Action Plan to implement Gatsby Benchmarks

Benchmark	Action to be taken	Staff Responsible	Performance Indicators	Staff Monitoring	Deadline	Comments
1	Develop Website to promote careers awareness LR to provide content for JJP	LR	Website Pages	RJS	Feb 2019	
2	LR to research links for current labour market trends for JJP to include on website	LR	Website Pages	RJS	Feb 2019	
1	Start to use tablet for evaluation of activities in Student Services	LR	Collection and analysis of data	RJS	March 2019	
3	Coordinate and improve system for recording destinations of students	GJW	Destinations report	RJS	June 2019	
3	Provides report on careers support and destinations for vulnerable students (EHCP and LAC)	EFB	Report	RJS	June 2019	
4	HODs to provide details of alumni to inspire current students to Visitors' Reception	HODs	Production of alumni posters for all departments	RJS	March 2019	
4	Posters/displays of career related opportunities to be displayed in subject areas	HODs	Displays	RJS	March 2019	
4,5	All departments to nominate Careers representative to attend planning meetings	HODs	Attendance records at planning meetings	RJS	February 2019	
5,6,7	Discuss arrangements with GJW/MB for recording student activity eg careers interview, work experience, 2 encounters per year with employers, encounters with 2 unis/ FE/ apprenticeship providers	LR, RJS	Student Reports	EYS	July 2019	

	Liaise with Matt Pooler as needed					
5,6	In short term, collect paper lists of visiting speakers, visits, employer encounters	HJA	File of reports	RJS	July 2019	
5,6	Pool ideas at SMT about how to arrange meaningful encounters with employers	RJS	SMT minutes	EYS	February 2019	
5,6	Contact Emma Jeffries (Enterprise Adviser)	LR	minutes	RJS	March 2019	
6	Clarify and confirm arrangements for Health and Safety checks at SMT	RJS / LR	SMT minutes	EYS	February 2019	
5,6,7	Launch, develop and review Junior Internship Programme	LR	SMT minutes	RJS	June 2019	
all	Visit HSFC and share good practice	LR	Report of visit	RJS	March 2019	