

Careers Impact Conversation Planner

Setting details

Organisation:

Date:

Primary contact:

Role(s):

Purpose of the conversation

What is the primary purpose of this discussion?

- ☐ Relationship building.
- ☐ Exploring priorities, strengths and opportunities for development.
- ☐ Careers Impact internal leadership review.
- ☐ Careers Impact peer-to-peer review.
- ☐ Development planning.
- ☐ Strategic leadership discussion.
- ☐ Work experience reform planning and readiness.
- ☐ Celebrating and sharing effective practice.
- ☐ Other:

Conversation objective

At the end of this conversation, what would success look like?

What is the primary purpose of this conversation?

- ☐ Understand the leader's current priorities, challenges and improvement agenda.
- ☐ Explore how careers and/or work experience may contribute to organisational priorities.
- ☐ Better understand learner needs, readiness or progression outcomes.
- ☐ Explore how evidence, insight and evaluation are informing decision-making.
- ☐ Identify strengths opportunities or areas for development.
- ☐ Explore readiness for work experience reform.
- ☐ Identify an appropriate source of insight, support or challenge.
- ☐ Consider how CEC tools, reviews or support may strengthen understanding or practice.
- ☐ Agree a development priority, action or next step.

Other:

Notes:

HOOK: Start with the priority

H: Hear the priority

What matters most to this leader right now?

- | | | |
|---|--|---|
| ☐ Attendance | ☐ Preparation for adulthood | ☐ Workforce readiness |
| ☐ Engagement | ☐ Progression | ☐ Work experience reform |
| ☐ Behaviour | ☐ Transition readiness | Other: |
| ☐ Inclusion | ☐ Destination outcomes | |
| ☐ Attainment / achievement | ☐ NEET prevention | |

Why is this a priority?

What outcome are they trying to improve?

O: Open understanding through insight

What evidence, intelligence or insight is currently informing understanding?

- | | |
|--|--|
| ☐ Attendance data | ☐ OnTrack+ |
| ☐ Behaviour data | ☐ Future Skills Questionnaire (FSQ) |
| ☐ Destination data | ☐ Your Child's Future (YCF) |
| ☐ Learner voice | ☐ Careers Impact internal leadership review |
| ☐ Parent/carer feedback | ☐ Careers Impact peer-to-peer review |
| ☐ Employer feedback | Other: |
| ☐ Compass Evaluation | |

Reflection

- Which sources of insight are currently informing decision-making?
- What decisions, actions or changes to provision have resulted from this insight?
- Where are there opportunities to make better use of available intelligence?
- What important questions remain unanswered?

What do leaders appear confident they know?

What remains uncertain or requires further exploration?

Which additional sources of insight may be helpful?

☐ OnTrack+

☐ Future Skills Questionnaire (FSQ)

☐ Your Child's Future (YCF)

☐ Careers Impact internal leadership review

☐ Careers Impact peer-to-peer review

☐ Compass Evaluation

Other

O: Open professional dialogue

Theme focus

Which theme(s) are most relevant?

- ☐ Theme 1: Leadership, vision, intent and planning
- ☐ Theme 2: Learner need and impact evaluation
- ☐ Theme 3: Opportunities, pathways and decision-making
- ☐ Theme 4: Curriculum and careers
- ☐ Theme 5: Employers and workplace experiences
- ☐ Theme 6: Personal guidance

High-leverage row(s)

Select no more than two or three rows.

Action	Owner
☒ Primary	
☒ Primary	
Secondary	

K: Keep the focus on action

What opportunities, decisions or next steps are emerging?

☐ Further investigation required

☐ Strengthen current practice

☐ Improvement planning

☐ Work experience reform support

☐ Careers Impact internal leadership review

☐ Careers Impact peer-to-peer review

☐ OnTrack+

☐ Future Skills Questionnaire (FSQ)

☐ Your Child's Future (YCF)

☐ Compass Evaluation

☐ Follow-up conversation

Other

Why is this the most appropriate next step?

Who needs to be involved?

What should happen next and by when?

Follow-up actions

Action	Owner	Timescale