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**Careers Leader: Annual Review Checklist**

Name:

School:

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| --- | --- | --- | --- | --- |
|  | Evaluations completed | Key actions | Evidence of impact | Dates for next academic year |
| Stable  career  programme | Interventions: Y/N  Whole programme: Y/N |  |  | New programme to be approved by SLT/Governors on \_\_\_  New programme to be published on website on \_\_\_ |
| Strategic  career  plan  review | Overall review\*: Y/N |  |  | New Strategic Careers Plan to be approved by SLT/Governors on \_\_\_  New Strategic Careers Plan to be published on website on \_\_\_ |
| Career policy | Review\*: Y/N |  |  |  |
| Website review | Review\*Y/N |  |  | Review date: |
| Staff CPD review | Evaluations: Y/N  CPD needs analysis: Y/N |  |  |  |
| Stakeholder voice | Overall review Student: Y/N  Overall review  Staff: Y/N  Overall review Employers: Y/N  Overall review Parents/Carers: Y/N |  |  |  |
| Link Governor/EA Qualitative Review\*\* | Review completed: Y/N |  |  |  |
| Compass scores | Final Compass scores Review\*: Y/N |  |  |  |
| Destination data | Destination data review\*: Y/N |  |  |  |
| SLT/Governor engagement | N/A |  |  | Presentations to SLT:  Presentations to Governors: |
| Future Skills survey |  |  |  |  |

\*Consider involving your Link Governor, Enterprise Adviser and/or your Enterprise Coordinator in this process.

\*\*See separate ‘Support & Review’ document.

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| **Evidence Evaluation** | |
| **“The programme should be regularly evaluated with feedback from students, parents, teachers and employers as part of evaluation process”** | |
| **Data Collection Sources:**   * Key Event Feedback from a Range of Stakeholders * Programme Evaluation (Implementation & Impact) from a Range of Stakeholders * Outcomes Data (i.e. Destination Data, Attainment, Progress 8, etc.) * Skills, Knowledge and Attitudes Evidence | |
|  | |
| **Intent** | |
| What are the key strategic objectives of the Careers Plan? |  |
| Were learning outcomes set for each key stage/year group? |  |
| How will you measure the learning outcomes? (How will you know if you’ve been successful?) |  |
| **Delivery** | |
| Which aspects of the careers programme were delivered as intended? Which weren’t? |  |
| From stakeholder ‘key event’ feedback’ what went well? |  |
| From stakeholder ‘key event’ feedback’ what improvements could be made to careers programme? |  |
| What was the quality of the employer engagement activities? How could you improve the quality of employer engagement? |  |
| Which employers might you re-engage next year? |  |
| How well was BM8 delivered? What was the qualification level of the Careers Advisers? What does stakeholder voice tell you about BM8 provision? |  |
| To what extent has careers been integrated within the curriculum? |  |
| **Outcomes** | |
| What were the career management skills, knowledge and attitudes of Year 11 and Year 13 leavers? (i.e. via Future Skills) |  |
| What were the destinations of Year 11 and Year 13 leavers last year?  i.e. What proportion went on to one of their intended destinations?  What proportion have sustained their destination for 6 months?  What proportion of Year 11 went on to A-Levels, T-Levels, L3 Apprenticeships or other L3 destinations?  What proportion were NEET? |  |
| What were the attainment outcomes for Year 11 and Year 13 last year?  i.e. What was the average Progress 8 score for PP/NPP?  How did Progress8 and attainment scores compare to last year or to other schools?  What was the pass rate for A-Levels?  Were there ‘gaps’ in attainment/progress outcomes for specific groups? (i.e. SEND, gender, EAL, PP)  What was the gender split in STEM subjects/ How does this compare to last year? |  |
| What were the positive / negatives from key stakeholders including parents/carers, employers, staff, etc? |  |
| To what extent did outcomes improve overall and for specific / target groups of students? |  |
| How are vulnerable / disadvantaged students engaging / achieving compared to others? |  |
| **Review & Reflect** | |
| What progress have we made on the GBs this year? |  |
| Which aspects of the careers programme went well / could be improved? |  |
| Which aspects of the careers programme should we repeat next year? Which aspects should we change? |  |
| Did we set the right Strategic Objectives? |  |
| Did we set the right learning outcomes? |  |
| What are our priorities for next year? |  |