

Chiswick School



Empowering Students to be
Ambitious and Proud

Chiswick School Careers strategy

September 2020- September 2023

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Our vision:

“To help each child at Chiswick School realise their potential through careers information, advice and guidance in order for them to achieve their maximum potential in their career.”

Introduction

Chiswick School has progressed from a school that requires improvement to a ‘Good’ school in our latest Ofsted inspection. Personal development, including Careers was noted as an ‘Outstanding feature’ of the inspection and we are incredibly proud of this.

The Chiswick School Careers strategy is set out to show the schools plan for careers guidance across the Key Stages over the next three years. Our ambitious strategy sets out a long term plan to boost young people’s access to careers guidance. We want to inspire curious minds, challenge perceptions and raise aspirations so that all students can look beyond their immediate environment to new and exciting possibilities.

This strategy explains how we will bring together all the different elements of our careers information and advice offering to deliver significant improvements for the young people in our school. High-quality education, information and guidance from a range of providers will support our students to understand their options and different paths to work. Helping them plan the steps they need to take, and to get from where they are to where they want to go. It will also allow students to be inspired about new opportunities they might not have known about (or that might not exist yet), or thought they could not achieve.

Chiswick School strategic objectives

1. Develop staff year by year by equipping them with careers information and sharing best practices enabling them to provide students with relevant skills and opportunities to best prepare for their future careers.
2. Consistently ensure there is access and opportunity throughout the academic year for students to engage with FE and HE providers at Chiswick School empowering them to make the right choice for their next steps.
3. To implement and follow a robust Careers strategy aimed at addressing the needs of pupils at Chiswick School, which is monitored regularly and evaluated effectively dependent on activity.

2020/2021 Chiswick School Careers Programme: Overview

Year Group CIAG Journey		Strategic goal	Operational elements	Gatsby Benchmark
Y7	INSPIRE	Inspiring curiosity	What is enterprise? Opening their minds to the range of workplaces that exist	2, 4, 5, 6
Y8	EXPLORE		What type of career might be right for me? Showcasing the breadth of careers that exist and how they might pursue them	2, 3, 4, 5
Y9	QUESTION	Challenge perceptions	What are my strengths and weaknesses? Demonstrate how your passions can lead to your career path.	2, 3, 4, 5, 6
Y10	EVIDENCE	Challenge perceptions and raise aspirations	What is the working world like? Understanding what is really important to employers	2, 3, 4, 5, 8
Y11	PREPARE	Raise aspirations	What do I need to be work ready? Practical application and development of skills that employers value. Hone skills and apply knowledge.	2, 3, 4, 5, 7, 8
Y12	EXPERIENCE	Raise aspirations	What does the future look like now? What is available to me? Turn theory into practice in the workplace	
Y13	EMBARK	Prepare for the next phase	What do I need to get to university/higher education/apprenticeships/employment? Practical support for the next phase – secure the next stage of your journey	

Rationale

Due to the multicultural mix of communities that make up the student body at Chiswick School, our careers strategy is designed in a non-bias manner which excludes any prejudice being shown towards any race, culture or class beliefs. This ensures that excellent careers advice and information is the main focus throughout.

Excellent careers guidance makes sure there is equal opportunity. It unlocks potential and transforms outcomes for young people. This strategy aims to offer the right advice, in the right place, at the right time, backed up with experiences of employers and educators that make a difference.

We want all young people in our school to:

- understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the workplace and to have first-hand experience of the workplace;
- to get an excellent programme of advice and guidance that is delivered by individuals with the right skills and experience;
- get support tailored to their circumstances;
- get the information they need to understand the job and career opportunities available, and how their knowledge and skills can help them in considering suitable careers.

Department for Education - Gatsby Benchmarks

The strategy includes measures to further develop and improve the current provision on offer to students and will ensure Chiswick School will meet the requirements of the eight “Gatsby Benchmarks”, set out within the Department for Education’s careers strategy by August 2020. The strategy outlines the whole school approach to delivering careers guidance to all of our students throughout their journey from Year 7-13 as part of the mandatory guidance contained within the Gatsby Benchmarks. Chiswick School will provide the Head Teacher and the board of governors with regular updates on our progress.

Below is a brief description of where and how we are currently achieving each of the 8 Gatsby benchmarks, followed by how we aim to improve the provision over time;

1. A Stable Careers Programme- We currently ensure that provisions are in place before the academic year starts for careers focused activities for all years (including sixth form). We then pay attention to data and monitor feedback to look to fill gaps in knowledge and support those groups of students with additional needs.

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of students.
- To enable students to have an understanding of the full range of opportunities available to them, the skills that are valued within the workplace and to have first-hand experience of a work environment.

- To develop and publish a careers programme that will raise the aspirations of all students regardless of academic ability and is tailored to meet their individual needs wherever possible.
- Ensure our Careers Strategy is fully supported by the Senior Leadership team within schools and is approved by the board of governors
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- Regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by students, teachers, employers and where appropriate parents.
- To maintain high quality careers provision and to review the improvement of our programme by using the Compass evaluation and Tracker tools.

2. Learning from Career and Labour Market Information (LMI)- Working in partnership with companies and representatives from industry allows us engage directly with students by way of guest speakers. Also, share best practices with specific departments (inc SEND).

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff and students are informed in their decisions and the advice being given. Work with Hounslow Connexions to help establish key priority areas which need to be developed.
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work ad apprenticeships and how these meet the local and national priorities.

3. Addressing the Needs of the Pupil- Constant use of data and sharing information amongst our professional network (internal and external) means that we are able to remain flexible and identify students' needs.

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure students are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- Ensure that a programme of activity takes place which raises the aspirations of all students and challenges stereotypical thinking in terms of equality and gender.
- To ensure that students with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the students' own aspirations, abilities and needs.
- To have a seat representing Careers on the student voice panel.

4. Linking Curriculum Learning to Careers- Chiswick dedicates a whole week in March to Careers. Lesson takeovers, guest speakers and Careers clinics are the focus.

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract students towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. E.g. Young Enterprise, Tenner Challenge
- To ensure that careers related activities are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and PSHE lessons.

5. Encounters with Employers and Employees- We create and nurture relationships with external partners to ensure each year group has at least one whole school day and/ or activity that involves engagement with employers who directly share their experience of their workplace.

- To ensure that students receive at least ONE meaningful encounter with an employer during every year they are at school.
- Increase the number of activities which are conducted within school with the support of local employers and parents.
- To ensure that students have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- Develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- Create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.

6. Experiences of the Workplace- The main example of this is our year 10 work experience week where the whole of year 10 is off site for a week. Information sharing across departments also means that videos are often used as a tool to create knowledge around what the workplace looks and feels like.

