

Glossary of terms

Academies

State maintained but independently-run schools established with help from business, faith or voluntary group sponsors. Funding comes directly from the Department for Education, rather than through the Local Authority.

Apprenticeship

Qualifications that involve a combination of work and study. There are a variety of apprenticeship grades, some being the equivalent of A levels or degree qualifications. There is currently low awareness of the opportunities and progression routes apprenticeships offer.

ARB

Area Resource Base. Small bases are hosted by twenty primary and secondary schools. ARBs support pupils with more complex special educational needs (SEN) than children and young people with SEN who generally attend mainstream schools.

Articles of Association

The Articles of Association sets out regulations for academies including the composition of the governing body.

Attainment 8

A student's average achievement across 8 key subjects at GCSE.

Attainment Targets

These establish what pupils of differing abilities should be expected to know and be able to do by the end of each Key Stage of the curriculum.

BEIS

Department for Business, Energy, Innovation and Skills is a government department responsible for business, industrial strategy, science research and innovation, energy and clean growth, and climate change.

BTEC

The Business and Technology Education Council (BTEC) First Diploma is a vocational qualification taken in England, Wales and Northern Ireland by young people aged 14 and over and by adults.

CEC

The Careers & Enterprise Company.

CEIAG

Careers Education, Information, Advice and Guidance. An effective careers education programme will ensure that young people gain the necessary skills and information to make impartial and effective decisions regarding careers and professional development.

CL	Careers Leader. The named lead person in a school who develops the careers provision.
Collaborative Converter Chain	Groups of academies that are governed individually and that each have their own funding agreement but which agree to work together through a collaborative partnership.
Community Governor	A governor representing community and local businesses chosen by members of a governing board.
Compass	A tool developed by the CEC to enable schools to conduct a self-evaluation of their careers provision against the Gatsby Benchmarks.
Compass Plus	An enhanced version of Compass launched in September 2019. Allows schools to benchmark, manage, track and report on their careers programme at an individual student level.
Cornerstone Employer	Cornerstone Employers work together with their networks, the wider business community and the local Enterprise Coordinator or Hub Lead, to ensure all young people in an area have the opportunities they need to be prepared and inspired for the world of work.
Destination Measures Data	Destination Measures Data is produced and published by the Department for Education. It shows the percentage of a school's former pupils who continued their education or training (including through an apprenticeship), went into employment, and those who were not in education, employment or training (NEET). The data is broken down by a range of pupil characteristics, including special educational needs, eligibility for free school meals in year 11 and at key stage 4, disadvantaged pupils who would have attracted the pupil premium.
DfE	Department for Education is the government department responsible for education policy.
Directed Time	Time when a teacher must be available to carry out duties, including attending staff and parent meetings.
EA	Enterprise Adviser. Drawn from business, volunteers work directly with the leadership of individual schools to develop an effective employer engagement programme, to inform a careers and enterprise whole school strategy.
EAAG	Acronym for Enterprise Adviser Advisory Group set up by CEC consists of EAs to provide feedback.
EAG	Acronym for Employer Advisory Group set up by The Careers & Enterprise Company consists of business organisations.

EAL	English as an Additional Language. Refers to students whose first language is not English.
EAN	Enterprise Adviser Network is the national network connecting schools and colleges with employers and providers.
EBacc	The English Baccalaureate is a school performance indicator. It measures the percentage of students who achieve 5+ A*–C grades in English, Maths, Science, a foreign language and either History or Geography.
EBD	Emotional and Behavioural Difficulties.
EBP	Education Business Partnership. Their main aim is to build sustainable links with employers. Previously sponsored by the government, EBPs now charge schools for their services but also secure corporate sponsorship and tenders on behalf of schools/colleges to deliver employer led activities. Main services include Work Experience, Work Related Learning, Enterprise Education and Careers Education, Information and Guidance (CEIAG).
EC	Enterprise Coordinator. Joint funded by the CEC and the LEP, they work with a cluster of schools and colleges, and support Enterprise Advisers.
Education Forum	Established by the government as a consultative group including the NGA, the LGA and all the teaching and head teaching unions.
EHC	Education, health and care (EHC) plans are for children and young people aged up to 25 who need more support than is available through special educational needs support.
Employer Engagement Strategies	Designed to enhance and develop the delivery of careers education through various methods such as work experience, enterprise activities, sector specific information, simulation challenges from employers, job specific tasks and tutorials.
Employers	Large national employers, small businesses and the self-employed.
ESB	Employment and Skills Board. Third party organisations consisting of local businesses and educational providers to identify employer skills gaps and ensure businesses have a workforce with the skill sets they need to thrive.
Executive Head	The role of executive head is used to describe a head teacher role that has elements of lead managerial

responsibility for more than one school. Found in Academy chains.

Extended Schools/Services

Schools that provide a range of services and activities often beyond the school day.

FE

Further Education. Distinct from higher education offered in universities and beyond or overlaps with that of secondary school education.

FSM

Free School Meals. Refers to students who are entitled to a free school lunch due to their family being in receipt of certain other government benefits or household income being under a specific threshold. All students in Reception, Year 1 and Year 2 are entitled to receive FSM under the government's universal infant FSM programme.

Gatsby Benchmarks

Eight areas of best practice in careers provision, created by the Gatsby Foundation and used in the Government's Careers Strategy.

GCSE

General Certificate of Secondary Education. National exams taken in Year 11.

Governing Board

An overarching term that refers to both the board of LA maintained schools and academies/MATs (Board of Trustees).

HE

Higher Education. Post 18 education usually at universities and colleges.

IAG

Information, Advice and Guidance. This allows students to make suitable educational and employment decisions and to minimise the potential costs associated with uninformed and unsuccessful choices.

