

# Manchester Adult Education Service Careers and Progression/ Preparation for Work Update



Manchester Adult Education Service (MAES) has over 11,000 part-time learners, studying a range of subjects (up to and including L2 and GCSE) including; Maths, English, English for Speakers of Other Languages (ESOL), Digital Skills, Child Care, Adult Social Care, Family Learning and Community Interpreting.

MAES works hard to ensure its learners progress on to positive outcomes. Throughout its programmes, learners are given insights into the world of work and have opportunities to develop the knowledge and skills needed to secure quality employment..

Although MAES has a whole service approach to CEIAG, two new teams have been developed this year to drive the CEIAG message forward, : The Careers and Progression Team (to focus on 1:1 IAG) and the Preparation for Work Team (to lead on developing employability skills).

The two teams are working together to ensure that the strands of the MAES CEIAG Strategy, known as our Make It Happen Approach, are realised and so far this year we have collectively achieved:

- Setting up a Google Site for MAES learners, which includes content on preparation for work, careers and progression, work experience, jobs and volunteering, self study sections, and 'what's on'. There are also sections on 'useful information' which includes

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Adult  
Education**

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career information sheets, links to trusted careers related websites and links to current employability advice.

- Work experience placements with Laing O'Rourke
- Successful Make It Happen Focus Week employability courses with employer engagement (mock interviews, jobs fairs, employer talks), delivered in partnership with Job Centres in Manchester.
- Worked closely with learners to provide individual Careers Advice
- Set up class visits and group talks by outside speakers including the Universities, Self Employment support, Volunteering organisations,
- Started working closely with pre career organisation- Savvy Guest (Over 25s) and One Million Mentors (18-25 yrs) to provide insight into the world of work through individual conversations.

Besides gaining qualifications, MAES is about giving residents a chance to spend time thinking about what they want to do with the rest of their lives and guiding them to the information and opportunities. It also helps parents/ guardians to support their children or young people along the same journey.

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