- To ensure that students receive at least ONE meaningful experience of the workplace by the end of year 11
- To ensure that students receive at least ONE further meaningful experience of the workplace during year 12.

- To increase the number of employer workplace visits which will take place to enable students to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors

7. Encounters with Further and Higher Education- Year 11 assemblies and workshops in school are arranged on behalf of students. Student trips are arranged as part of our annual provision and workshops are offered to our students on an ad hoc basis based on referrals from existing relationships with FE and HE provisions. More specifically our year 7 students currently visit Roehampton University and year 12 students visit Surrey University to gain first-hand experience on what these places look like and more importantly, ask students what student life looks like.

- Ensure all / overwhelming majority of students receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- Ensure all / overwhelming majority of students has been provided with information about the full range of apprenticeships including higher level apprenticeships
- Ensure all / overwhelming majority of students have experienced meaningful encounters with universities.

8. Personal Guidance- Each year 11 student is given at least a 20 minute 1-2-1 Careers interview. For SEND students, there is at least 2 and information is shared at TAF meeting. Each student's form tutor receives a copy of the meeting notes so a conversation can be developed at any time.

- Ensure all / overwhelming majority of students have had an interview with a professional and impartial careers adviser by the end of year 11
- Ensure all / overwhelming majority of students has had at least TWO interviews with a professional careers adviser by the end of year 13.

On page 11 there is set information about the Careers provision specific to each year group and when the Careers activity will take place.

As set out within the Department for Educations' Careers Strategy, Chiswick School is required to have a designated member of our Senior Leadership Team named as the strategic lead. Below are the details of our Careers team;

Careers Team:

Strategic Lead (Associate Senior Leader): Graham McNamara- gmc@chiswickschool.org

Careers Lead: Ralph Brathwaite - rbt@chiswickschool.org

Work Experience Coordinator: Michelle Rees - mre@chiswickschool.org

6th form Careers: Hugo Lewis - hul@chiswickschool.org

6th form Enrichment Lead: Sue Gerwanter - sge@chiswickschool.org

Careers Governor: Jitesh Sudera

Contacts:

careers@chiswickschool.org

Phone No. 0208 747 6625

In line with Chiswick Schools Curriculum Team Leader (CTL) practices, the Careers team will meet fortnightly to discuss the meeting agenda and give opportunity for departmental feedback to be shared. Careers Leader is responsible for creating agenda and storing information accordingly.

Partners and Support

We are also committed to working closely with Hounslow Connexions for support with the delivery of our careers strategic plan. This includes buying in borough support for 1:1 interviews

To support all planned activities Chiswick School is committed to building relationships with community partners so that we can learn from the labour market and provide our young people with encounters and experiences of workplace employers and employees. Currently we are linked with the following professionals

- Teach First
- Future Frontiers
- SPARK!
- Enjoy Work - Chiswick Business Park
- Construction Youth Trust
- Parents and Carers

We are also linked with the following universities

- Roehampton
- London Southbank University
- Royal Holloway
- University of Surrey

Work Experience

Work Experience is essential to allow students to get a real sense of industry, meet employers in the workplace, get close to the action, ignite the spark and introduce students to the world of work. Chiswick students will have two opportunities to take part in a work placement, both in Year 10 and Year 12. We will increase our link with SPARK to ensure that we can support our students in achieving a placement that is right for them.

Destination Information

Our careers lead records where the students transition to on leaving Chiswick School and also keep Local Authority informed of these destinations. We have Year 11 students that go onto a range of destinations such as colleges, 6th forms and other training providers. We also have Year 13 students that go to University or other higher education providers as well as straight

into employment. Our careers team contact all leavers and their families in the Autumn term to check that they have settled into their new placement and will continue to support students in the early days of their transition.

Parental Contribution

Chiswick School is committed to creating links with employers and employees and are fortunate to have a huge amount of expertise within our parent body. This is a huge advantage to the school and we are going to build on the current network of parents to ensure that our students have opportunities to meet and speak with people from a range of employments by arranging careers talks throughout the year.

Parents can also contribute by helping their children arrange work experience placements, particularly in Year 10 and 12.

Student and Parent Entitlement

Every student, and their parents/carers should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed advisor to make the best use of available information. Chiswick School will ensure that students are well informed before making decisions on their futures at each stage of major choice. This includes but is not limited to Year 9 options, Year 11 further education choices and Year 13 further education or employment.

Chiswick School will ensure that students are well informed by providing informed and unbiased advice to students, parents and carers through events and 1-2-1 advice .

Media and Promotion

The careers team will have a page in the Chiswick monthly newsletter dedicated to careers education to inform parents of up and coming events. It will also serve as an information tool for different careers and employment providers.

Declaration

We understand that all Chiswick School stakeholders have a role to play to help the school deliver high-quality education, information and guidance from a range of providers. This will support our students to understand their options and different pathways to work.

This requires external and internal stakeholders to support this strategy. We encourage all to identify where they can play their role, proving to become invaluable, as we aim to build on our outstanding OFSTED rating to become an award winning careers service.

