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| **Objectives**  *“What are the problems you are trying to solve?”* | **Actions, including CPD**  *“What would solve the problem?”* | **Responsible**  *“Who is responsible for each action?”* | **Time**  **“***When do you aim to have this completed by?”* | **Outcomes**  *“What would success look like?”* | **Progress** |
| “Ensure that key stakeholders ‘know and understand’ careers provision and that stakeholder voice is used to inform careers provision” | **Students**:   * Secure half termly slot on Assembly programme to highlight half termly focus for each year group with key updates, LMI, etc. * Learner Journey to be displayed in school/college brochure and displayed in each tutor base * Aut1 & Summer2 Student focus group stakeholder voice using Future Skills Survey * CL/EA to attend Student Council for annual briefing and to review provision * Careers Leader to contribute to programme and resources for options processes in Yr9 & 11 | Career Leader/Assembly Lead  Career Leader/Graphics Lead  Career Leader  Career Leader/EA  Careers Leader/Options Lead | Sept 2019  Sept 2019  Sept 19 & July 2020  Spring 2020  Dec 2019 and Nov 2019 | Students to know and understand termly focus  Students understand progressive provision overview ‘at a glance’  Career Leader to understand student perception and student view of provision  Students to feel well supported at key transition points |  |
| **Staff:**   * Secure termly slot at Staff CPD and half termly slots at Staff Briefings to highlight focus area, LMI, progress and key activity * Secure slot at Middle leader Meeting in Aut Term to establish Career Champion Programme and highlight roles, responsibilities and expectations * Schedule Career Champion Meetings (one per term) * Aut1 and Summer 2 Staff Focus Group | Career Leader/CPD Lead  Career Leader/Middle Leaders  Careers Leader/Careers Champions  Careers Leader/ Staff | Sept 2019  Sept 2019  Ongoing  Spring 2020 | Staff to know and understand termly focus  Careers Champions to be visible ambassadors for provision within departments  Clear strategy for Careers Champions  Careers Leader to understand staff perceptions and view of provision |  |
| **Parents:**   * Update Website with key Careers in formation for parents and learning journey overviews * Termly key update via social media/school gateway with key update for parents * Agree attendance and content at key parental engagement events (Parents Evenings, Transition Evenings, etc.) * Submit information for options booklet with key information, contact details and LMI updates, etc * Secure permissions for Yr 11Action Plans to be shared with parents * Key Communication with Yr 11 parents in Action Plans, links and support * Attend Parent Forum annually with update and to conduct Stakeholder Voice * CL/EA meeting with Parent Governors for annual briefing and review of provision * Attendance at Transition Coffee Morning for new Parents to share Career Provision | Career Leader/Website Lead  Career Leader/Communications Lead  Career Leader/ Parental Engagement Lead  Career Leader/Options Process Lead  Career Leader/Head of Year 11  Career Leader/Communications Lead  Careers Leader/Parental Engagement Lead  Careers Leader/Governors  Careers Leader/Transition Lead | Sept 2019 (and regular updates)  Each Term  Sept 2019  Dec 2019  Sept 2019  January 2020  Spring 2020  Sept 2019 | Parents to be able to access key information and overview with ease  Parents to feel well informed about careers provision  Parents to feel supported around careers at key transition points  Parents to receive action plans  Parents to feel supported through options process  Careers Leader to understand parent perceptions and view of provision  New parents to understand progressive provision and meet CL |  |
| **SLT/Governors:**   * Secure Termly update slot at SLT and Governors to present Strategic plan and programme update * Termly meeting with EA& Governor to review progress and to inform SL/Governor Updates | Career Leader/HT/Chair of Governors  Career Leader/Link Governor and EA | Sept 2019  Termly | SLT and Governors to support and challenge provision |  |
| **Using Stakeholder Voice:**   * Meet with EC& EA/gov to review Stakeholder Voice and available data to review provision for 2021 * Complete Annual Checklist | Career Leader, EC, EA, Gov  Career Leader | July 2020  July 2020 | Stakeholder Voice to inform provision for 2021 |  |