
ACTIVITY SCHEDULE:

Progress Careers and Goole Academy 2021-22

Context:

In planning and agreeing the use of provision it is recommended that organisations take account of:

- **The statutory guidance for CEIAG (Years 8-13) and Ofsted requirements** including Access Policy for Providers.
- **Gatsby Benchmarks**
- **GDPR and Data Protection Legislation**
- **CEIAG Quality Award Requirements (where appropriate)**

Data and tracking requirements:

We provide a tracker system to support activities for students in Years 10/11/12/13 students. Schools are asked to populate this with student data for these year groups and agree a RAG rating with our advisers for students. This ensures we all target the most vulnerable students and monitor the progress of all students. This system has also proved successful in helping schools to meet data requests from Local Authorities and Ofsted as well as being able to critically evaluate the impact of careers guidance and destination data. Critical points for collection of data are: January Census (end of January), Intended Destinations (31 May), September Guarantee (30 Sept) and Activity Survey (31 October).

Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

On site set-up and support:

In line with the contracts we hold with each school / academy, Progress Careers require the following structures to be in place during the contract period:

- A private room situated in school where students can access it easily and would particularly lend itself to drop in facility etc.
- Room to be equipped with access to: a telephone, Internet access / Wi-Fi, computer, lockable storage facilities, access to the schools management information system (i.e SIMS). Advisers to sign the trust acceptable user agreement and must only use the academy based email address when communicating with students.
- Support from school staff to access students and ensure their attendance at appointments
- Progress Careers policies fulfil GDPR and data protection legislation requirements. In order to ensure that student data is never taken out of school our career advisers will only use school equipment to process personal student/parent data.

Schools/academies can purchase access to the **Progress Careers Schools Toolkit** which includes resources and curriculum materials. Schools/academies can print resources and use in multiple ways as long as they retain the Progress Careers brand.

Guidance Activities:

In order to maximise resources for the benefit of all year groups and take account of the specific needs of targeted and vulnerable students' consideration should be given to innovative approaches such as the use of drop in and enrichment activities etc. We are also happy to discuss any development activity, which a school feels may benefit its students. In order to respond in a flexible and responsive manner, which meets student needs Progress Careers, will agree the use of Guidance days as follows:

- An average of 6 Careers Guidance interviews a day. Where a full Guidance interview is undertaken a Summary of Guidance will be saved on the school server system and an agreed process for providing a copy of this document to each student is to be established.
- At certain points in the year it may be appropriate to offer a mixture of full guidance interviews and checking interviews, which would be much shorter in length and clearly resulting in more interviews being undertaken in any one day. Shorter interviews may not result in the production of a full Summary of Guidance.
- If group sessions are conducted, every attempt will be made to provide personalised summaries of guidance for each student in attendance. Only in the event of large group sessions (over 10 students) would this not always be possible.
- Some days will be combined with drop in access and/or enrichment activity. The number of interviews undertaken will be reflected in other activities offered during one day.
- Follow-up and the monitoring and tracking of leavers destinations along with results services can take place outside term times.
- The tracker will be updated at the end of each day by the adviser.
- It is recommended that some time be reserved to support schools/academies with information support, displays, updating Progress Careers portal etc.
- Advisers will aim to secure the completion of feedback forms to collate student exit feedback after a full guidance intervention.

Evening Activities

If requested as part of the overall contract, Progress Careers will provide an adviser to support and attend evening activities e.g. parents' evenings, enrichment etc. throughout the year. Schools are asked to provide a prominent position/ accommodation to maximise use of service and parental engagement and to promote the service available.

Activity Schedule: Progress Careers Ltd and Goole Academy

2021/22 Academic year

Activity Schedule last updated on: 11/11/2021

Activity Schedule devised by: Paula Thompson (meeting with Jon Boulton & Zoe Bidmead)

Apologies from Jordan Whitlam

Guidance Activity Schedule (Sections 1, 2, 4, 6, 7)

Total Number of days = 57 days

NB If a school cancel a careers adviser at short notice the Company reserves the right to still charge for adviser time.

Delivery Model	Advisers allocated	Total / Remaining
Face to face	Suzanne Mason	57/49 (end Oct)

Quality Award Activity Schedule (Section 3 & 7)

Total Number of days = 2 days

Delivery Model	Consultant allocated	Total / Remaining
Face to face / virtual	Carol James	2/2

Additional Activity Schedule (Section 5 & 7)

Total Number of days = N/A days

NB If a school cancel a careers adviser at short notice the Company reserves the right to still charge for adviser time.