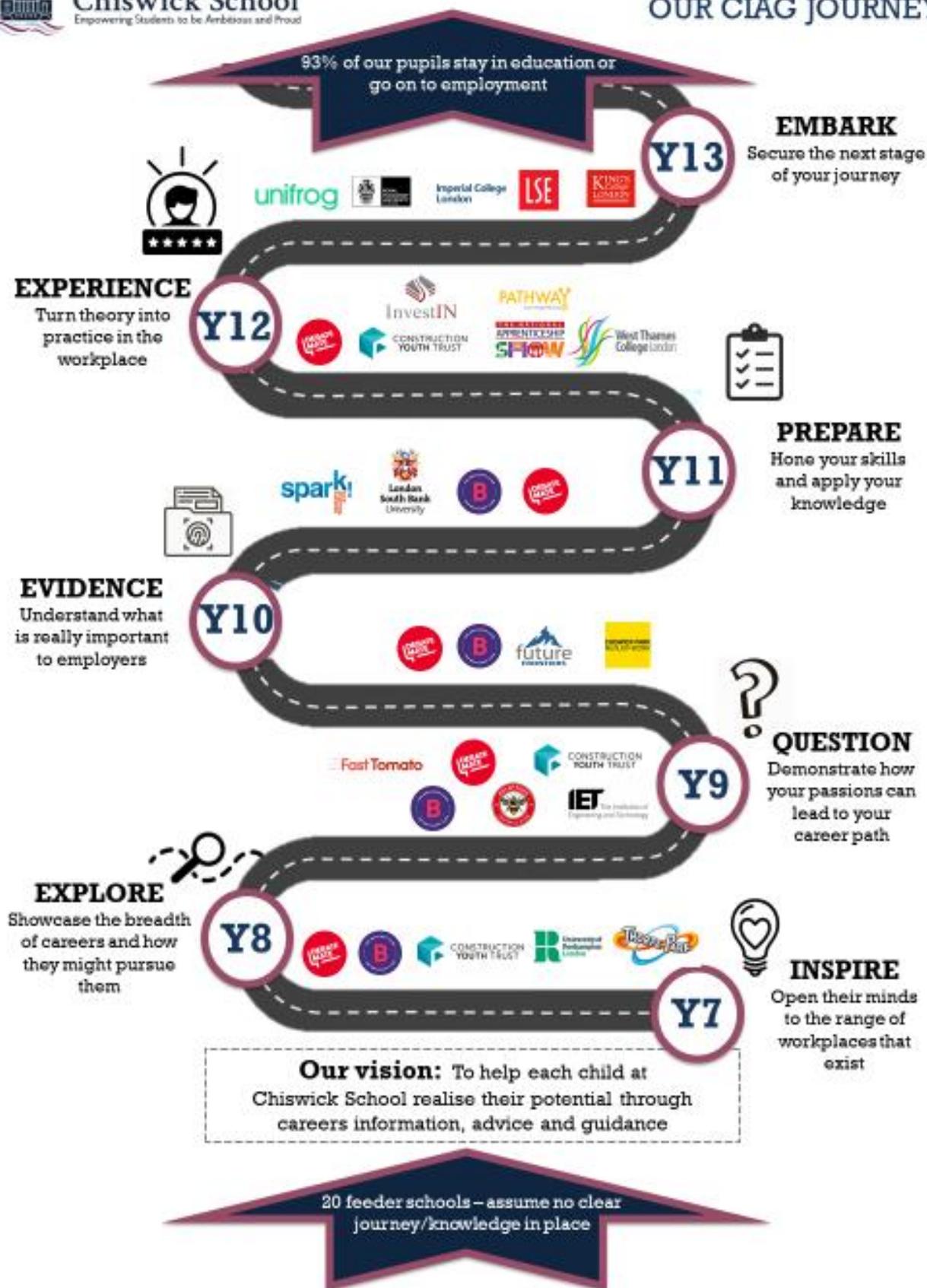
Annual review

The Careers Leader will review this annually for it to be signed off by the Head teacher.

Next review date August 2021.

Signed _____ (Careers Leader)

Signed _____ (Head Teacher)



2020-21 outline of events per year

Year 7 - What is enterprise?

Autumn	Spring	Summer
Logo Competition	Tenner Challenge Careers and Enterprise Week	Roehampton University Visit Rollercoaster Challenge Buddy Interviews

Year 8 - What I may be interested in as a career?

Autumn	Spring	Summer
Logo Competition Careers Passports Industry insight trips STEAM event	Tenner Challenge Careers and Enterprise Week Industry insight trips	Fast Tomato Strengths and Weaknesses Industry insight trips

Year 9 - What are my strengths and weaknesses?

Autumn	Spring	Summer
Logo Competition Speed Networking	Options Interviews Tenner Challenge Future Frontiers Careers and Enterprise Week Careers trips STEAM event	Future Frontiers Personality Tests

Year 10 - What is the working world like?

Autumn	Spring	Summer
Logo Competition University visit	Work Experience preparation CV writing workshops Tenner Challenge Careers and Enterprise Week	Work Experience Fast Tomato

Year 11 - What do I need at this stage of my education to successfully enter the next phase of my life?

Autumn	Spring	Summer
Logo Competition 6th form applications 1:1 interviews College visits Apprenticeship talk FE college talk	Dragons Den Careers Fair 6th form interviews Introduction to apprenticeships	

Year 12 - What work experience do I want to see what the working world really looks like?

Autumn	Spring	Summer
1-2-1 interviews - what am I interested in? Setting up for opportunities in industry and university visits	Careers and Enterprise Week	Royal Holloway Visit UCAS - writing personal statements support Work Experience Youth Construction Trust - Problem Solving Day

Year 13 - Leaving school - what's next? The application process

Autumn	Spring	Summer
Year 13 Interviews UCAS application support	Careers and Enterprise Week	

Assemblies/tutor time 2020/21

Year / Term	Term 1	Term2	Term 3
7	What is enterprise?	National Careers Week	Going to University - What does this mean?
8	What I may be interested in as a career?	National Careers Week	Fast Tomato - thinking ahead
9	What are my strengths and weaknesses?	National Careers Week Options for KS4 Speed Networking introduction Future Frontiers	Personalities
10	<ol style="list-style-type: none"> 1) What is the working world like? 2) Work Experience - SPARK 3) Applying to FE colleges 4) Apprenticeships - Construction Youth Trust 	National Careers Week	Work Experience preparation and evaluation
11	<ol style="list-style-type: none"> 1) What do I need at this stage of my education to successfully enter the next phase of my life? 2) Applying to FE colleges 3) Apprenticeships - Construction Youth Trust 	National Careers Week	
12	<ol style="list-style-type: none"> 1) Work Experience - SPARK 2) Apprenticeships - Construction Youth Trust 	National Careers Week	<ol style="list-style-type: none"> 1. Writing a personal statement for UCAS 2. Preparing for Work Experience

13	UCAS and writing a personal statement	National Careers Week	
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Library

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

<https://www.goodcareerguidance.org.uk/the-benchmarks>

The Careers Enterprise Company - <https://www.careersandenterprise.co.uk/>

Gatsby Foundation - <http://www.gatsby.org.uk/education/focus-areas/good-careerguidance>

Post 16 Skills Plan <https://www.gov.uk/government/publications/post-16-skills-planand-independent-report-on-technical-education>

Department of Education Careers Strategy -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/_Careers_guidance_and_access_for_education_and_training_providers.pdf

National Careers Service - <https://nationalcareersservice.direct.gov.uk/> UCAS (Universities and Colleges Admissions Service) <https://www.ucas.com/>

SEND: - <https://www.goodcareerguidance.org.uk/assets/file?filePath=send/good-career-guidance-perspectives-from-the-send-sector.pdf>

Chiswick School 2020 SWOT

STRENGTHS

1:1 interviews
Student relationships
Lots of resources available
High quality work experience opps
Buy in/ Support from parents
Support from SLT

WEAKNESSES

Time (only 2 days a week)
Not linked to subjects yet
Embedding career into curriculum
Lack of relationship with FE
Apprenticeships knowledge
Extra-Curricular activities

OPPORTUNITIES

Use of Unifrog
Engagement with external parties
Training opps for staff
Win an award in Careers delivery
Partnership and external partners

THREATS

Students aspirations
Level 6 careers advisor in place
Lack of priority across school
Losing HAPs to local Sixth Forms

