



Careers Action Plan mapped to Gatsby Benchmarks: 2021/22

 			Gatsby Benchmark								Targetted Students				
Activity	Expected Outcome / Learning Outcome	Responsible Person(s)	1	2	3	4	5	6	7	8	Entry Level Level 1 Level 2	Level 3 (Year 1)	Level 3 (Year 2)	Work-based	Higher & Adult Education
Promotion of careers-related information, services and opportunities via Student Bulletins and social media	Students receive careers marketing in a timely and innovative way	Careers Lead, Learner Services Manager, Careers Adviser	✓	✓							✓	✓	✓	✓	✓
Personalised 1:1 careers appointments available to all students	Information, advice, and guidance sessions to support students with decision-making	Careers Lead, Learner Services Manager, Careers Adviser	✓	✓	✓					✓	✓	✓	✓	✓	✓
Support innovation among students through entrepreneurship competitions	Students learn how to develop their ideas, pitch them, and receive feedback	Vice Principal for Higher Education and Curriculum Enhancement				✓	✓				✓	✓	✓	✓	✓
Provide students with labour market intelligence through advice sessions, careers talks, and through online resources	Students are aware of what direction job markets are heading, to inform their decision making	Careers Lead, Learner Services Manager, Careers Adviser	✓	✓							✓	✓	✓	✓	✓
Careers and LMI information to be provided during application/enrolment stages	New students are on the right course for their goals	Careers Lead, Learner Services Manager, Careers Adviser	✓	✓	✓					✓	✓	✓	✓	✓	✓
Workshops on CV writing, interview skills, job searching and UCAS applications	Students have the knowledge and skills to be successful in applying to their next step	Careers Lead, Learner Services Manager, Careers Adviser	✓	✓						✓	✓	✓	✓	✓	✓
Improve wellbeing and transferable skills through enrichment programme	Development of personal and social skills appropriate for success in the workplace	Vice Principal for Teaching, Learning and Completion, Learner Services Manager			✓	✓					✓	✓	✓		✓
Swap Don't Drop' campaign at the beginning of the year to prompt reflection on choices and to book careers appointment	Students know where to go for advice about changing course in their first weeks	Careers Lead, Learner Services Manager, Careers Adviser	✓	✓						✓	✓	✓	✓	✓	
Induction programme to introduce student-facing staff and services	Students understand where to go for personalised IAG and what services are available to them	Vice Principal for Teaching, Learning and Completion, Learner Services Manager	✓							✓	✓		✓	✓	
Student attendance at careers fairs	Students can meet with employers and learn more about local opportunities	Careers Lead, Learner Services Manager	✓	✓			✓	✓			✓	✓	✓		✓
Promote opportunities for part-time working and record details of this on ProMonitor.	Students can gain valuable work and life skills by working part-time. The influence of this part-time job can be included within reports and progression planning to reflect on its role in a student's success	Careers Lead, Assistant Principals, Programme Managers	✓				✓				✓	✓	✓	✓	✓
Access to online resources with templates and LMI	Students can see examples of CVs, cover letters, and other online information pulled from trusted sources	Careers Lead	✓	✓											
Record details of students' involvement with careers activities within ProMonitor	Students can access their progress and reflect on what they need to work towards.	Careers Lead, Learner Services Manager, Careers Adviser			✓						✓	✓	✓	✓	
Implement and review the way curriculum learning is linked to careers through SAR/QIPs and Gatsby Benchmarking spreadsheets completed by Programme Managers	All students are on a course than will lead to a viable career	Directors of Quality, Careers Lead, Learner Services Manager, Assistant Principals, Programme Managers	✓			✓					✓	✓	✓	✓	✓
Embed career education and guidance within courses	Students learn about careers as part of their day-to-day learning	Assistant Principals, Programme Managers	✓	✓	✓						✓	✓	✓	✓	✓
Develop employability skills during lessons	Students become employable 'T-shaped' people with broad skills	Assistant Principals, Programme Managers	✓			✓					✓	✓	✓	✓	✓
Guest talks from employers/industry leaders within curriculum area	Students receive industry insight and professional advice to progress their career	Assistant Principals, Programme Managers	✓	✓	✓	✓					✓	✓	✓	✓	✓
Students to undertake work experience to support career progression	Industry experience and insight will motivate learning and inform decision-making	Vice Principal for Curriculum Development and Industry Placements	✓			✓	✓	✓				✓	✓		✓
Host events where other education providers can provide information to students: Farnborough Futures Fair, HEON Events, and HE Evenings	Students have the chance to discuss their progression options with other providers, at fairs or talks	Careers Lead, Learner Services Manager, Careers Adviser	✓							✓	✓	✓	✓	✓	✓
All students to have a planned progression route	Students follow a progression plans as part of their tutorial which leads to greater opportunities for success once their course is complete	Assistant Principals, Programme Managers	✓	✓	✓					✓	✓	✓	✓	✓	✓
Degree students advised on how to apply to post-graduate courses	Students successfully apply to the right course for their goals	Vice Principal for Higher Education and Curriculum Enhancement	✓	✓						✓					✓
Create opportunities for students to develop transferable knowledge and skills to future-proof against changing sectors and economies	Students gain skills around public speaking, assignment writing, group work, and for some courses: arranging an event or exhibition	Assistant Principals, Programme Managers	✓			✓					✓	✓	✓	✓	✓
Careers themes to be embedded within tutorial programme	Students reminded of how to access careers services, along with key events/dates, and improvement of employability skills	Vice Principal for Higher Education and Curriculum Enhancement	✓	✓	✓						✓	✓	✓		✓
Go on careers-related trips (off-site)	Students experience the wider industry/sectors they are training for	Assistant Principals, Programme Managers	✓			✓	✓	✓			✓	✓	✓	✓	✓
Carry out mock interviews	Honing of interview skills for greater employment prospects for students who request this	Careers Lead, Learner Services Manager, Careers Adviser	✓	✓							✓	✓	✓	✓	✓
Undertake mentoring with an employee	Students supported by industry professional to gain specific knowledge and experience, for those who request this	Careers Lead, Learner Services Manager, Careers Adviser	✓		✓	✓	✓				✓	✓	✓	✓	✓
Host employer-led skills workshops/demonstrations	Students link curriculum knowledge and skills to real careers	Assistant Principals, Programme Managers	✓			✓	✓				✓	✓	✓	✓	✓
Host enterprise activities, such as mini competitions/challenges	Students link curriculum knowledge and skills to real careers	Assistant Principals, Programme Managers	✓			✓	✓				✓	✓	✓	✓	✓
Students to go on work/industry placements	Students learn employability skills and experience the workplace	Assistant Principals, Programme Managers	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓
Promote volunteering and citizenship opportunities	Students learn employability skills and experience the workplace	Vice Principal for Curriculum Development and Industry Placements	✓	✓			✓	✓			✓	✓	✓	✓	✓