IEP

Individual Education Plan, a programme for pupils with special educational needs.

INSET

In Service Education and Training. Courses for practising teachers and school staff.

Key Sectors

Priority sectors recognised as key to future economic growth and job creation.

Key Stage (KS1 - 5)

The five stages of the national curriculum. The key stages are KS1 (age 5–7), KS2 (age 7–11), KS3 (age 11–14), KS4 (age 14–16) and KS5 (age 16–19).

Key Stage 4

The legal term for the two years of school education that incorporate GCSEs and other exams. Normally known as Year 10 and 11 in England and Wales.

Key Stage 5	Used to describe the two years of education for students aged 16-18. Often described as year 12 and 13.
LA	Local Authority. An administrative body in local government that LEAs are accountable to. LEAs may straddle multiple LAs.
LEP	Local Enterprise Partnership. Voluntary partnerships between local authorities and the private sector, set up in 2011 by Government to help determine local economic priorities and lead growth and job creation within local areas.
LGA	Local Government Association. National organisation supporting and representing local government.
LMI	Labour Market Information. Data, statistics and research about the workplace including unemployment rates, salary and demand and supply of labour. Reliable sources of LMI are the Annual Survey of Hours and Earnings, Labour Force Survey, Employer Skills Survey and Working Futures.
MAT	Multi-Academy Trusts, sometimes called an academy chain, is an academy trust that operates more than one school.
NASBM	National Association of School Business Managers. Comprising senior members of non-teaching staff responsible for managing non-teaching activity in a school.
National Careers Service	A publicly funded careers service for adults and young people aged 13 or over. Services include providing information, advice and guidance on learning, training, career choice, career development, job search and the labour market.
National Curriculum	This was established by the 1998 Education Reform Act to ensure that all pupils receive a broad and balanced education that is relevant to their needs.
National Leaders of Governance (NLG)	Highly effective chairs of governing bodies as designated by the National College for Teaching and Leadership. They can work with other chairs and governing bodies to help with their development and improve their school performance.
NCS	NCS is a branded the National Citizen Service, a government funded part-residential programme open to all 16 and 17 year olds in England that helps to develop employability skills.
NEET	Young people Not in Education, Employment and/or Training.
NQT	Newly Qualified Teacher.

NVQ	National Vocational Qualification, a work based qualification that recognises the skills and knowledge a person needs to do a job.
Ofqual	The Office of the Qualifications and Examinations Register.
Ofsted	Office for Standards in Education, Children’s services and Skills. Ofsted inspectors assess the quality of independent careers guidance and students’ post-school destinations in making their judgement on the leadership and management of a school. In 2013 Ofsted reported that “only one in five schools were effective in ensuring that all students were receiving the level of information they needed”.
Opportunity Area	The Government announced 12 Opportunity Areas in 2017. These 12 areas were identified as social mobility ‘coldspots’ – areas with both poor social mobility and schools that face challenges. The CEC has funded providers to work across these areas.
Partner Organisation	Professional organisations/bodies who add to LEP careers provision. Key relationships will be used to mobilise volunteers.
PI	Performance Indicators. Used to evaluate the success of a school in a particular activity.
Progress 8	A measure of how much progress a student has made across 8 key subjects at GCSE.
PRU	Pupil Referral Unit. Alternative provision for pupils unable to attend a mainstream school or special school due to BESD.
PSHE	Personal, Social, Health and Economic education is defined by the schools inspectorate Ofsted as a planned programme to help children and young people develop fully as individuals and as members of families and social and economic communities.
Pupil Premium	Additional funding to raise the attainment of disadvantaged students and close the gap between them and their peers.
Pupil Profile	Broad evaluation of a pupil’s personality, interests and capabilities. It forms part of the pupil’s Record of Achievement.
ROA	Record of Achievement.
SATs	Standard Assessment Tests are national curriculum tests taken at the end of Year 6.

School Census	A statutory return that takes place during the autumn, spring and summer terms. Maintained schools and academies should take part in the census.
SENCO	Special Educational Needs Coordinator. The specialist responsible for coordinating SEND provision in schools.
SEN/SEND	Special Educational Needs and Disabilities.
Skills Gap	Specific sectors can experience a skills gap, causing low job density or a lack of a skilled workforce.
SLT	The Senior Leadership Team in a school or college.
Special School	Schools that make provision for pupils with statements of special educational needs, whose needs cannot be fully met from within mainstream provision.
Special Unit	A unit attached to a mainstream school to cater for children with specific special needs.
Sponsored Academy Chain	A group of academies sharing the same lead sponsor and usually operating as either a multi-academy trust or an umbrella trust.
STEM	Science, Technology, Engineering and Mathematics. The term is typically used when addressing education policy and curriculum choices in schools to improve competitiveness in science and technology development. Some LEP regions experience a shortage of STEM skills, reflected in their Strategic Economic Plans.
STEAM	As STEM, but with the inclusion of the Arts. STEAM investigates the same scientific concepts, but does this through the inquiry and problem-based learning methods used in the creative process.
Tracker	The CEC's planning tool enables schools to record careers activities against the Gatsby Benchmarks.
Traineeship	A traineeship is a course with work experience that prepares young people for work or an apprenticeship. It can last up to 6 months. Eligibility is for those aged 16-24, who are unemployed and have little or no work experience.
Virtual Wallet	The CEC has allocated funds through virtual wallets (that act in the form of a voucher) for schools in disadvantaged areas, the Opportunity Areas and Careers hubs, to enable them to purchase provision to support Gatsby Benchmark 5 & 6.

WEX/Work Experience

A planned programme as part of careers education that enables pupils in school time to sample experience of a working environment of their choice.