Action Plan following Gatsby Evaluation - Sept 2019

Gatsby Benchmark	Current Grade Sept 2019	National Avg 2019	Actions	Who	When/How
1 - A stable careers programme	70%	6%	<p>Have strategy and programme approved by the Board of Governors</p> <p>Create section on website for information for teachers and Employers</p>	PMI/RBT	Oct Half Term
2 - Learning from career & labour market information	20%	32%	<p>Continuous publication of Career and Labour market information on Monthly newsletter so students can use up-to-date career & labour market information to help inform study/career decisions.</p> <p>Encourage use of widget on website to inform students what types of jobs they can be doing in their future careers.</p> <p>Sign up to LEAN to benefit from their resources including a local Enterprise Advisor.</p>	RBT/ AKI All tutors	<p>Monthly</p> <p>Through Careers Guidance</p> <p>Through Tutor time programme</p> <p>Through PSCHE program</p>

3 - Addressing the needs of each pupil	100%	13%	<p>Gain Local Borough support to provide careers guidance to vulnerable pupils and special educational needs and disability (SEND) students.</p> <p>Contact Peter Rawlings from Pixl to work with CHAPS and Year 11 HAP students</p>	PMI/RBT	In Year 11 and Year 13, vulnerable and SEND students in both Year 11 and Year 13 will have access to two meetings per year with a qualified careers advisor from the borough.
4 - Linking curriculum learning to careers	68%	26%	<p>Create opportunities for meaningfully experienced career learning in English, Maths and Science</p> <p>Annual Careers Week in March with lesson takeovers, Careers Clinics and Guest speakers.</p>	PMI/RBT	Ongoing - 1 lesson per term in each of these areas
5 - Encounters with employers & employees	100%	38%	Ensure that action plan includes students in Year 7-13 having at least one meaningful encounter with an employer every year they are at Chiswick school	RBT	<p>Year 10 W-exp - April 2020</p> <p>Year 12 W-exp - July 2020</p> <p>Careers Fair</p> <p>Careers Talks at school</p>

6 - Experiences of workplaces	100%	37%	Support MRE in creating Work Exp opportunities for Year 10 and 12 Continue work with SPARK	MRE	Year 10 W-exp - April 2020 Year 12 W-exp - July 2020
7 - Encounters with Further and Higher Education	62%	13%	Invite the following FE providers into school to speak to Year 10 and 11 <ul style="list-style-type: none"> - West Thames - Kingston - Richmond - Hammersmith & Fulham Invite an apprenticeship scheme in to speak to Year 10-13 students Take interested students in Year 10-13 to the National Apprenticeship Show - March 2020 Student annual trip to Surrey University. Ensure literature	RBT	Oct 17th - Apprenticeship assembly to Year 10 & 11 Knight Frank to deliver Assembly to Year 12 on apprenticeship route
8 - Every student should have opportunities for guidance interviews with a career adviser, who could be	62%	49%	Borough support for careers guidance for Year 11 and 13 Training for RBT to become a qualified careers advisor - Level 6 Diploma in Career Information and Advice .	PMI/RBT	Enrollment for course Sept 2020 - completion Sept 2021

internal or external, provided they are trained to an appropriate level.					
Other School website			<p>Change Names on website to RBT</p> <p>MRE to update forms for Year 12 Wexp</p> <p>MRE to add new forms for Year 10 Wexp</p> <p>Update website to include Careers Zone and encourage use of widget for career ideas and information</p> <p>Display user access policy on school website</p>	PMI / RBT / MRE	Oct half term
Other 6th form			<p>6th form strategy and actions to be added to whole school CIAG strategy</p> <p>Systematic monitoring of provision of CIAG in 6th form</p>	PMI/HUL/SGE	Oct half term

2020-21 Calendar of events (working document)-

Month	Activities/trips/Information	Date
Sept	Year 11 Interviews	Ongoing
	Careers assembly - launching key questions	WB 16/9
	Year 11 and 13 destination drop	Sept 9th
Oct	Year 11 Interviews	Ongoing
	Year 12 initial interviews	Ongoing
	John Lewis CEO talk - Paula Nickolds	Oct 15th
	Year 11 and 12 Apprenticeship talk	Oct 17th
Nov	Year 11 Interviews	Ongoing
	Year 12 initial interviews	Ongoing
	Year 10 Fast Tomato	tbd
	KS3 SEND students - Kitchen Design Challenge	Nov 8th
	West Thames College Taster Morning	Nov 11th
	Yr 10 visit to LSBU - Visit 1 (HAP)	Nov 22nd
	Yr 12 World Skills Day	Nov 22nd
	Yr 10 Mock Interviews Day	Nov 28th

Dec	Yr 12 Young Investment Banker Programme	Dec 14th
	Yr 8 STEAM day	Dec 18th
Jan	Yr 9 Future Frontiers - PP	tbd
	Yr 10 visit to LSBU - Visit 2 (MAP/LAP)	WB 25th Nov
Feb	2nd round of Year 11 interviews - NEET / SEND	tbd
	Yr 9 STEAM day - Brentford FC and Buckingham Construction Group	Feb 11th
Mar	National Careers Week	Mar 2nd-7th
	National Apprenticeship Show - Sandown Park	Mar 3rd/4th
	Yr 9 - Speed Networking Day	tbd
	Tenner Challenge	Mar 22nd-27th
	Yr 9 Speed Networking Day	Mar 30th
Apr	Year 10 Work Exp	Apr 27 - 1 May
	Yr 9 Future Frontiers - PP	tbd

May	Yr 8 Fast Tomato	tbd
	Take your child to work day	tbd
June	Yr 7 Roehampton University Visit	tbd
	Yr 12 Youth Construction Trust - problem solving day	tbd
July	Year 12 Royal Holloway Visit	Jul 1st
	Year 12 Work Experience	Jul 6th-10th

Implementation Plan

As stated the Careers strategy for Chiswick School is an inclusive plan and we aim to have careers weaved through the ethos of what we do across the curriculum. This strategy not only sets out the way we will do this, but acts as a document of accountability to ensure each child truly meets their maximum potential in their career.

As an inclusive document, it is important to highlight the importance that we see working with external partners to provide the best possible inclusive and informative events for our students. Internally we understand in that order to create these events we must be proactive, not reactive and therefore supply our partners with as much relevant as possible about our students.

External partners compete the notion that we will look to complete a 360 approach meaning we recognise that we are feeding our students with LMI from the industries that our students will be a part of in their future. Industries that their parents, carers, siblings and wider family and community members already exist within.