Delivery Model	Advisers allocated	Total / Remaining

Section 1

Priority Activities 2021/22 <i>These priorities will be agreed at the start of the academic year and reviewed throughout the year</i>		
Agreed Priorities	Review / Notes	Time Scale / Responsibility
Destination Data	<p>There has been some confusion over the DfE published destination data. The published data does not match the data that we have recorded. In preparation for an Ofsted inspection, JB is to produce documentation / case studies to relate the schools data which we believe to be more accurate. PT to provide the 2021 data dashboard prior to Christmas.</p> <p>Praise given to SM for her relentless chasing of students and ensuring that they are engaged on the right course.</p>	PT (Dec '21)
1:1 appointments with Y11 students	Assembly has been done, SM is very visible during breaks and lunchtime and she is making strong progress with student appointments. JB would like to continue with the same method.	SM (ongoing)
Student voice	JB would like more students voice, especially around applications and intentions.	JW (start of Spring term)
Display boards / visibility around the academy	JB would like all careers displays to be re-instated around the academy now that bubbles are no longer enforced. PT to re-send the link for the google drive.	PT (Nov '21)
Careers Fair	JB would like a singular careers fair as opposed to several career cafes this year. This is planned for Spring and would like SM to support.	
Ongoing support	JB would potentially like to look at other ways that SM can support the careers team. PT asked JB to consider what it is that he would like SM to do for further discussion. It was agreed that any additional tasks would take time away from seeing students and this needs to be taken into consideration.	JB / PT to discuss further.

Section 2

Evening Activities: 5 parents evenings / enrichment / after school events		
Requirements: <ul style="list-style-type: none"> • Prominent location, iPad internet access • Activities: Drop-in and referral, information workshops • Evaluation and Outcomes: Survey Monkey evaluation (parents), follow-up • Risks and Mitigations: Staff capacity due to clashes, late notice. 		
Dates	Adviser Assigned	Details
--/--/20--		It has been agreed to stay with the virtual parents evening offer for this year. SM will host careers appointments on a sperate evening to the standard parents evenings, with 10min slots. These will be scheduled for Y9,10 & 11 initially. JB to confirm dates with SM.
--/--/20--		
--/--/20--		
--/--/20--		
--/--/20--		

Section 3

Quality Award Update / Progress:
Requirements: <ul style="list-style-type: none"> • SLT lead, operational careers lead • Activities: Support for quality improvement pre and post Quality Award assessment. On-going evaluation against standards and Gatsby benchmarks. Staff and governor development. • Evaluation and Outcomes: Award status, annual evaluation, destination data.
Risks / Mitigations: Time allocated to development, change of SLT / Careers Lead, not fully embedded into whole school.
School / Academy Commitment (delete as appropriate) <p style="text-align: center;">Achieved / Working Towards / Not Part of Contract / Other</p>

Summary of agreed support / assessment points

Dates	Assigned Personnel	Purpose / Focus / Outcome
--/--/20--		
--/--/20--		

The academy committed to work towards the award in March 2020. Deadline for final assessment should have been March 2022 however a 6mth extension has been granted until Sept 2022.

Carol James has been supporting JB, initial assessment should take place imminently however JB is wanting to get all evidence up to date. ZB provided some supporting documentation to help with identification of areas of evidence.

Section 4
Information and Resources

Below is a checklist of standard expectations / requirements. Please detail any additional requirements.

	Tick ✓
Website up to date and statutory guidance compliant	✓
Progress Careers schools toolkit available	See section 1
Progress Careers posters and displays prominent around the school / academy	See section 1
<i>Additional Information and resources requests:</i>	

Section 5

Local Context: *This section explores any specific parts of the programme linked to the local context of the academy.*

- **Local Authority Events**
- **Careers Hubs**
- **Local Chamber of Commerce**

Activity	Key Dates	Notes / Comments
CEC		JW is leading on all work with CEC and will provide update later in the year.

Section 7

Feedback: <i>This section explores the programme of feedback from the key stakeholders where applicable.</i>
Careers Adviser
Careers Leader/Academy SLT The school remain very happy with Suzanne. She is visible around the academy, she is extremely supportive of the students and works very hard to ensure outcomes for all students.
Students
Parents
Employers
Providers