

GLOSSARY

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Term	Definition
Academies	State maintained but independently-run schools established with help from business, faith or voluntary group sponsors.
A-level	A-levels are a subject based academic qualification studied over a two year period usually assessed by examination. These are typically taken after GCSEs.
Apprenticeship	Employment training that involves following and studying a master of a trade on the job instead of in school, college or university. 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.
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 starting points and abilities should be expected to know and be able to do by the end of each Key Stage of the curriculum.
BIS	Department for Business, Innovation and Skills.
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.
CTEC	Cambridge Technical qualifications are vocational qualifications at Level 2 and 3 for students aged 16-19. They are designed with the workplace in mind and provide a strong base for progression onto an apprenticeship, employment or further education.
CEIAG	Acronym for 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.
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.
DDA	Disability Discrimination Act - The legislation required public bodies to promote equality of opportunity for people with disabilities.
Destination Measures Data	Destination Measures Data is produced and published by the Department for Education using existing data collections and is based on sustained participation. 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.
Directed Time	Time when a teacher must be available to carry out duties, including attending staff and parent meetings.

Term	Definition
EA	Acronym for Enterprise Advisor. 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.
EAL	English as an Additional Language. Refers to students whose first language is not English.
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	Acronym for 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. Over the past year EBPs secured in excess of £1.4m on behalf of schools to support work related learning. Main services include Work Experience, Work Related Learning, Enterprise Education and Careers Education, Information and Guidance (CEIAG) by linking the worlds of business and education to offer young people a rewarding and realistic introduction to work.
EC	Acronym for Enterprise Coordinator. Recruited or funded by the LEP to engage a network of local business volunteers to work with leadership and management teams within schools.
Education Forum	Established by the government as a consultative group including the NGA, the LGA and all the teaching and head teaching unions.
EHCP	Acronym for education, health & care plan (EHCP). The replacement programme for the statements of special educational needs students and learning difficulties assessments for children and young people.
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, stimulation challenges from employers, job specific tasks and tutorials.
Employers	Large national employers, small businesses and the self-employed.
ESB	Acronym for 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. They are often found in Academy chains.
Extended Schools/Services	Schools that provide a range of services and activities often beyond the school day.
FE	Acronym for 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.
G+T	Gifted and Talented. Refers to students who have abilities developed to a significantly higher level to others in their year group.
GCSE	General Certificate of Secondary Education. These are 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	Acronym for 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.

Term	Definition
IEP	Acronym for Individual Education Plan, a programme for pupils with special educational needs.
INSET	Acronym for In Service Education and Training. Courses for practising teachers and other school staff.
Key Sectors	Priority sectors that are 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	Acronym for Local Authority. An administrative body in local government that LEAs are accountable to. LEAs may straddle multiple LAs.
LEP	Acronym for Local Enterprise Partnership. Voluntary partnerships between local authorities and the private sector, set up in 2011 by the Department for Business, Innovation and Skills to help determine local economic priorities and lead growth and job creation within local areas.
LGA	Acronym for Local Government Association. National organisation supporting and representing local government
LMI	Acronym for 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	Acronym for Multi Academy Trust. Schools who see the benefit of working together with other schools, in a more formal arrangement, choose to work as a Multi Academy Trust. All academies within a MAT are governed by one trust and a single board of Directors.
NASBM	Acronym for National Association of School Business Managers. Comprising senior members of non-teaching staff responsible for managing non-teaching activity in a school, the Association has been instrumental in the development of a nationally recognised competency framework, contributed extensively to the development of professional qualifications and played an active role the development of government education policy.
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 acronym for 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	Acronym for young people Not in Education, Employment and/or Training.
NQT	Acronym for 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.

Term	Definition
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".
Partner Organisation	Professional organisations/bodies who add to LEP careers provision. Key relationships will be used to mobilise volunteers.
PI	Acronym for Performance Indicators. Used to evaluate the success of a school in a particular activity.
PRU	Acronym for Pupil Referral Unit. Alternative provision for pupils unable to attend a mainstream school or special school due to BESD.
Progress 8	A measure of how much progress a student has made across 8 key subjects at GCSE.
PSHCE	Personal, Social, Health and Citizenship education.
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	Acronym for 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	Acronym for Special Educational Needs Coordinator. The teacher responsible for coordinating SEND provision in schools.
SEND	Acronym for 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	Senior Leadership Team
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.
STEM	Acronym for 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.
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
Technical Level	Technical Levels (more commonly referred to as Tech-Levels) are reformed vocational qualifications due to be launched in 2019. Tech-Levels are the vocational equivalent of A-Levels and are generally required for university entrance. Tech-Levels are generally worked towards over two years and split into a number of parts, with one part studied in each year. There are currently 15 proposed routes across all technical education.
Traineeships	A traineeship is a course with work experience that prepares young people for work or an apprenticeship. It can last up to 6 months.
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.