The table below clearly maps out what each yearly step of the careers journey looks like for Chiswick School students;

Chiswick School Progression Framework

Year 7 Careers Focus	Measurable Outcomes	Activities	Monitoring	Evaluation
<p>Inspire Open their minds to the range of workplaces that exist</p>	<p>Each student to take part in at least 3 Careers/ Enterprise activities for them to be inspired and ask questions regarding employment opportunities.</p>	<ul style="list-style-type: none"> • Assemblies (mainly based around awarding participation and winning careers events) • GSK enterprise day (Jan) • Careers Week lunchtime talks (March) • Roehampton University visit (June) • Tenner Challenge (March) • Careers week Careers takeover lesson (March) 	<p>Learning walks and teacher presence for all entire year workshops (enterprise day & rollercoaster challenge)</p> <p>Attendance and questionnaires from Roehampton University visit.</p> <p>Sign up for Tenner Challenge.</p>	<p>Students to complete questionnaires.</p>
Year 8 Careers Focus	Measurable Outcomes	Activities	Monitoring	Evaluation
<p>Explore Showcase the breadth of careers and how they might pursue them</p>	<p>Student can identify 3 possible careers and research them via use of Fast Tomato software.</p>	<ul style="list-style-type: none"> • Assemblies (1 per term) 	<p>Learning walks during Careers Week enterprise activity.</p>	<p>Review of student data</p>

		<ul style="list-style-type: none"> • Careers Week business challenge (4Ps, March) • Fast Tomato lesson (June) • Tenner Challenge (March) • Take your child to work day (July) • Careers week Careers takeover lesson (March) 	<p>Feedback from parent/ carer's place of work</p> <p>Print out from Fast Tomato lesson.</p> <p>Participation in Tenner Challenge</p>	Uptake on 'Take your child to work day'
Year 9 Careers Focus	Measurable Outcomes	Activities	Monitoring	Evaluation
Question Demonstrate how your passions can lead to your careers path	<p>Picking GCSE and option choices and linking to potential career routes</p> <p>Participation in on Networking Day</p>	<ul style="list-style-type: none"> • Whole Year 9 Networking day (April) • Tenner Challenge (March) • Assemblies (1 per term) • Future Frontiers 6 week programme (June) 	<p>Feedback from Networking day.</p> <p>Feedback from Future Frontiers workshop</p> <p>Participation in Tenner Challenge</p>	GCSE choices

		<ul style="list-style-type: none"> • Careers week Careers takeover lesson (March) • Careers Week Tideway Business challenge 	% choices of those choosing to study business as GCSE option	
Year 10 Careers Focus	Measurable Outcomes	Activities	Monitoring	Evaluation
<p>Evidence Understand what is really important to employers</p>	<p>Academic Explain the results you need to be successfully move to the next stage</p> <p>Knowledge Awareness of where they can research and find relevant information</p> <p>Soft skills Develop confidence in character</p>	<ul style="list-style-type: none"> • Whole year Mock interviews (Oct) • Exposure to professionals (throughout) • Targeted job interview skills day with Morrisons plc (March) • National Apprenticeship show visit (March) • Curriculum links to possible careers choices (March) • Work experience (April) • Assemblies (throughout) • Careers week Careers takeover lesson (March) • LSB University visit (Nov) 	<p>Work experience evaluations from employers</p> <p>Mock interview feedback</p> <p>Feedback from professionals</p> <p>PPE exam data</p>	

Year 11 Careers Focus	Measurable Outcomes	Activities	Monitoring	Evaluation
<p>Prepare Hone your skills and apply your knowledge</p>	<p>Pick your KS5 option/route</p> <p>Secure qualifications necessary to progress onto KS5 routeway (inc Apprenticeship)</p>	<ul style="list-style-type: none"> ● Apprenticeship assemblies (Dec & Jan) ● Assemblies (throughout) ● Exposure to professionals (throughout) ● 1:1 Careers interviews (ongoing) ● College visits (term 1 and 2) ● College taster sessions (Nov) 	<p>Destination data</p> <p>PPE exam data</p> <p>Audit from 2ic / LpD in the department to review frequency and quality of in-department activities</p> <p>Development of careers leaders' knowledge e.g. Oxbridge / UCAS</p>	<p>Risk of NEET borough information.</p>
Year 12 Careers Focus	Measurable Outcomes	Activities	Monitoring	Evaluation
<p>Experience Turn theory into practice in the workplace</p>	<p>Work experience choice (1 weeks)</p>	<ul style="list-style-type: none"> ● 1:1 careers interviews (March) ● Careers fairs (Nov) 	<p>Destination data</p>	

	<p>Securing qualifications to go through to the year 13 course of study</p> <p>Higher education applications (UCAS)</p> <p>Apprenticeship applications</p>	<ul style="list-style-type: none"> ● Exposure to professionals (throughout) ● University open days (Jan) ● Apprenticeship fairs (March) ● Unifrog accounts (Ongoing) ● UCAS statements (Jan) ● Work experience (July) ● Preparation for Oxbridge applications (Jan) 	<p>Work experience evaluations from employers</p> <p>1:1 Careers interview feedback</p>	
Year 13 Careers Focus	Measurable Outcomes	Activities	Monitoring	Evaluation
Embark Secure the next stage of your journey	Securing a place at university, apprenticeship or place of work	<ul style="list-style-type: none"> ● Exposure to professionals (Throughout) ● University open days (Sept) ● 1:1 Apprenticeship advice (Feb) ● Unifrog account (throughout) 	<p>Destination data</p> <p>Audit from 2ic / LpD in the department to review frequency and quality of in-department activities</p> <p>Development of careers leaders' knowledge e.g. Oxbridge / UCAS</p>	

- | | | | | |
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| | | <ul style="list-style-type: none">● 1:1 support in preparation for Oxbridge applications (jan) | | |
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Chiswick School external stakeholder engagement plan

External engagement is a significant feature of our whole strategy as it ties in to each of the 3 strategic objectives. Explicitly with the need to engage with HE and FE providers, but more importantly how we aim to weave Careers through our entire curriculum through teachers that teach.

External engagements are vital to ensuring access to LMI (benchmark 2), engagement with employers (benchmark 5) and experiences of the workplace (benchmark 6) so that the teachers are given the support and correct information to share.

In line with our inclusive outlook on careers we encourage engagement with externals throughout the year, however our flagship opportunity is most certainly our Careers Week in March each year. Provisions for careers clinics, lesson takeovers and guest speakers are arranged prior which gives all external parties to identify and opportunity and time that works for them.

