

Careers Leader Essential Guide 2021-22

A guide for North East school Careers Leaders to help set priorities for the academic year.

No	Action	Required/Good Practice	How the North East LEP can help	Done
1	Understand the Careers Leader role	Statutory The Careers Leader role is a statutory position in all secondary schools in England	Staff at the North East Local Enterprise Partnership are always available for 1:1 support for Careers Leaders. You can find out more about the role here and, for more detail, here .	
2	Check the careers section of your school website is up to date	Statutory This is required information that must be on your website with specific sections aimed at students, parents, teachers and employers	Follow the DfE Guidance on page 17 about what should be on your site and see what other schools have done. This Guidance follows the DfE Careers Strategy 2017 . Your careers programme also needs to be evaluated .	
3	Ensure all students from Year 8 have access to a range of education and training providers	Statutory Known as the ' Baker Clause ' this ensures students are aware of all options after they have finished Year 11	The North East LEP can advise on who to contact in local colleges and training providers. The ASK Service and YAAN provide free presentations on apprenticeships	
4	Gather destinations data for your school leavers	Statutory Destinations data is required annually by DfE for all KS4 and KS5 students	The North East LEP can advise on different ways you can do this. Your Local Authority should also be involved and can support you with vulnerable learners, along with Jobcentre Plus (ask LEP for local contact names)	
5	Ensure you have individual careers guidance in place for EHCP students	Statutory Students from Y9-13 with an EHCP must have access to an adviser	To be clear on statutory guidance and best practice for SEND learners read the SEND Gatsby Toolkit here	
6	Check your students have access to a Careers Adviser	Statutory All students should have access to a Level 6+ qualified Careers Adviser to give students impartial careers guidance	The North East LEP can provide details of careers guidance providers in our region and you can read about how to commission an adviser here . Check out the CDI Register of professionals here	
7	Apply for national Careers Leader training	Good Practice Enable Careers Leaders to understand their role and develop the skills to create a high-quality careers programme	You can apply for free Careers Leader training here . Some courses are accredited. Many Careers Leaders stay in touch with each other after the course and create their own informal community of practice	
8	Complete annual North East Ambition audit and action plan	Good Practice This enables you to provide a narrative to your Compass audit and automatically generates an action plan to complete	Follow this link to create your audit and plan; other Careers Leaders have given permission to share their audits if you would like to see an example of a completed audit and action plan.	
9	Complete termly Compass audit	Good Practice This self-assessment audit tool will set your baseline	You can create your account here , or change administrator if you are new to the role.	

10	Upgrade to Compass+	Good Practice The CEC's strategic Compass+ program enables you to record, plan and report on all careers activities at student level via a connection to your MI System	The North East LEP can advise on Compass+ and how it works. It is not a requirement to use it, however you must be sure any other data-gathering method you use is fit for purpose
11	Arrange an Enterprise Adviser (EA) meeting	Good Practice All schools and colleges in England are entitled to an EA to strategically support their employer engagement. Some are now offering virtual support	The North East LEP's Enterprise Coordinators can source and match an EA for you and arrange a planning meeting with you. To request EA support or to discuss your current arrangements just complete the enquiry form or email goodcareers@nelep.co.uk
12	Work with your Link Governor for careers	Good Practice Working with your Link Governor can provide support, ideas and resource to help you implement your careers programme	Find guidance for governors on careers here and think about introducing your Link Governor to your EA. This could form the beginning of a new team to lead on careers in the school
13	Work closely with employers to bring your curriculum to life	Good Practice A range of employers can provide inspiration and direction to your students, but where do you start? Find out here	As well as bespoke support from the North East LEP you can also register with a range of organisations to help you engage with employer volunteers. Details can be found on the North East Ambition website ¹ . You could consider involving alumni too?
14	Add careers to your CPD agenda for staff	Good Practice Promote your role as Careers Leader and show how the whole school should be involved in careers to support your students. You can also introduce your EA	The North East LEP can deliver CPD sessions as part of a session focusing on such topics as the North East labour market, the national careers strategy and education routes in our region. National resources are available for Careers Leaders and staff
15	Aim to celebrate careers during National Careers Week in March 2022	Good Practice The ideal opportunity to focus the whole school on the value of career planning	Details of NCW22 on 7-12 March will come out soon. Find lots of resources and register for the regular bulletin. Why not publicise what you do on social media ?
16	Sign up to regional and national careers bulletins and consider joining the Career Development Institute (CDI)	Good Practice A regular flow of 'at a glance' information should enable you to remain up to date with developments	Sign up for the LEP's fortnightly Opportunities Bulletin and the CEC's Careers Leaders mailing list . The CDI is the professional body for the careers guidance community and schools can become affiliate members
17	Ensure your careers programme follows approved national learning outcomes	Good Practice A national framework ensures you are covering the right topics at the right time	Watch the CDI Framework 2021 video and download the resources from the CDI website. Start thinking about links with primary ...

¹ Services popular with Careers Leaders include [Inspiring the Future](#), [founders4schools](#), [Speakers for Schools](#) and [NE1 Can](#) but there are many others: we would suggest researching both the [directory](#) and [resources](#) pages