

Careers Action Plan 22-23

Half-term	Link to Gatsby Benchmarks	Action	To be in place by	Achieved	Evaluation (if appropriate)
AUTUMN 1	1, 2, 3, 4, 5, 6, 7, 8	To evaluate the previous careers provision and act upon improving it. The Compass careers benchmark tool action plan will be looked at.	September 2022	YES	
	1, 2, 3, 4, 5, 6, 7, 8	Implement a stable careers programme that is accessible to pupils of all ages and abilities. This includes using an appropriate scheme of work to plan the careers programme.	September 2022	YES	
	1, 4,	Do a whole school 'introduction to careers' assembly. Improve knowledge and understanding of the careers programme and my role as careers coordinator.	September 2022	YES	
	1, 2, 3, 4, 5, 6, 7, 8	Do a Careers CPD session for all staff. This is to share my vision and ensure all staff understand the careers programme. A whole-school, consistent approach will effectively embed careers in the curriculum.	September 2022	YES	
	1, 2, 3, 8	Hold initial meetings with KS4 pupils to establish a dialogue around interests and aspirations.	September 2022	YES	
	1, 2, 3, 4, 5, 6, 7, 8	Create a 'careers diary' to document and evidence all contact and activity around careers. To be accessible on share point as a live document.	September 2022	YES	
	1, 2, 3, 5, 6, 8	Establish links with local businesses and organisations to help the running of the careers programme.	September 2022	YES	Evidence in LLA careers diary
	1, 2, 3, 5, 6, 7, 8	KS4 pupils to attend a careers fair	October 2022	YES	
	1, 2, 3, 5, 6, 8	Have a guest speaker come into school and talk about careers	October 2022	YES	
	1, 2, 3, 5, 6	Visit a workplace in a career focused visit	October 2022	YES	
	1, 4, 5, 7	Establish links with colleges and further education (FE) settings	October 2022	YES	Evidence in LLA careers diary

AUTUMN 2	1, 3, 7, 8	Create a catalogue of courses and facilities for each college and FE establishment	November 2022		Digital folder and hard copy
	1, 3, 8	Create careers diaries for pupils to record meaningful interactions and visits. This will also be used for careers meetings with myself.	November 2022		
	1, 2, 3, 4, 5, 6, 7, 8	Create a 'careers board' in the coffee area. This will contain information about upcoming events and useful information	November 2022	YES	Display board
	1, 3, 5, 6, 7, 8	Arrange meetings with various organisations that offer post-16 support for pupils leaving school.	November 2022	ONGOING	Evidence in LLA careers diary
	1, 4	Meet with teachers to ensure careers is embedded into lessons. Discuss ways of including this in planning and evidencing it in work.	December 2022	YES	Meeting minutes
	1, 2, 3, 4, 5, 6, 7, 8	Plan and organise a career focused curriculum day. This will be accessible to all pupils and include multiple learning opportunities.	November 2022	YES	
	1, 2, 3, 4, 5, 6, 7, 8	Meet with Governors to update on careers and the curriculum	November 2022	YES	
	1, 2, 3, 4, 5, 6, 7, 8	Create a 'careers hub' document with useful and informative links to add to school website	November 2023		On website
	1, 3, 7, 8	Visit multiple colleges and FE establishments to create a working relationship. Have points of contact to fast-track requests and information.	December 2022	YES and ONGOING	
	1, 3, 7, 8	Meet with KS4 pupils to discuss work experience and volunteering opportunities in the new year.	December 2022	YES	Work experience log and DofE module
	1, 3, 7, 8	Arrange visits to colleges and FE establishments for those pupils who are interested in going.	December 2022	YES	Careers diary
	1, 2, 3, 4, 5, 6, 7, 8	Meet with the school's Local enterprise adviser (LEA) and discuss how to improve the careers programme.	December 2022	YES	Careers diary
	1, 3, 4, 5, 6	Health and safety themed visit based around careers.	December 2022	YES	Safety works visit

	1, 3, 7, 8	Attend a college showcase day for one of the main colleges in the area.	December 2022	YES	Careers diary (NCL College showcase day)
	1, 3, 8	Implement a careers guidance system to ensure pupils have access to regular and consistent sessions	December 2022	ONGOING	KS4 pupils have meetings every half-term
SPRING 1	1, 2, 3, 4, 5, 6, 7, 8	To review the careers policy in comparison to the careers programme	January 2023		Summative review
	1, 2, 3, 4, 5, 6, 7, 8	Do a walk-around to ensure careers 'sign-posting' is effectively used. Implement system to improve 'sign-posting'.	January 2023		
	1, 2, 3, 4, 5, 6, 7, 8	Perform a work scrutiny on careers books and folders	January 2023		Work scrutiny template
	1, 3, 8	CV to be completed by year 11s	January 2023	YES	ML has a final CV.
	1, 2, 3	Arrange work experience placements for KS4 pupils	February 2023	YES and ONGOING	Pupils have accessed work experience placements.
	1, 2, 3, 4, 5, 6, 7, 8	To implement careers into school council meetings in a pupil-friendly, constructive way	March 2023	ONGOING	
	1, 3	To gain some feedback from pupils on the careers programme			School council, focus group, pupil voice
	1, 3, 4, 5, 6	KS3/4 pupils to complete volunteering, 1hr per week for a 3-month period	March 2023	YES	DofE pupils have attended multiple placements (Careers Diary – DofE write up)
	1, 2, 3, 5, 6,	Pupils to visit a workplace	March 2023	YES	Nissan visit and fire station visit
1, 3, 7, 8	Provide KS4 pupils with some mock interview experience from an employer	March 2023	YES	Careers session in SPRING 2	

	1, 2, 3, 4, 5, 6, 7, 8	More meaningful encounters with employers. To be in the form of guest speakers, visits,	Throughout the year	YES and ONGOING	Careers Diary
SPRING 2	1, 3, 7	Post-16 CPD to be delivered to staff to improve knowledge of options	April 2023		
	1, 2, 3, 4, 5, 6, 7, 8	Update governors on progress made in the careers programme	April 2023	YES	Monitoring and evaluation
	1, 2, 3, 4, 5, 6, 7, 8	Produce a NEET action plan for pupils who have left or are leaving Talbot House	June 2023		
	1, 2, 3, 4, 5, 6, 7, 8	Provide year 11 pupils with a chance to meet with post-16 organisations who can support them in transitioning from school to employment (Skills hub, NUFC foundation 16-24 programme)	June 2023		
SUMMER 1	1, 2, 3, 4, 5, 6, 7, 8	To be established based on previous actions			
	1, 3, 4,	Perform a learning walk during one classroom-based careers lesson	May 2023		feedback
	1, 6, 7	Meet with LEA and discuss the progress made in careers this year.	June 2023		
		*A reflection is being carried out on careers this year. This will affect the targets for the remaining time and next year.			

SUMMER 2	1, 2, 3, 4, 5, 6, 7, 8	To be established based on previous actions			