

PLANNING A MEANINGFUL ENCOUNTER

This checklist is designed to help Careers ensure each encounter or experience is meaningful for all participants and will ensure quality and consistency to the activity. The checklist is specifically for use in careers activities involving an employer or FE/HE provider.



PLANNING - PREPARING TO SUCCEED

WHAT	TO ENSURE THE ENCOUNTER IS...	COMPLETED
Taking a whole school	Embedded within the school's career programme and related to the school's careers strategy to ensure careers learning and activities are not one-off events.	<input type="checkbox"/>
Identify the need	Based on the needs of your students.	<input type="checkbox"/>
	Reflects the opportunities within the local labour.	<input type="checkbox"/>
Enhance curriculum learning	Linked to and embedded within the school's Curriculum.	<input type="checkbox"/>
	Linked to real life examples and local context.	<input type="checkbox"/>
Develop clear learning outcomes and an evaluation plan	Mapped against SMART learning objectives (Specific, Measurable, Achievable, Relevant and Time Bound) .	<input type="checkbox"/>
	Easy to evaluate against the learning objectives .	<input type="checkbox"/>
Ensure age/ability appropriateness	Accessible and differentiated to engage all participating students.	<input type="checkbox"/>





IMPLEMENTATION - ENGAGE WITH INTENT

WHAT	TO ENSURE THAT...	COMPLETED
Brief Participants	Students and staff are prepared for the activity and they understand what they will be doing and what will be expected of them.	<input type="checkbox"/>
	Employers are briefed about their role and know what to expect from teachers and students.	<input type="checkbox"/>
	HE, FE and Training providers are briefed about their role and understand the needs of the students attending.	<input type="checkbox"/>
Engage parents and carers	The learning opportunity is promoted to the wider school community.	<input type="checkbox"/>
	Parent or carer engagement in the activity has been considered and factored into the planning in advance.	<input type="checkbox"/>
	Parents and carers are informed that the careers activity is happening and are encouraged to continue careers related conversations and support at home.	<input type="checkbox"/>
Give students ownership of their career development	Students are recording their career related learning for future reference.	<input type="checkbox"/>
	Students are supported to articulate their careers learning into clear and compelling evidence for future applications and interviews.	<input type="checkbox"/>
Gather evidence to inform evaluation	Feedback is collected on the day from all participants (students, teachers, business volunteers, providers, support services) to inform the evaluation and support future planning .	<input type="checkbox"/>



REFLECTION - VALUE THE LEARNING

WHAT	TO ENSURE THAT...	COMPLETED
Record activities that take place using Compass and Tracker or Compass+	The activity feeds into your broader strategic plan and careers programme and begins to build the evidence base for embedding the encounter on an ongoing basis.	<input type="checkbox"/>
Provide students with time to reflect upon activities they participate in and the tools to do this	Students are given appropriate time to reflect on their experiences and what they can take away from the encounters, encourage students to use online applications or learning logs to do this.	<input type="checkbox"/>
Reflect on the activity	After each activity, consider what went well and what could be made better to enhance the encounter in the future.	<input type="checkbox"/>
	The learning gained from delivering the activity informs the planning of future activities.	<input type="checkbox"/>
	Feedback is captured from Students , Teachers, Employers and other stakeholder who have participated within the activity.	<input type="checkbox"/>





PROGRESSION - BUILD IN NEXT STEPS

WHAT	TO ENSURE THAT...	COMPLETED
Create a follow up activity	Is not a "one-off" experience and will be embedded in the school's careers strategy .	<input type="checkbox"/>
	Allows students to progress their career learning by exploring more about the industry, job role or pathway they have been introduced to.	<input type="checkbox"/>
Celebrate success	Is promoted across the wider school community using social media, newsletters, local press, enterprise coordinators etc.	<input type="checkbox"/>
Share best practice	Informs the practice and supports professional development in your school and wider careers network.	<input type="checkbox"/>
Publicised to a Wider Audience	Is shared through your social media platforms and highlights the success of your careers programme in school.	<input type="checkbox"/>
	Is captured within a formal Case Study and shared with the local delivery team and is available on the school website.	<input type="checkbox"/>