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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 LeadCareer Leader/Graphics Lead Career LeaderCareer Leader/EACareers Leader/Options Lead | Sept 2019Sept 2019Sept 19 & July 2020Spring 2020Dec 2019 and Nov 2019 | Students to know and understand termly focusStudents understand progressive provision overview ‘at a glance’Career Leader to understand student perception and student view of provisionStudents 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 LeadCareer Leader/Middle Leaders Careers Leader/Careers ChampionsCareers Leader/ Staff | Sept 2019Sept 2019OngoingSpring 2020 | Staff to know and understand termly focusCareers Champions to be visible ambassadors for provision within departmentsClear strategy for Careers ChampionsCareers 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 LeadCareer Leader/Communications LeadCareer Leader/ Parental Engagement Lead Career Leader/Options Process LeadCareer Leader/Head of Year 11Career Leader/Communications LeadCareers Leader/Parental Engagement LeadCareers Leader/GovernorsCareers Leader/Transition Lead | Sept 2019 (and regular updates)Each TermSept 2019Dec 2019Sept 2019January 2020Spring 2020Sept 2019  | Parents to be able to access key information and overview with easeParents to feel well informed about careers provisionParents to feel supported around careers at key transition pointsParents to receive action plansParents to feel supported through options processCareers Leader to understand parent perceptions and view of provisionNew 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 GovernorsCareer Leader/Link Governor and EA | Sept 2019Termly | 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, GovCareer Leader  | July 2020July 2020 | Stakeholder Voice to inform provision for 2021 |  |