1. Identify and approach external businesses/ organisations about becoming a 'partner' for Careers at Chiswick School

Action	Status	Responsible	Deadline
Contact previous partners and review previous engagement.	In Progress	Careers Leader & link guvnor	August 2020
Agree definition of 'partnership' and prepare partnership document.	Not Started	Careers Leader & Line manager	Sept 2020
Arrange work experience for April 2021.	In Progress	Careers Leader	Oct 2020
Review 2019 partnerships	Completed	Careers Leader	May 2020
Use parentmail and staff network to identify individuals who may wish to become partners	Not Started	IT Manager Careers Leader	Oct 2020
Request logo from partners to update out CIAG Journey document.	Not Started	Careers Leader & Link guvnor	Sept 2020

2. Increase external network

Action	Status/Progress	Responsible	Deadline
Agree timeline according to who we want in place and by when.	In Progress	Careers Leader & Line manager	Oct 2020
Sign up to local business network group (i.e Hounslow Chamber of Commerce)	Not Started	Careers Leader	Nov 2020
Use parentmail and Chiswick School newsletter to send out a call to action	Not Started	Careers Leader	Oct 2020
Request contact details from Teach First of Careers Leaders in London Network	Not Started	Careers Leader	July 2020
Sign up and arrange support from LEAN, speakers for schools and other support agencies	In Progress	Careers Leader	August 2020

3. Improve knowledge and engagement with FE and HE providers

Action	Status/Progress	Responsible	Deadline
Identify available weeks for providers to come in and present to students	Not Started	Careers Leader & Heads of year	Aug 2020/ Ongoing
Ensure FE and HE contact details are obtained	In Progress	Careers Leader	Nov 2020
Ensure SEND and EAL support is in place to assist targeted students make successful applications	Not Started	Careers Leader, EAL and SEND leaders	Feb 2021
Provider specific literature and open day information has been received	Not Started	Careers Leader	January 2021

We are proud to be ambitious and will identify new external partners to offer our students the right opportunities, we hugely value all current external engagements and partnerships so will look to effectively evaluate the engagement ensuring it continuously meets the needs of our students and community. Below is a table of current external partners and ideas about how we can improve the engagement;

Current partner	Current involvement	Future engagement ideas	Responsibility of
Teach First	CPD opportunities for staff. LMI and good practice guides.	Networking opportunities. Virtual workplace visits	RBT/ PMI
Future Frontiers	Business challenges	Online mentoring. Work visits.	RBT
Spark!	Work experience. Business challenge.	Virtual workplace visits	RBT
Enjoy- Work	Job interview skills workshops. Christmas carol service. Speed networking event.	Work experience placements. Sponsorship of an event.	RBT
Youth Construction Trust	Apprenticeships talks. Curriculum to workplace workshops.	Mentoring. Workplace visits.	RBT
Parents and carers	Guest speaking.	Take your child to work day.	RBT/ LCOs
Colleges & Universities	Campus tours. Up to date Literature.	Taster workshops. College tours.	RBT/ HUL

Chiswick School internal stakeholder engagement plan

Key to this strategy being realised is communication across the school consistently being fed back to the careers team and as previously highlighted- each internal stakeholder identifying their role to play;

The greatest significant role a member of staff can play is share their journey and network with the school. It's proven that a child benefits from hearing stories that they can identify with the mantra being 'if they can see it, they can be it'. As a body if we can grow our network, the opportunities we can offer our students become endless.

For the students it is to join the alumni to again, allow current students to see what they can become starting from the same place as those that went before.

With a strong focus and commitment from all internal stakeholders to the above, we will be able to develop this robust careers strategy and achieve the other strategic objectives set out.

Chiswick School Internal roles and responsibilities

Job Title:	Responsible for:	Accountability reports to:
Careers Leader (Ralph Brathwaite)	<ul style="list-style-type: none"> • Creating, developing and evaluating progress for the whole school careers strategy. • Supporting staff to embed careers further into our curriculum. • Identify and source opportunity for staff CPD • Create links with external agencies who are able provide targeted careers events for Chiswick students. • Refer careers information and opportunities to relevant members of staff and students. • Collate data on behalf of department. In particular destination data for year 11 and 13. • Communicate all internal deadlines and manage completion of tasks. • Manage information and relationship with Chiswick School Careers stakeholders. 	Personal development lead/ Line manager
PA to Assistant Head Teacher	<ul style="list-style-type: none"> • Communicate careers information with Chiswick School staff. 	Headteacher
Enterprise Coordinator	<ul style="list-style-type: none"> • Liase with external agencies to provide targeted careers events for Chiswick students. • Manage Year 10 and Year 12 work experience 	Careers Leader
Head of Sixth Form Careers	<ul style="list-style-type: none"> • Monitor students use of Unifrog • Source external opportunities for agencies to improve our careers offering. 	Personal development lead/ Line manager

	<ul style="list-style-type: none"> • Liase with Careers Coordinator regarding work experience. • Liase with Careers Advisor regarding Sixth Form students' careers interviews. • Assist Careers Leader to collate Year 13 destination data. 	
Careers Adviser (external)	<ul style="list-style-type: none"> • Conduct one to one careers interviews with Year 11, 12 and 13 students. • Notify Careers leader of any external events/ opportunities to improve Chiswick School's careers provision. 	Careers Leader
Head Teacher	<ul style="list-style-type: none"> • Allocate resources to Careers department to enable yearly milestones to be achieved. 	Guvnors
Deputy Head Teacher – Curriculum	<ul style="list-style-type: none"> • Help support departments embed careers into their curriculum. • Inspect SOL documents for evidence of careers in the curriculum. • Allocate time for careers to be fed into school CPD sessions. 	Headteacher
Link Governor	<ul style="list-style-type: none"> • Create external links with agencies interested in working in partnership with Chiswick School to achieve common objectives. • To provide external judgement and assessment on Chiswick School's current provision. • Refer individuals who wish to work with Chiswick School to Careers Leader. 	Careers Leader, guvnors and SLT
Curriculum Leaders	<ul style="list-style-type: none"> • To review and update careers audit documents. • Use department audit to target ways of improvement. • Identify quick wins to improve embedding carers into the department. • Liase with Careers Leader regarding embedding careers into their subject. 	Careers Leader and Deputy Head Teacher- Curriculum
SEND coordinator	<ul style="list-style-type: none"> • Communicate needs of SEND students. • Assist Careers department in identifying external agencies who can provide opportunities for SEND students to engage with careers. • Adapt LMI to suit the needs of SEND students and their families. 	Careers Leader
Tutors	<ul style="list-style-type: none"> • Present careers information supplied in the form of weekly tutor time slides. • Refer students to Careers department for drop in session advice. • Remind students of deadlines including reply slips for careers trips. 	Careers Leader and Deputy Head Teacher- Curriculum

Chiswick School CPD commitment

As stated, it is the job of the Careers Leader to identify and develop CPD opportunities for Chiswick staff, which can come from internal or external sources. The analysis of data from staff and students will always provide the basis of what we centre CPD around. There are 2 ways that CPD runs through the school;

Staff CPD which takes place every Wednesday morning in 15 minute assemblies. One has been reserved each term for Careers information and LMI. We will use department audits (see appendices) and staff training needs analysis to deliver best practice advice and relevant LMI. Also to show staff that the results of their training needs analysis are being responded to.

