

Careers Leader Audit Document

Gatsby Benchmark 4



Date of Audit:

KEY STAGE 3

Developing yourself through careers, employability, and enterprise education

Area of Learning	Learning Outcome	Activities which meet outcomes across the curriculum (Info taken from Subject Audit by Learning Outcome and Key Stage)	Activities which meet outcomes through during times allocated for 'careers'	Extra-curricular activities which meet outcomes across the curriculum	BM 5,6,7 activities which meet outcomes
Self-awareness (1)	Describe yourself, your strengths and preferences				
Self-determination (2)	Be able to focus on the positive aspects of your wellbeing, progress and achievements				
Self-improvement as a learner (3)	Explain how you are benefitting as a learner from careers, employability and enterprise activities and experiences				

Learning about careers and the world of work

Area of Learning	Learning Outcome	Activities which meet outcomes across the curriculum (Info taken from Subject Audit by Learning Outcome and Key Stage)	Activities which meet outcomes through during times allocated for 'careers'	Extra-curricular activities which meet outcomes across the curriculum	BM 5,6,7 activities which meet outcomes
Exploring careers and career development (4)	Describe different explanations of what careers are and how they can be developed				
Investigating work and working life (5)	Give examples of different kinds of work and why people's satisfaction with their working lives can change				
Understanding business and industry (6)	Give examples of different business organisational structure				
Investigating jobs and labour market information (LMI) (7)	Be aware of what labour market information (LMI) is and how it can be useful to you				

Learning about careers and the world of work

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Valuing equality, diversity and inclusion (8)	Identify how to stand up to stereotyping and discrimination that is damaging to you and those around you				
Learning about safe working practices and environments (9)	Be aware of the laws and bye-laws relating to young people's permitted hours and types of employment; and know how to minimise health and safety risks to you and those around you				

Developing your career management and employability skills

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Making the most of careers information, advice and guidance (CEIAG) (10)	Identify your personal networks of support, including how to access and make the most of impartial face-to-face and digital careers information, advice and guidance service				
Preparing for employability (11)	Recognise the qualities and skills you have demonstrated both in and out of school that will help to make you employable				
Showing initiative and enterprise (12)	Recognise when you are using qualities and skills that entrepreneurs demonstrate				
Developing personal financial capability (13)	Show that you can manage a personal budget and contribute to household and school budgets				

Developing your career management and employability skills

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Identifying choices and opportunities (14)	Know how to identify and systematically explore the options open to you at a decision point				
Planning and deciding (15)	Know how to make plans and decisions carefully including negotiating with those who can help you get the qualifications, skills and experience you need				
Handling applications and interviews (16)	Know how to prepare and present yourself well when going through a selection process				
Managing changes and transitions (17)	Show that you can be positive, flexible and well-prepared at transition points in your life				

Developing yourself through careers, employability, and enterprise education

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Self-awareness (1)	Describe yourself, your strengths and preferences				
Self-determination (2)	Be able to focus on the positive aspects of your wellbeing, progress and achievements				
Self-improvement as a learner (3)	Explain how you are benefitting as a learner from careers, employability and enterprise activities and experiences				

Learning about careers and the world of work

Area of Learning	Learning Outcome	Activities which meet outcomes across the curriculum (Info taken from Subject Audit by Learning Outcome and Key Stage)	Activities which meet outcomes through during times allocated for 'careers'	Extra-curricular activities which meet outcomes across the curriculum	BM 5,6,7 activities which meet outcomes
Exploring careers and career development (4)	Discuss the skills involved in managing your own career				
Investigating work and working life (5)	Explain how work and working life is changing and how this may impact on your own and other people's career satisfaction				
Understanding business and industry (6)	Explain different types of business organisational structures, how they operate and how they measure success				
Investigating jobs and labour market information (LMI) (7)	Be able to find relevant labour market information (LMI) and know how to use it in your career planning				

Learning about careers and the world of work

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Valuing equality, diversity and inclusion (8)	Recognise and challenge stereotyping, discrimination and other barriers to equality, diversity and inclusion and know your rights and responsibilities in relation to these issue				
Learning about safe working practices and environments (9)	Be aware of your responsibilities and rights as a student, trainee or employee for staying healthy and following safe working practices				

