

## 2023-24 Action Plan (CL = Careers Leader, CA = Careers Advisor)

September 2023 – September 2024									
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	Further develop CEIAG lessons for all year groups for each half term	CL	July 2024		Partially complete	CL updated ALT		
		Further develop assemblies for all year groups for each half term.	CL	July 2024		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 2024	Brochures	To do	CL updated ALT		
		Upskill staff to facilitate students researching a range of employers and careers through bespoke CEIAG lesson resources	CL	July 2024		To do	CL updated ALT	Staff MS Forms 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,	CL/CA	July 2024		Partially complete	CL updated ALT		

		employees, FE, Enterprise advisor, and apprenticeship providers							
		Ensure Y11 are given their full range of post-16 options – via assemblies delivered by appropriate stakeholders & 1:1 careers advisor interviews	CL/CA	Easter 2024	Assorted stakeholders avail for visits	Partially 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	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 2024		Being developed	CL update for ALT		
		Organise for some resources to be turned into large wall posters and subsequently mounted	CL	Feb half term 2024	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/cor	Develop provision for all staff to receive CPD on post-16 decisions, to assist them in advising students appropriately.	CL/CA	July 2024			Partially complete	CL update for ALT	Tutors feedback that they are better able to support their students in

improved student outcomes	ridor display, learning resource centre & options booklets							decision making	
		Share resources with IT support for upload to website and other media platforms	IT support	Feb half term 2024		Being processed			
	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. (Horizons project can be used to support process)	CL/CA	Dec 2023	IPAD LA Lincs2 Prospectus Development advisor	Partially complete	CL updated ALT		
		Organise 1:1 careers advice for all Y11 students	CA	April 2024		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 2024	Employers/employees	Partially 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	July 2024		Partially complete	CL fed back to ALT		

	All student face to face contact via careers fair. Careers panel workshops/ small group talks for interested students	Contact external stakeholders for careers fair, workshops and small group talks and organise events and resources	CL/CA	July 2024	Sports hall all day, work packs	Planning	CL to feed back to ALT	-	
		Arrange for all Y10 students to participate in an external LMI careers fair	CL/CA	July 2024		Planning			
	Targeted students will have visited FE/HE or had opportunity for contact at parents evenings	Organise taster day/s at FE college/s for all students in Y10	CL	July 2024	FE co-operation Transport	Being planned			
		Organise an HE visit for Y11 students and selected Y9 & 10	CL	Feb Half term 2024	HE Outreach co-operation Transport	Complete			