The second way is effective evaluation of our current commitment to benchmark 4 and having discussions with CTLs about identifying ways we are able to better meet this benchmark. An example of this is identifying that we can include CV writing within KS4 English lessons.

Scheme of Learning		Department		Year group		Length
Unit						
Overview					Core Knowledge and Skills Overview	
					See To know That Statements for each lesson.	
GEM tasks						
Teaching sequence						
	Lesson Title & Learning objectives	Retrieval focus/ Do now	Key Knowledge Focus for the lesson (To Know That)	Lesson Activities (Hinge, Drill questions, Demonstration and RAG 123)	Possible Misconceptions/ Barriers	Hinterland Knowledge
1		<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 		Activation: Drill Questions: Hinge: (based on misconceptions) Demonstration: RAG 123:		

Literacy Appendix		
Key words	Core reading requirements	Scaffolding
See Knowledge Organiser	Spec Points (Give as Homework)	
SP&G	Developing Oracy	Scaffolding
See Knowledge Organiser	Talk Model Write, Speaking in full Sentences	

Chiswick School Milestones Plan

<p>Milestone 1- Develop staff year by year by equipping them with careers information and sharing best practices enabling them to provide students with relevant skills and opportunities to best prepare for their future careers.</p> <p>Link to Benchmarks: 1, 2, 3, 4, 8</p>		
What are our milestones? What do we need to achieve?		What actions we will take as a school to achieve these milestones?
<p>Year One 2020-2021</p>	<ul style="list-style-type: none"> Careers Leader to present Careers strategy to SLT. SLT then happy with the detail and 'sign off' to move forward with strategy. All staff to have completed a Training Needs Analysis Assembly time needs to be allocated to update teachers on best practice Compulsory Level 6 Careers Advisor training to be complete. All Careers Team staff are made to be aware of their responsibility regarding informing and supporting staff with relevant careers information. 	<p>Head teacher's PA to book this into SLT weekly meeting.</p> <p>Analysed by Careers Leader to identify priorities for CPD.</p> <p>Head of learning needs to allocate assembly slots.</p> <p>Personal Development lead and Head Teacher need to source and agree budget.</p> <p>Careers Leader to share 'Chiswick School Roles and Responsibilities' doc.</p>
<p>Year Two 2021-2022</p>	<ul style="list-style-type: none"> All staff to receive CPD sessions on embedding LMI and careers information into their lessons. Staff to complete second training needs analysis. External training opportunity (s) to be identified for member (s) of staff who wish to be responsible for supporting and developing Careers 	<p>Careers Leader to identify general good practice as well as include data based on training needs analysis.</p> <p>Contact to made with external partners/ agencies regarding opportunity (s) for CPD</p>
<p>Year three 2022-2023-</p>	<ul style="list-style-type: none"> All staff to receive CPD sessions on embedding LMI and employment skills into their lessons. 50% of staff to be able to identify an instance where a student has discussed a careers aspiration. 	<p>Survey to be sent to staff structured around their careers experiences with students.</p>

Milestone 2 Consistently ensure there is access and opportunity throughout the academic year for students to engage with FE and HE providers at Chiswick School empowering them to make the right choice for their next steps.

Link to Benchmarks: 1, 3, 7, 8

What are our milestones? What do we need to achieve?		What actions we will take as a school to achieve these milestones?
Year One 2020-2021	<ul style="list-style-type: none"> Local colleges encouraged to visit school to give assemblies and targeted taster sessions. Careers office has dedicated area for HE and FE literature for students to access. Year 11 and 12 one to one interviews are conducted where FE and HE are given a focus. Compulsory HE days are arranged by sixth form team. Year 7 compulsory trip (virtual) arranged with local university 	<p>Approach local colleges.</p> <p>Careers office space reviewed.</p> <p>Interviews are arranged and students are given prior notice by form tutors</p> <p>Information communicated to students parents/ carers and KS5 tutors.</p> <p>University admissions team contacted</p>
Year Two 2021-2022	<ul style="list-style-type: none"> Targeted student alumni talks delivered to students. HE recruitment event set up in main school hall as part of our Careers Week offering Volunteer opportunities to be offered to local HE to increase students awareness and correct information. 	<p>Alumni network created</p> <p>HE admissions team to be contacted.</p>
Year three 2022-2023-	<ul style="list-style-type: none"> University sponsored challenges 	<p>Student NUS departments to be contacted regarding opportunity</p>

Milestone 3 To implement and follow a robust Careers strategy aimed at addressing the needs of pupils at Chiswick School, which is monitored regularly and evaluated effectively dependent on activity.

Link to Benchmarks: 1, 3, 4, ,5, 6, 7,8

What are our milestones? What do we need to achieve?	What actions we will take as a school to achieve these milestones?
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<p>Year One 2020-2021</p>	<p>Departments to be kept up to date with LMI</p> <p>Workplace visits to be arranged for students according to student need (s) and availability.</p> <p>LMI to be shared with students on a consistent basis.</p> <p>LMI to be shared with stakeholders in order to ensure we are giving consistent and clear information to students.</p> <p>CTLs to ensure LMI and careers information is to be fed into subject lessons and curriculum areas.</p>	<p>Careers Leader to find credible sources of LMI information to share with CTL.</p> <p>Stakeholders need to be consulted on opportunities available.</p> <p>Tutor time slides containing LMI presented each week.</p> <p>LMI to be included in monthly newsletter and Parentmail communication.</p> <p>Teaching & Learning lead to give guidance and resources for LMI and careers info to be included in SOL.</p>
<p>Year Two 2021-2022</p>	<p>CTLs to partner with external agencies/ professionals to assist in sourcing LMI.</p> <p>Department to have LMI displayed on department notice boards.</p> <p>External guest speaker opportunities to be arranged to visit students/ departments</p>	<p>CTLs to be referred to external agencies by Careers Leader.</p> <p>Departments to allocate role accordingly.</p> <p>CTLs will be invited to take the lead. Careers Leader to assist</p>
<p>Year three 2022-2023-</p>	<p>LMI to be offered at Year 9 options evening to enable students and parents/ carers to make better informed choices.</p> <p>LMI event to be set up for KS3 and KS4 students.</p> <p>External agencies to continue to support departments with delivery of LMI.</p>	<p>Careers leader to prepare and deliver information.</p> <p>Careers Leader to start preparations in 2012/ 22. Sixth form team to then support.</p> <p>CTLs to communicate department needs.</p>

