th 2008	
All Day Event	<p>Visits to schools</p> <p>Visits to include:</p> <ul style="list-style-type: none"> <li>• observation of interviews/group activities</li> <li>• meeting with careers co-ordinator/administrator + speak to tutors, senior staff in school if possible</li> <li>• visit to careers library/resource centre with explanation of resources available</li> <li>• sit in on either language or PSHE lesson</li> <li>• P.A to explain how they deliver their activities in school/priorities etc.</li> </ul>
Close	

DAY 3	
Wednesday May 14th 2008	

9.00	Meet at Onward House then walk up to Bradford University Careers and Appointment Services
9.30 - 12.30	Visit to Bradford University - discussion with Careers Development Advisers, practical exercise linked to guidance programme, tour of facilities etc. Lunch at the University
13.15 - 13.45	Presentations French Practitioners (at the university)
14.00 - 15.00	Visit to a Training Provider (A & R Training
15.00 - 17.30	Visit to National Media Museum - Accompanied by Terry, Lee and Suzanne
Close	

DAY 4	
Thursday May 15th 2008	
8.30 - 9.30	Preparation for today's inputs, learning points and discussion re visit to schools and the university - Terry Cole
9.30 - 10.15	Presentations Czech Practitioners
10.15 - 10.30	Break
10.30 - 11.30	Involving and consulting with young people - Frances Mangham
11.30 - 12.00	Presentations Irish Practitioners
12.00 - 13.30	Lunch
13.30 - 14.30	How we train Personal Advisers - John Nixon, Professional and Development Officer
14.30 - 15.30	Presentations Italian Practitioner and Swedish Practitioner
15.30 - 15.45	Break
15.45 - 16.30	Careers Direct - employer engagement, vacancies etc - Input from Jackie Barber
Close	

DAY 5	
Friday May 16th 2008	
9.00 - 9.15	Preparation for today's inputs - Terry Cole
9.15 -	Work with LDD clients - input from Fiona Richardson - Team Leader LDD

10.00	
10.00 - 11.00	Adult Guidance - input from Mohammed Arif Awan - Manager Adult Choices Section
11.00 - 11.15	Break
11.15 - 12.00	NEET (Not in Education, Employment and Training) our strategies for managing NEET - Fay McIntosh - NEET Co-ordinator
12.00 - 12.30	Review of the week, feedback and evaluation
Close	
PM Free time	