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# Annual Review of

# Careers Programme Checklist

The Careers & Enterprise Company

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|  | Review | Notes | Key Actions | Dates for Next Academic Year |
| Stable Careers Programme | Review of feedback from key interventions completed: Y/N  Evidence Evaluation\* (Doc available) completed: Y/N |  |  | New programme to be approved by SLT/Governors on:  New programme to be published on website on: |
| Stakeholder Voice: Programme Evaluation | Whole programme review (Student Voice) completed: Y/N |  |  | Student Voice Date:  Staff Voice Date: |
|  | Whole programme review (Staff Voice) | Employer Voice Date: |
|  | completed: Y/N |  |
|  |  | Parent/Carer Voice Date: |
|  | Whole programme review (Employer Voice) completed: Y/N |  |
|  | Whole programme review (Parents/Carers Voice) completed: Y/N |  |

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|  | Review | Notes | Key Actions | Dates for Next Academic Year |
| Strategic Career Plan | Overall review completed: (i.e. with EA/Gov): Y/N |  |  | New Strategic Careers Plan to be approved by SLT/Governors on:  New Strategic Careers Plan to be published on website on: |
| Career Policy | Review completed: Y/N |  |  | Review Date: |
| Website Review | Review completed: Y/N |  |  | Review Date: |

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|  | Review | Notes | Key Actions | Dates for Next Academic Year |
| Staff CPD Review | Staff CPD delivered: Y/N Details:  CPD needs analysis completed:  Y/N |  |  | Key Staff CPD Dates and Session Titles: |
| ‘Support and Review’/  Prompt Questions\* with  EA/EC/SLT/Governor | Support & Review completed: Y/N  Details: |  |  | Support and Review Session Date(s): |
| Compass Score | Final Compass scores review: Y/N |  |  | Key Compass Review Dates: |

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|  | Review | Notes | Key Actions | Dates for Next Academic Year |
| SLT/Governor Engagement | Delivery to SLT completed: Y/N  Details:  Delivery to Govs completed: Y/N  Details: |  |  | Presentations to SLT:  Presentations to Governors: |
| Future Skills Survey | Future Skills Survey Completed: Y/N  Details: |  |  | Survey Dates Yr7:  Yr8:  Yr9:  Y10:  Y11:  Y12:  Y13: |

\*See ‘Evidence Evaluation Doc’ within BM1 Section of Resource Directory

\*\*See ‘Support & Review’/Prompt Questions Doc within [BM1 Section of Resource Directory](https://resources.careersandenterprise.co.uk/browse-category/gatsby-benchmarks/gatsby-benchmark-1)

\*See separate ‘Support & Review’ document.