Strategic objective	Milestones	Action/Activity	Action owner (who is responsible)	Deadline	Resources required	Status/Progress	Reporting	Method of evaluation (if appropriate)	
To implement and follow a robust Careers strategy aimed at addressing the needs of pupils at Chiswick School, which is monitored regularly and evaluated effectively dependent on activity.	All departments will be up to date with LMI	Careers Leader to find credible sources of LMI information to share with CTL.	Careers Leader	Beginning of September	Credible source of Careers information.	Not Started	CTLs to department staff and students	CTL qualitative feedback to Careers Leader.	
		Guest speakers and external partners can be nominated by CTLs to supply LMI information specific to subject.	Careers Leader and CTLs	Ongoing	Hub of guest speakers (eg LEAN & Speakers for schools)	In Progress	CTLs to department staff	Number of external speaker engagements	
	Workplace visits will have been arranged for students according to student need (s) and availability.	Engage with Spark! Regarding placements for April 2021.	Work experience coordinator.			SLA from Spark!	Completed	Spark! To Work experience coordinator	% of pupil engagement in work experience 2021
		Parents are to be consulted via parentmail on opportunities available.	Work experience coordinator		October 2020	Parent mail out via Parentmail	Not Started		Response from parents
		Stakeholders are to be consulted regarding any work experience opportunities they may hold.	Careers Leader and Work experience coordinator		End of Autumn Term		Not Started	Careers Leader and Work experience coordinator to stakeholders	% of 'own finds' agreed and reported back by Spark!
	LMI will have been shared with students on a consistent basis.	Tutor time slides containing LMI presented each week.	Careers Leader to supply slides with LMI. Form tutors to present slides.		Ongoing.	Tutor time weekly slides.	Not Started	Form tutors to LCOs	Inclusion of at least career option presented in form time each week
		Department display/	CTLs and subject teachers.		September 2020.	LMI information for noticeboards.	Not Started	Subject teachers to CTLs	Presence of LMI information on

		noticeboards are to be put up						department noticeboards.
	LMI will have been shared with stakeholders in order to ensure we are giving consistent and clear information to students.	LMI to be included in monthly newsletter and Parentmail communication.	Careers Leader	Ongoing	Website widget. Careers/ LMI literature source. Monthly school newsletter	In Progress	Careers Leader with school stakeholders	Feedback and engagement from stakeholders.
		Careers team presence at Year 9 options evening	Careers team	April 2021	LMI information and staff to hand to inform parents/ carers	Not Started	Careers team to stakeholders	Feedback from students and stakeholders
	CTLs to ensure LMI and careers information is to be fed into subject lessons and curriculum areas.	Participation in Careers Week 2021 lesson takeovers at minimum	CTLs	March 2021	Lesson PP Subject specific guest speakers	Not Started	CTLs to subject teachers	Stakeholder feedback and

Strategic objective	Milestones	Action/Activity	Action owner (who is responsible)	Deadline	Resources required	Status/Progress	Reporting	Method of evaluation (if appropriate)
Consistently ensure there is access and opportunity throughout the academic year for students to engage with FE and HE providers at Chiswick School empowering them to make the right choice for their next steps.	Local colleges encouraged to visit school to give assemblies and targeted taster sessions.	Targeted workshops designed based on baseline survey	Careers Leader and LCOs	October 2020	SIMs data Taster session materials	Not Started	Careers Leader to local colleges	Students engagement and feedback
		Local FE providers invited to make presentations in year 11 assemblies	Careers Leaders	February half term 2021	PP presentations	In Progress	Local colleges to Careers Leader	Student engagement
	Careers office has dedicated area for HE and FE literature for Students to access.	Decision to be made regarding where space will be considering how students will access it.	Careers Leader	September 2020	Book rack/ storage space	Not Started		
	Year 11 and 12 one to one interviews are conducted where FE and HE are given a focus.	Careers Leader to talk to year 10,11, 12 and 13 tutors about referrals based on LMI data and students data	Form tutors	Ongoing	Relevant LMI literature One to One interview record sheets	Not Started	Careers Leader to stakeholders	One to One interview record sheets Tutor and student feedback
		Careers Leader to seek support/ services of qualified Careers Advisor	Careers Leader and Careers Adviser	October 2020		In Progress		Tutors feedback that feel confident to help students action items from 1:1 interviews and support LMI research
	Compulsory HE days are arranged by sixth form team.	Sixth form team to contact HE partners to arrange	Sixth form team	End of Autumn term		Not Started	Sixth form team to Careers Leader	% participation from students
	Year 7 compulsory trip (virtual) will have been arranged with local university	Careers Leader to contact local HE providers	Careers Leader	End of Autumn term	University packs	Not Started		% participation from students

Strategic objective	Milestones	Action/Activity	Action owner (who is responsible)	Deadline	Resources required	Status/Progress	Reporting	Method of evaluation (if appropriate)
Develop staff year by year by equipping them with careers information and sharing best practices, enabling them to provide students with relevant skills and opportunities to best prepare for their future careers.	Careers Leader will have presented Careers strategy to SLT, and then will have the 'sign off' to move forward with the strategy	Book into Monday weekly SLT meeting.	Careers Leader	End of August 2020.	Careers strategy	Not Started	Careers Leader to SLT	
		Circulate Careers strategy prior to meeting to allow time for reading and preparation of questions.	Careers Leader	End of August 2020	Careers strategy	Not Started	Careers Leader to SLT	
	All staff to have completed a Training Needs Analysis	Create and upload training needs survey on Survey Monkey, and send to staff	Careers Leader and IT support	October half term	Survey Monkey account	In Progress	Survey results reported to SLT	
		Targeted workshops designed based on survey results	Careers Leader. Head of T&L	End of Spring Term		Not Started		Attendance to CPD workshops
	Assembly times will have been allocated to update teachers on best practice	Develop and source high-quality LMI resources - launch at January 2021 inset	Careers Leader	End of Autumn term	LMI teaching documents	Not Started		Inclusion of this and subject relevant in Careers Week 2021.
		Head of learning needs to allocate assembly slots	Careers Leader and Head of T&L	End of Autumn term	PP for assembly that explain importance of LMI being shared.	In Progress	Careers Leader to all staff	Tutors feedback that feel confident to help students action items from 1:1 interviews and support LMI research
		Personal Development lead and Head Teacher				Completed		

	Compulsory Level 6 Careers Advisor training to be complete.	need to source and agree budget.						
		In school accessor/ sponsor to be allocated to monitor level 6 course progression	Head of Teaching & Learning	September 2020	Level 6 Careers Advisor course booklet	In progress	SLT/ Head of Teaching & Learning	Course progression being signed off
	All Careers Team staff will be aware of their responsibility regarding informing and supporting staff with relevant careers information.	Careers strategy containing roles and responsibilities doc to be shared.	Careers Leader	September 2020	Roles and responsibilities document	Not Started	Careers team to Careers Leader	Signed copies of roles and responsibilities returned to Careers Leader