**Careers Leader Handover**

**Points in red should be personalised/deleted as appropriate**

**Share key contacts:**

* SLT careers lead xx Email xx
* Careers governor xx Email xx
* Enterprise Adviser xx Email xx (if your school has one)
* Key employers the school works with (add link to database)
* HE/FE/College/ITP links (add link to database)
* Apprenticeship provider links (add link to database)
* Departmental careers champions in school are xxx (if applicable)
* Careers Adviser xxx and their boss/employer xxx
* Work experience provider if applicable xxx

Our Enterprise Coordinator at xxx Careers Hub is xx email xx. She/he/they email weekly. These emails contain useful links to events, employer contacts, training, funding etc and often important deadlines. We meet termly. Last meeting was xx. Network Cluster Meetings take place at agreed dates. Records of meetings are saved xx.

Make sure EC is informed of all changes.

**Get some Training:**

Careers leader training is available at [Careers Leader training | The Careers and Enterprise Company](https://www.careersandenterprise.co.uk/careers-leaders/careers-leader-training/?_gl=1*1szw1zv*_ga*NDQ0ODExNTcxLjE2ODEyOTQ1OTg.)

**Access to systems & logins**

**1.** Compass<https://auth.careersandenterprise.co.uk/schoolshub>

Each term you need to complete a compass return, assessing provision against the Gatsby benchmarks. [Gatsby benchmarks](https://www.gatsby.org.uk/education/focus-areas/good-career-guidance)

Handover last compass return. Last report is saved xx/can be accessed at xx

Outgoing CL to set incoming CL up on compass, login and password. [How to add users (only for Admins) – The Careers & Enterprise Company (zendesk.com)](https://careersandenterprise.zendesk.com/hc/en-gb/articles/360016116979-How-to-add-users-only-for-Admins-)

If there is no Compass Administrator in the school, or they have left, register for a new Compass account via <https://tools.careersandenterprise.co.uk/register>

If there is a Compass Administrator, but they are unable to validate your account, email CompassPlus@careersandenterprise.co.uk to get your account validated.

Once registered and your email is received, CEC will request authorisation from your institution's Headteacher/Principal via the email address on your institution's website. Once they receive authorisation, they will validate your account.

Any other Careers system the school buys in or has access to, for example Unifrog, Morrisby, Careercoach etc. Handover logins and register new users.

**2**. Register with UCAS at [UCAS | At the heart of connecting people to higher education](https://www.ucas.com/)

If you have year 12 or 13 students, you will need to register as a UCAS administrator or adviser: [Sign in | UCAS](https://accounts.ucas.com/account/login?source=usermenu) and undertake relevant training.

**3.** School/college website and careers intranet logins if applicable to update resources etc.

**Check and review all Policies**

Check Careers Policy and Provider Access Policies are up to date, reviewed by SLT and Governors, dated and published on the website – under the policy section and the careers section.

Ensure old CL is removed and name and contact details of new CL (or any other members of the careers team) are on the website

[CEIAG example policy | CEC Resource Directory (careersandenterprise.co.uk)](https://resources.careersandenterprise.co.uk/resources/ceiag-example-policy)

[Example Provider Access Policy Statement | CEC Resource Directory (careersandenterprise.co.uk)](https://resources.careersandenterprise.co.uk/resources/example-provider-access-policy-statement)

