

**CEIAG ACTION PLAN 2018-2019**

<b>Key Area</b>	<b>Area for Development Action Plan Points</b>	<b>Persons Responsible</b>	<b>Timeframe</b>	<b>Resources/Funding</b>	<b>Success Criteria</b>	<b>Outcomes</b>
Career Strategy	To create a CEIAG Policy document	Career Lead	Nov 18	None	The Policy will be agreed by the Head and Governing Body for review annually.	To be published on the school website
	To create a Statement of Intention	Career Lead Head	Nov 18	None	The Statement to be agreed with the Head.	To be published on the school website. To be given to parents of new students.
	To deliver CPD to staff in regard to Gatsby Benchmarks	Careers Lead	Nov 18	PPT	To agree date with Head	To enable staff to understand the importance of Benchmark 4. Give examples as to how to achieve this.
	To employ a Governor to undertake responsibility for CEIAG	Careers Lead Head Governing Body	Nov 18	None	Governing body to appoint a suitable member to support the Careers Lead and show an interest in CEIAG within the school	A CEIAG Governor will disseminate reports to Governing Body on events and activities undertaken. Sharing information regarding Benchmarks and progress to achieving a CEIAG Award.
	To develop a CEIAG Programme of annual events	Career Lead	Dec 18	None	To be agreed with SET and Head	To establish an annual programme which will reflect The Gatsby Benchmarks
	To create a Matrix of all students	Careers Lead	Oct 18	None	The Matrix will use SIMS data to ensure accuracy	To monitor students' participation in CEIAG activities throughout all 5 years and ensure all Benchmarks are reached.

	To implement STEPS Programme into Y8 PHSCE and tutor time	Careers Lead Year Lead Year staff	Oct 18	STEPS Booklet Careers Budget	To discuss implementation with relevant staff and monitor.	Delivered as part of a Stable Careers Programme: Benchmark 1
	To develop the school website	Careers Lead Head AHe	Dec 18	Photographs CEIAG photographs	Head, Governors to agree to articles/policies to be added to website	To update website inline with Government's Career Strategy 2018
	To undertake a careers interview with all Y11 students	Careers Lead	Oct-Dec 18	None	To ensure all students partake including SEN, ALT ED, LAC	To keep a record of aspirations and intended destinations. Benchmark 8
	To deliver a series of assemblies presented by colleges and providers to all Y11	Careers Lead Colleges	Sep-Dec 18	Colleges	To organise dates with colleges and Year Lead	To ensure students receive information to support their career pathway. Benchmark 7
	To undertake a careers interview with all Y10 students	Careers Lead	Jan-Feb 19	None	To ensure all students partake including SEN, ALT ED, LAC	To keep a record of aspirations. Benchmark 8
	To ensure all Y11 students have secured places at college or other providers. Create a matrix to monitor this.	Career Lead Colleges	Feb 19	Colleges	Create a matrix to record destination data.	Matrix will be shared with Local Authority.
	To deliver a series of assemblies presented by colleges and providers to all Y10	Careers Lead Colleges Year Lead	Jan-April 19	Colleges	To organise dates with colleges and Year Lead	To ensure students are given information to support their career pathway. Benchmark 7
	To embed STEPS CEIAG Programme into Y10 PHSCE & Tutor times	Careers Lead Year Lead Year tutors	Jan 19- Mar 19	STEPS Booklets Careers Budget	To discuss implementation with relevant staff	Implemented as part of a Stable Careers Programme: Benchmark 1.

	To deliver a series of CEIAG assemblies and Tutor time sessions with Y7/Y8/Y9	Careers Lead Year staff Colleges	April-July 19	Powerpoint LMI data College info	To agree dates with Year Lead and staff	To continue CEIAG journey to ensure students are equipped with relevant information. Benchmark 7 & 2
	To deliver and organise a series of Employer encounters with Y7-Y9	Careers Lead Colleges DWP Employers BiTC	April-July	Transportation Careers Budget Stationery	To agree dates with SET, Year Leads, Business partners. To ensure venues/rooms are available	To conform with Benchmark 5.
	To create and deliver an holistic Work Experience for some Y10 students	Careers Lead Employers Local Authority	Jan-July 19	Work placements Risk Assessments Health & Safety Applications Interviews	To agree with Business partners workplacements. To discuss H&S with relevant bodies. To agree consent with parents	To enable students to experience the world of work. To visit workplaces and to understand better the expectations of employers. Benchmark 6
	To develop a Business Mentoring group to begin mentoring students in Sep 2019	Careers Lead TVCA DWP Year Lead	July 19	Training presentations	Interest from Business volunteers. Training for mentors	To develop a Y10 Mentoring Programme in Sep 2019. All Mentors will be trained & DBS checked prior to beginning the programme
	To ensure the school is working towards all 8 Gatsby Benchmarks	Careers Lead Head SLT Governors Colleges Employers Parents Students	Sept-July	Governments Strategic CEIAG Guidance.	To CEIAG with all concerned and agree relevant dates and activities as necessary. To undertake Career Lead training funded by Tees Valley Combined Authority. Attend CEIAG Network meetings.	To ensure all Gatsby Benchmarks are achieved by 2020.