

2019 – 2020 Action Plan (CL = Careers Leader, CA = Careers Advisor)

September 2019 – September 2020									
Strategic Objective	Milestones	Action/Activity	Who?	Deadline	Resources required	Status/Progress	Reporting	Method of evaluation	Last updated
1) All students are able to make well informed choices about their futures and have a keen awareness of opportunities available, as a result of a comprehensive careers provision, delivered via the pastoral system.	High quality, age appropriate resources, will have been developed	Write CEIAG lessons for all year groups for each half term	CL	July 2020		Partially complete	CL updated ALT		
		Write assemblies for all year groups for each half term	CL	July 2020		Partially complete	CL updated ALT		
	Bespoke, age related, CEIAG lessons delivered to all year groups every half term via tutorial and assemblies	Liaise with middle leaders for content of Y9 options brochures and compile. Students to choose their Y9 options	CL	Easter 2020	Brochures	Complete	CL updated ALT		
		Upskill staff to facilitate students researching a range of employers and careers through bespoke CEIAG lesson resources	CL	July 2020		Complete	CL updated ALT	Tutor questionnaire	
	At least 1 CEIAG assembly delivered per half term for each year group	Organise for assembly delivery by a mixture of internal and external stakeholders to include teachers, employers, employees, FE,	CL/CA	July 2020		Partially complete	CL updated ALT	Student council questionnaire	

		Enterprise advisor, and apprenticeship providers							
		Ensure Y11 are given their full range of post-16 options – via assemblies delivered by appropriate stakeholders	CL/CA	Easter 2020	Assorted stakeholders avail for visits	Complete	CL update ALT	Lincs2 post-16 application form deadlines met	
2) All staff see themselves as teachers of careers, and whether delivering the discrete tutorial based CEIAG lessons, their own subjects, or informal chats, they are able to knowledgeably support students in their next steps. Subsequent improved student aspiration will help to drive improved student outcomes	Students, staff and parents will have access to a range of material showing how the academic curriculum is linked to future careers	Develop careers resources which focus on a range of different sectors	Careers Champions/CL/IT support	Feb half term		Complete	CL update for ALT		
		Organise for resources to be turned into large wall posters and subsequently mounted	CL	Feb half term	Budget for poster production	Complete	CL update for ALT	Raised CEIAG profile in classrooms across school	
	Curriculum/career links will be explicit through a range of media – website, classroom/corridor display, learning	Develop provision for all staff to receive CPD on post-16 decisions, to assist them in advising students appropriately.	CL/CA	Dec 2019			Partially complete	CL update for ALT	Tutors feedback that they are better able to support their students in decision making

	resource centre & options booklets	Share resources with IT support for upload to website and other media platforms	IT support	Feb half term		Complete			
	Careers leader and advisor to talk to all year groups about careers planning, key decisions and LMI	Support tutors to organise for KS4 students to write their personal statements and complete post-16 applications in Y11 on Lincs2	CL/CA	Dec 2019	IT suite on a rota LA Lincs2 Prospectus Development advisor	Complete	CL updated ALT		
		Organise 1:1 careers advice for all Y11 students	CA	April 2020		Partially complete	CL to update ALT		
3) Students have better access to experiences of FE/HE and the workplace, including college/university visits, meeting employers and employees through an expanding range of opportunities.	All students will have watched employees/employers be interviewed about their work (via movie clips) and had the opportunity to discuss next steps with a CA	Keep records of 1:1 careers advice and use information to determine appropriate groups for employer workshops	CA	April 2020	Employers/employees	Complete	CL fed back to ALT	Students felt better informed following workshops	
		Write appropriate questions and answers to go with movie clips to monitor student understanding	CL	April 2020		Complete	CL fed back to ALT		
	All student face to face contact via careers fair. Careers panel	Contact external stakeholders for careers fair, workshops and small group talks	CL/CA	February half term			Complete	CL fed back to ALT	Mostly positive feedback from

	workshops/ small group talks for interested students	and organise events and resources						exhibitors and staff -	
		Arrange for all Y10 students to participate in an external LMI careers fair	CL/CA	February half term	Sports hall all day, work packs	Complete		Some exhibitors did not want KS3	
	Targeted students will have visited FE/HE or had opportunity for contact at parents evenings	Organise two contrasting taster days at an FE college and Sixth Form college for all students in Y10	CL	Easter 2020	FE co- operation Transport	Complete			
		Organise an HE visit for all Y11 students and selected Y9 & 10	CL		HE Outreach co- operation transport	Complete			