**Go through each Benchmark and check you’re doing all the right things:**

|  |  |
| --- | --- |
| **Benchmark** | **To do** |
| 1 Stable careers programme | Ensure careers programme is written down and published on the website.Ensure old CL is removed and name and contact details of new CL (or any other members of the careers team) are on the websiteReview and update programme annuallyCheck and manage budget for careers programme – talk to xx in finance officeEnsure website contains updated information forStudentsTeachersEmployersParents/carersCollect feedback on careers programme from:Students link to any surveys previously sent outTeachers link to surveys previously sent outEmployers link to surveys shared with employers after w/ex/events etc.Parents and carers link to surveys previously sent outIf you do not have access to previous surveys:[CEC impact evaluation](https://resources.careersandenterprise.co.uk/resources/impact-evaluation-toolkit-guidance-document#:~:text=Access%20the%20%E2%80%98Impact%20Evaluation%20Guidance%20Document%E2%80%99%20for%20support,questions%20to%20collect%20stakeholder%20voices%20in%20these%20resources.)Ensure any new legislation is added to website as appropriate  |
| 2 Learning from career and labour market information | Ensure LMI data on website (if you have it) is up to date Ensure all info on website is up to date on future study options and labour market opportunities. Cross reference careers programme to ensure LMI activities go on within the school xx lessonsContinue to think up new ideas for accessing and using LMISign up for/access LMI updates at xxLMI websites:Check local Careers Hub for further LMI information:Link to local careers hub |
| 3 Addressing the needs of every pupil | Cross reference programme to ensure it continues to challenge stereotypical thinking and raise aspirations by doing xxWe use Compass +/Unifrog/... to record our progress on careers stuff and meeting the benchmarks. Link to page. You update records/students keep their own records. Password/access details if needed.Maintain/check are up to date records on individual advice given to each pupil, and subsequent agreed decisions. Recorded in xx Share with parents/guardians as appropriate.Collect data on intended destinations of leavers Link to survey used in past (compass+).Ask leavers to join the alumni and so keep in touch with them for at least 3 years Alumni details.Update alumni board/web page – login details required?Maintain records on leaver destinations for at least three years after they leave school. Records kept xx Local college contacts if used for this xxx Local County Council contacts to report NEET/September guarantee xxx.Students with EHCPs are supported by doing xx. |
| 4 Linking curriculum learning to careers | Check curriculum is linked to careers by doing xxMaths, English and Science especially should be linkedAccess long term plans or schemes of learning at xxCheck lesson observation templates include careersMeet with teachers, careers champions etc termly/annuallyArrange STEM related talks/visits/events for each year groupAdd in anything else you do to meet this benchmarkLiaise with careers “champions” for each department to pass on and upload relevant information.  |
| 5 Encounters with employers and employees | Arrange employer encounters/talks/trips: In the past we have been to/invited in xx See database aboveEach year group needs at least one encounter where they can ask questions. Before each event prepare the students and do a follow up session afterwards. Remember to publicise positive feedback and learn from negative.If you run or attend a careers fair – details of plans/contacts xxx |
| 6 Experiences of workplaces | With sufficient time in advance, arrange work experience for year/s xxx – xxx week/s/days, dates to be agreed with xxStudents should try to arrange their ownPossible contacts for those unable to arrange it:We use xxx (Unifrog, EBP, Grofar, internal admin xxx to support with thisAnd links to our template letters, feedback and reflection forms (for employers, students and parents/guardians) are xxxThis could be virtual/hybrid/work shadowing depending on students’ needs |
| 7 Encounters with further and higher education | Arrange visits to xx for Year xx (2 university visits by age 18 if considering applying)Organise encounters with xx for Year xxSixth form contact xxUniversity contact xxApprenticeship contacts xxIn the past we have doneIf you run or attend a careers fair – details of plans/contacts xxx A ‘meaningful’ encounter is one in which the student has an opportunity to explore what it is like to learn in that environment. |
| 8 Personal guidance | Check careers adviser details as above, still available, days in school etc. Is this sufficient? Budget? Additional provision for ‘vulnerable’ students such as EHCP, PP, EAL, FSM, Forces Families etcEnsure and monitor one interview by age 16 and another by age 18Students with EHCP have xx meetings/ CA attends EHCP meetings from Year xxThere are careers books in the library in xx section |

**Things that need doing/reviewing/updating regularly**

**Update**

* Compass returns, any other record keeping
* Careers areas on the website - separate section for Parents/Guardians and Students, and possibly linked to teachers’/employers’ sections This can also be under Curriculum, PHSE, etc.
* Labour market information
* Apprenticeship links and parent packs
* Post-16/post-18 Transition booklets
* Careers links on any websites etc.
* Policies, programmes, Schemes of work/learning
* Careers newsletters or sections in parent newsletters
* Job adverts or part-time opportunities
* Destinations reports - also for Governors

**Review, Do & Advise**

* Identify possible NEET/vulnerable students and support/refer to careers advisers or external agencies
* Advise SLT
* Check legislation updates (see EC emails) and reforms – e.g. T Levels, HTQs: [Introduction of T Levels - GOV.UK (www.gov.uk);](https://www.gov.uk/government/publications/introduction-of-t-levels/introduction-of-t-levels) [Higher Technical Qualification: overview - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/higher-technical-qualification-overview)
* Plan for Ofsted etc.
* Brief and support other staff, organising CPD etc.
* Liaise with and possibly manage, the rest of the Careers ‘team’ if applicable, e.g. careers adviser, admin staff
* Create and maintain employer links (use EA if available) and network, HE/FE links etc.
* Manage careers budget if applicable
* Keep own training up to date
* Liaise with PHSE staff, careers champions, DSL, Heads of Year etc.
* Liaise with SENCO for EHCP reviews etc.
* Liaise with parents/guardians
* Liaise with Alumni
* Survey, evaluate, assess impact
* Always keep in touch with your local Careers Hub and Enterprise Coordinator.

[CEC Role of the Careers Leader documents](https://resources.careersandenterprise.co.uk/for/careers-leaders#:~:text=The%20Careers%20Leader%20needs%20to%20be%20someone%20who,school%2C%20special%20school%20or%20college%20priorities%20More%20items)

*“Careers leadership involves planning, implementing and quality assuring a careers programme for the school; managing the delivery of career guidance; networking with external partners, including employers; coordinating the contributions of careers teachers, subject teachers, tutors and SENCO.”*