**Three-Year Destination Data Collection Plan**

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| **Current Cohort** | **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** | **June** | **July** |
| Collect intended destinations (college, university, apprenticeship, employment) from Year 11/13. | Interventions for students who do not know what their intentions are, | Interventions for students who do not know what their intentions are, | Interventions for students who do not know what their intentions are, | Collect application data from students. Where have they applied, what course and level. | Interventions for students that have not made any applications. | Interventions for students that have not made any applications | Interventions for students that have not made any applications | Collect data from students about offers made - course and level | Interventions for students that do not have any offers. | Interventions for students that do not have any offer. |
| **Year 11 Students** | Start assemblies with year 11 from all local colleges/ apprenticeships.  1:1 guidance sessions start. Priority list should be set in HT6 of Year 10.  Ensure SEND 1:1s and EHCPs dates are planned. | Start to teach students how to fill in application forms. | All application forms are filled n. | Application forms are checked and filled in by HOY or SLT and sent off.  Review 1:1 guidance sessions and set target list for term 2. | Prepare students for interviews. |  | Review 1:1 guidance sessions and set target list for term 3. |  | Sign students up to alumni groups. | Draft 1:1 guidance sessions priority list for current Year 10. Start interviews. |  |
| **Year 11 Parents** | Write to parents about progression pathways and levels. | Write to parents re application process. | Offer support sessions to parents re applications. | Write to parents about choices made. | Write to parents re interview process. | Offer support sessions to parents re interview process. | Write to parents re revision and link with college offers. | Offer support sessions to parents re apprenticeship process. | Write to parents re financial support for students at college. | Write to parents informing them about student agreement to have their destination tracked. Outlines ways in which you will keep in touch and support available to students once they leave. | |

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| Year 1-3  Post leaving | **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** | **June** | **July** |
| Students sign data collection consent form.  Gather destination data at results day. | Update records.  Signpost students not engaged to relevant Education, Employment & Training opportunities. | Invite students to join alumni group via social media networks. E.g., ABC School Class of 2019 on Facebook, Linkedin. | Gather data at presentation evenings.  Produce profiles of alumni network. | Send alumni network copy of most recent newsletter. Advertise ways they can engage in work of careers programme. | Send a survey via text, email and social media to alumni networks to gather updated information. | Signpost students not engaged to relevant Education, Employment & Training opportunities. | Send alumni network copy of most recent newsletter. Advertise ways they can engage in work of careers programme. | Invite students to join alumni group via social media networks. E.g., ABC School Class of 2019 on Facebook, Linkedin. | Produce profiles of alumni network. | Send a survey via text, email and social media to alumni networks to gather updated information. | Signpost students not engaged to relevant Education, Employment & Training opportunities. |

**Annex C – Example of a data consent form**

In order to check how you are getting on, we need your agreement to share information that identifies you and what you have gone on to do. We already do this as a requirement of the Education and Skills Act 2008, until you are aged 16. We need to check you are happy for us to continue.

You may also be contacted if we are unsure how you are doing in your education or employment. Each contact will take no more than 5 minutes.

Data collected by your school/college and the local authority will be stored by your school so that they can evaluate the careers support they provide. [include link to school’s privacy notice]

The data we collect will be: Course/job title; institution/employer name; level of study; start date; duration of course/apprenticeship/placement.

Your data will be kept in strictest confidence. It will only be published in an anonymised format so your personal details will remain private.

Name:

Date of Birth:

Address:

Email:

Telephone number:

Destination information

What are you intending to do after leaving school / college? (circle as appropriate)

• Work

• Apprenticeship

• Further study

• Voluntary work

• Taking time out

Course(s)/job title:

Level of study/apprenticeship (if appropriate):

College/6th Form/University/employer name:

Start date:

Expected duration:

I consent to the data above being shared between the school/college and local authority in order to review my progress and improve careers guidance and support, and to being contacted by my school/college for the reasons set out above.

Name:

Signature: Date: