

# CAREERS CONVERSATION FRAMEWORK: INFORMATION ON COMPLETING THE PLAN

VERSION 2



HANDOUT

A photograph of a female teacher with blonde hair, wearing a white shirt, standing in a library and talking to a group of students. The students are seen from behind, looking at a display board. Bookshelves filled with books are visible in the background.

# INFORMATION ON COMPLETING THE PLAN

## Activity 1: Pre PEP careers conversation

The Pre-PEP careers conversation will be used to record a careers conversation with the young person to gather what career aspirations they may currently have and how effective their experiences of careers has been to date. The pre pep conversation will be different in tone and focus depending on the key stage and needs of the young person. Key stage 3 students will in many ways be at the start of their career learning journey with key stage 4 and post 16 students having more of a focus on next step choices and decisions.

A good career learning programme will help young people to develop their career knowledge, career understanding and career management skills progressively through the key stages to enable good next steps planning. With this in mind, please see the additional suggested career activity grid to help with appropriate key stage related career programme suggestions.

## Activity 2: The PEP meeting

The PEP meeting will then use information obtained in the Pre-PEP careers conversation to summarise the young person's career journey to date and to plan actions and activities to further meet the young person's career learning needs.

Pre-PEP careers conversation section:

Student Name:

Year /Tutor group:

Ideas I may have about my future next steps and career plans:

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A GOOD CAREER  
LEARNING  
PROGRAMME  
WILL HELP YOUNG  
PEOPLE TO DEVELOP  
THEIR CAREER  
KNOWLEDGE

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## PEP Careers Conversation Section

### Key Stage 3 pupil

On a scale of 1-10 (1 being the lowest and 10 highest) how confident are you feeling about knowing how to find out more about what you can do next in terms of learning, training and possible career ideas?

### Key Stage 4 and Post 16 pupil

On a scale of 1-10 (1 being the lowest and 10 highest) how confident are you feeling about being able to make decisions and plans about your next steps in terms of learning, training, career ideas and choices?

### Key Stage 3 pupil

What has made the biggest difference to you so far in helping you find out more about your career ideas and next steps and why?

### Key Stage 4 and Post 16 pupil

What has made the biggest difference to you so far in helping you plan your career ideas and next steps and why?

### Key Stage 3 pupil

What has made the least difference to you so far in helping you find out more about your career ideas and next steps and why?

### Key Stage 4 and Post 16 pupil

What has made the least difference to you so far in helping you plan your career ideas and next steps and why?

**Key Stage 3 pupil**

What else would help you find out more about your career ideas and next steps?

**Key Stage 4 and Post 16 pupil**

What else would help you plan and decide on your career ideas and next steps?

Any other comments / suggestions of things that you would like to happen to help you with your career ideas and next steps planning?

Any comments from parents/ carers

The Pre PEP careers conversation will then be reviewed as part of the main PEP meeting and any actions agreed and recorded in the actions section below.

Actions Agreed from PEP Meeting to support students career learning, next step planning and decision making

Actions to be taken	By Whom	By When	Other Information