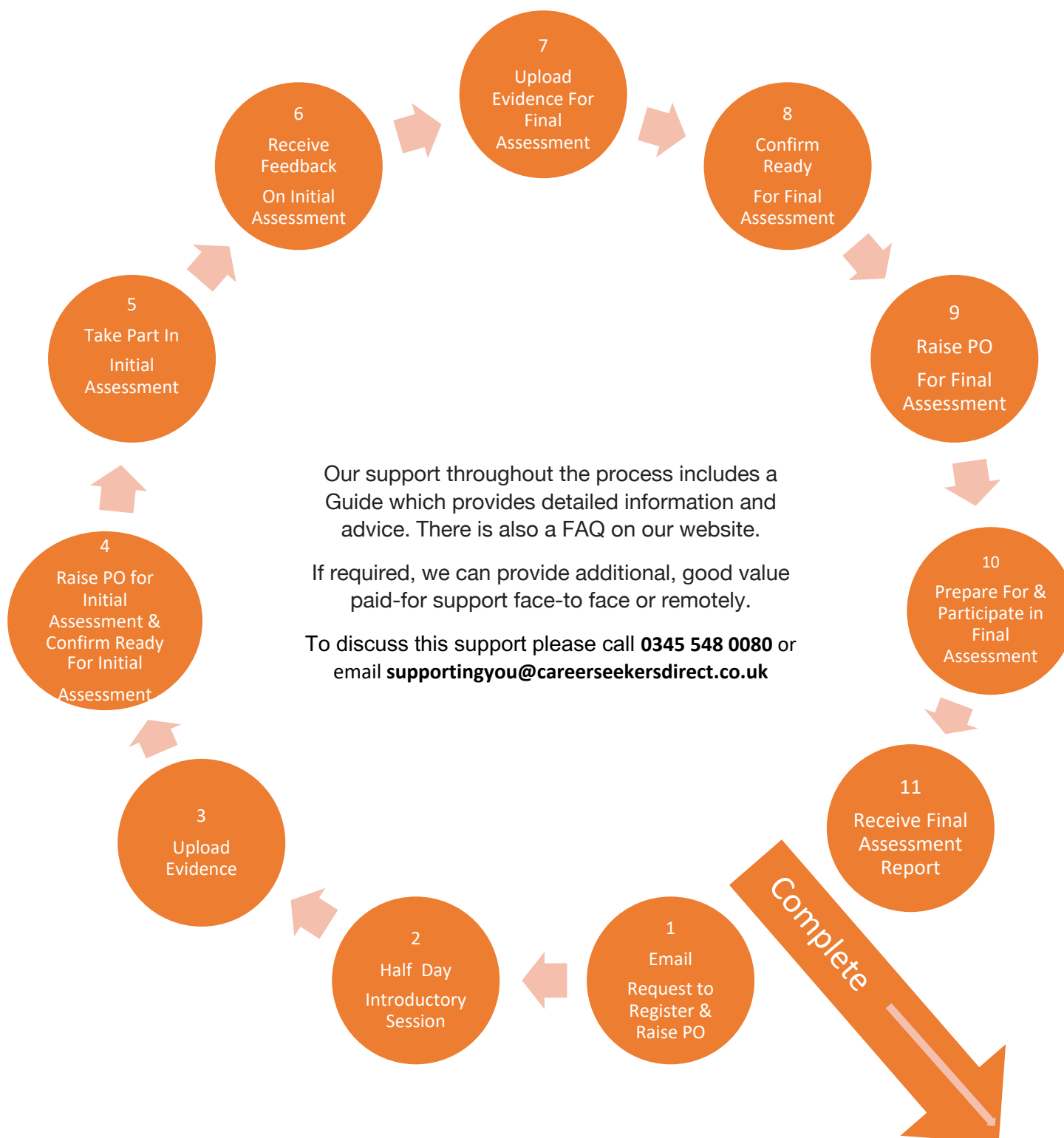


# How Will You Achieve The Quality in Careers Standard With Us?



## You Will:

1. E-mail request to register to: [supportingyou@careerseekersdirect.co.uk](mailto:supportingyou@careerseekersdirect.co.uk) and raise a purchase order for the registration fee £450 fee. Then we'll send you our full Guide to help you prepare and an official *Committed to Work Towards* certificate.
2. Take part in half-day, introductory session which may take place remotely or face-to-face.
3. Prepare for initial assessment by creating an evidence portfolio on Microsoft Teams (or equivalent) and start uploading evidence.
4. Raise a purchase order for £500 for the initial evaluation and inform us via [supportingyou@careerseekersdirect.co.uk](mailto:supportingyou@careerseekersdirect.co.uk) that you're ready for Initial Assessment and provide your Assessor with access to your portfolio of evidence.
5. Take part in the Initial Assessment comprising remote, desk-based assessment of your portfolio followed by telephone or video discussion.
6. Receive immediate feedback followed by a written report detailing strengths, progress towards each section, any areas for improvement and suggested next actions.
7. Prepare for Final Assessment and upload further evidence to your portfolio.
8. Contact us via [supportingyou@careerseekersdirect.co.uk](mailto:supportingyou@careerseekersdirect.co.uk) when you are ready for Final Assessment.
9. Raise a purchase order for the £500 Final Assessment fee.
10. Participate in Final Assessment which will comprise assessment of your evidence portfolio plus interviews with students, relevant senior staff and external stakeholders.
11. Receive a written report confirming the outcome of the Final Assessment.