

# CAREERS CONVERSATION FRAMEWORK: INFORMATION ON COMPLETING THE PLAN





# CAREERS CONVERSATION FRAMEWORK

## Activity 1: Pre PEP careers conversation

The Pre-PEP careers conversation will be used to record CEIAG activities that the young person has taken part in. It can then be used to hold 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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HOLD A CAREERS  
CONVERSATION  
WITH THE YOUNG  
PERSON TO GATHER  
WHAT CAREER  
ASPIRATIONS THEY  
CURRENTLY HAVE

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## Audit and Actions Table

Audit of Careers Activities student have taken part in and feedback on impact of activity from student

Career Related Learning Programme: Key Topics – See additional key stage career programme suggestions	Section 1  What activities has the student taken part in within this topic?  <b>TO BE COMPLETED BY CAREER LEADER</b>	Section 2  Did activities meet needs of student? What learning if any was gained by the student?  <b>TO BE COMPLETED AS PART OF THE PRE-PEP CAREERS CONVERSATION BY STAFF MEMBER (CL, CA or OTHER)</b>	Actions Section  Actions to be taken and by whom Inc. future plans for activities to meet needs.  <b>TO BE COMPLETED IN THE PEP BY DT</b>
Accessing and using career and labour market information			
Helping develop and expand the career ideas of the student			
Helping the student link subjects and strengths with career interests to help plan option choices and next step plans			
Student has taken part in one meaningful encounter per year with an employer			
Student has taken part in or has started to plan 1 experience of the workplace by end of year 11			
Student has had or has started to plan meaningful encounters with all further learning opportunities and encounters with HE			
Student has had or has started to plan having a guidance interview with a fully qualified guidance professional			

**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

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A GOOD CAREER  
LEARNING  
PROGRAMME  
WILL HELP YOUNG  
PEOPLE TO DEVELOP  
THEIR CAREER  
KNOWLEDGE,  
CAREER  
UNDERSTANDING  
AND CAREER  
MANAGEMENT  
SKILLS

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The Designated Teacher will now need to complete with the young person the actions section in the audit and actions table.