

Your role in the CEG programme

If time has not been allocated in your school's staff development programme to clarify your role, encourage your careers co-ordinator to spend some time with you and other teachers similarly involved, to ensure you know:

- when and where careers lessons and other activities occur;
- how students are grouped for these activities;
- the intended learning outcomes for the activities;
- appropriate teaching and learning styles;
- what lesson plans exist and to what extent you will need to plan lessons yourself;
- what resources are available for the lessons and how they can be obtained;
- how the activities are assessed, recorded, reported and monitored;
- arrangements for evaluating the activities;
- teachers' and students' involvement in planning future activities;
- answers to any other questions you may have.