Developing your career management and employability skills

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Making the most of careers information, advice and guidance (CEIAG) (10)	Build your personal networks of support including how to access and make the most of a wide range of impartial face-to-face and digital careers information, advice and guidance services				
Preparing for employability (11)	Show how you are developing the qualities and skills which will help you to improve your employability				
Showing initiative and enterprise (12)	Show that you can be enterprising in the way you learn, work and manage your career				

Developing your career management and employability skills

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Developing personal financial capability (13)	Show that you can manage financial issues related to your education, training and employment choices including knowing how to access sources of financial support that may be open to you				
Identifying choices and opportunities (14)	Be able to research your education, training, apprenticeship, employment and volunteering options including information about the best progression pathways through to specific goal				
Planning and deciding (15)	Know how to make plans and decisions carefully including how to solve problems and deal appropriately with influences on you				

Developing your career management and employability skills

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Handling applications and interviews (16)	Know your rights and responsibilities in a selection process and strategies to use to improve your chances of success				
Managing changes and transitions (17)	Review and reflect on previous transitions to help you improve your preparation for future moves in education, training and employment				

Developing your career management and employability skills

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Self-awareness	Assess how you are changing and be able to match your skills, interests and values to requirements and opportunities in learning and work				
Self-determination	Reflect on the positive elements in your career story to show the responsibility you are taking for managing your own wellbeing, progress and achievement				
Self-improvement as a learner	Show that you are proactive in taking part in and learning from careers, employability and enterprise activities and experiences				

Learning about careers and the world of work

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Exploring careers and career development	Reflect on changing career processes and structures and their possible effects on your experience and management of your own career development				
Investigating work and working life	Discuss the personal, social, economic and environmental impacts of different kinds of work and working life in the context of your own thinking about career satisfaction				
Understanding business and industry	Explain the main reasons why business organisations change their structures				

Learning about careers and the world of work

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Investigating jobs and labour market information (LMI)	Be able to draw conclusions from researching and evaluating relevant labour market information (LMI) to support your future plans				
Valuing equality, diversity and inclusion	Reflect critically on the ethical, legal and business case for equality, diversity and inclusion in the workplace and the implications for your behaviour and others				
Learning about safe working practices and environments	Recognise different levels of risks and understand your responsibilities and rights as a student, trainee or employee for staying healthy and observing safe working practices				

Developing your career management and employability skills

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Making the most of careers information, advice and guidance (CEIAG)	Develop and make the most of your personal networks of support and show that you are a proactive and discerning user of impartial face-to-face and digital careers information, advice and guidance services				
Preparing for employability	Explain how you are developing your employability qualities and skills to satisfy your own expectations and the future expectations of your employers and co-workers				
Showing initiative and enterprise	Develop and apply enterprise qualities and skills in your approach to learning, work and career planning				

Developing your career management and employability skills

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Developing personal financial capability	Show how you are developing your personal financial capability to make better decisions about everyday living, further study, training and work				
Identifying choices and opportunities	Be able to research and evaluate progression pathways and return on investment for the higher and further education, training, apprenticeship, employment and volunteering options open to you				
Planning and deciding	Know how to make career enhancing plans and decisions including developing the resilience required to sustain them				

Developing your career management and employability skills

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Handling applications and interviews	Know how to prepare for, perform well and learn from participating in selection processes				
Managing changes and transitions	Know how to develop and use strategies which will help you to deal with the challenges of managing your career transitions				

Gap Analysis

Area of Learning	Learning Outcome	Opportunities to deliver key learning outcome through the curriculum	Opportunities to deliver key learning outcome through during times allocated for 'careers'	Opportunities to deliver key learning outcome through extra-curricular activities	Opportunities to deliver key learning outcome through BM5,6 or 7
Handling applications and interviews					

Actions

Objectives	Actions, including CPD	Responsible	Time	Outcomes	Progress
“What are the problems you are trying to solve?”	“What would solve the problem?”	“Who is responsible for each action?”	“When do you aim to have this completed by?”	“What would success look like?”	