

Careers Leader Essential Guide – Colleges 2020-21

This guide is for all North East LEP Careers Leaders who are considering the priorities for their careers programme this year. Choose your starting point and tick things off as you go along!

No.	Action	Statutory/good practice	How the 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	Published and updated stable careers programme at the start of academic year	Statutory This is required information and should include the College's Career Leader's contact details a summary of the careers programme, specific sections aimed at students, parents, teachers and employers, how impact is measure and the review dates.	Follow the DfE Guidance , page 11 sets out expectations for Colleges, This Guidance follows the DfE Careers Strategy 2017 .	
3	Review your careers programme	Statutory The programme should have an identified and appropriately trained person responsible for it and it should be regularly evaluated with feedback from learners, parents, college staff and employers as part of the evaluation process.	Your careers programme also needs to be evaluated . The North East LEP can support you with this and you can access a revised checklist for your annual review of provision for future planning here too.	
4	Gather destinations data for 2020 school leavers	Statutory Destinations data is required annually by DfE for all KS4 and KS5 students.	The North East LEP has produced a data sharing template here and a good practice example for tracking destinations throughout College can be found here .	
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 . The National Careers Service offers information and professional advice about education, training and work to adults and young people aged 13 years. Students 19 and over can access a local face to face and telephone service. Learners and their parents/carers can access support via a website ²¹ , helpline ²² and web chat.	
7	Apply for national Careers Leader training	Good Practice These highly successful courses 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.	

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8	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.	
9	Maximise your employer engagement with an Enterprise Adviser (EA) meeting	Good Practice All 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 please speak to your College Hub lead who can introduce you to your EC lead.	
10	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 currently linked to School Governor experiences and here for a slide deck you may want to adapt - a College focused slide deck is in development nationally too.	
11	Work closely with employers to bring your curriculum to life	Good Practice A range of employers can provide inspiration and direction to your students.	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.	
12	Add careers to your CPD agenda for staff	Good Practice Promote your role as Careers Leader and show how the whole College should be involved in careers to support your students. You can also introduce your EA.	The North East LEP can deliver CPD sessions of any length 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. The whole college approach resource here can also support with this. A set of national resources are available for Careers Leaders and staff and the following.	
13	Aim to celebrate careers during National Careers Week in March 2021	Good Practice The ideal opportunity to focus the whole College on the value of career planning.	Details of NCW21 on 1-6 March can be found here . Find lots of readymade resources and register for the regular bulletin. Why not publicise what you do via social media?	
14	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 North East LEP's Opportunities Bulletins and the CEC's newly launched Connect for the College Careers Community here . The CDI is the professional body for the careers guidance community with substantial CPD content. Colleges & Sixth Form centres can become affiliate members .	

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