

Department Development Plan 2020-2021

Subject: Careers Department

Head of Subject: Denise Bennett

Line Manager: Ruth McQuire

Date Completed: 2nd November 2020

Objective	How will targets be achieved? E.g. resources, CPD, strategies	Who?	Review				What has the impact been?
			October	Spring	June	Sept.	
To ensure a CEIAG programme is delivered to students within restrictions imposed by Covid 19	All students will have access to CEIAG and this will be delivered in form time/off timetable or remotely as and when required. A revised careers programme will be delivered to ensure Gatsby Benchmarks are met	Career Advisers, Form Tutors Senior Tutors	✓	✓	✓	✓	Increased use of Teams meetings to reach students to maintain high quality CEIAG. Developed online resources to facilitate remote learning.
To further develop curriculum learning to careers within each subject area	Audit of provision within each subject area. Enhanced use of Virtual careers information from employers in line with current Covid 19 restrictions. Provide career factsheets to all curriculum areas.	Careers Advisers Business and Enterprise Manager (MF)	✓	✓	✓	✓	Audit temporarily suspended due to COVID. Raised awareness of virtual opportunities with employers through development of Careers Department Notices. Year 8 and Year 10 scheme of work developed but postponed due to COVID. Newsletters produced and increased use of website.
Review alternative provision to students who are not following a traditional academic curriculum	Explore and provide details of alternative Post 16 provision and how our KS4 provision can link in to what is available in FE/Apprenticeships	Careers Advisers, Asst Head for Curriculum RMQ, SENCO JR	✓	✓	✓	✓	Updated information and resources for students with additional needs. Review of service provision with SENCO. Careers adviser training with Head of Department. Planned college visit postponed due to COVID
Review our work experience offer to students. Focus on offering placements in Year 12 from current Year 11 provision	Work experience to be offered to Year 12 students and a targeted group of Year 10/11 ASDAN students	Business and Enterprise Manager/ Work Experience Coordinator (MF)	✓	✓	✓	✓	Jointly led ASDAN lessons for Year 11 students and individual CEIAG meetings with students. Reviewed scheme of learning. Offered online WEX meetings via Teams and promoted online learning opportunities with Year 12 and 13.