**Inspiring IAG ACTION PLAN**

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| **Name of person completing action plan:** | Donna Hancock |
| **Position in school/college:** | Careers/Lead/Advisor |
| **School/college name:** | St Joseph’s RC High School |
| **Date action plan last updated:** | September 2023 |

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| Award Criteria | Action/s required | Responsibility | Resources needed | Timescale | Success Indicators | Progress Review |
| Engaging with and informing parents and carers about ways of accessing and using careers and labour market information for the benefit of their children’s career development | Create a Careers newsletter to go home to parents’ at start of October term | D Hancock | Wider staff to continue to update with their own CRL activities to be included in the newsletter    Admin support to send out to parents | First newsletter to be sent out October 2023 | Parents will receive termly newsletter over Parent Epraise and email.  Positive feedback from parents about the leaflet (send out a evaluation at end of summer term) | September 2023 Agreed on layout with LM.  Confirmed admin have capacity to send out half termly. |
| Engaging K3 pupils about ways of accessing and understanding technical routes post 16  Informing pupils on careers and labour market information (LMI) | Mini careers fair for Years7/8/9  LMI- ‘Jobs of the week ‘(GBM2) to be shown at tutorial time once a week(mandatory) | D Hancock  D Hancock  Form Tutors | Providers  Classrooms/ large space(St Anthony’s)  White board  PPT | Spring term  All year | Make informed decisions about which pathway route is best for them  Pupils have a better understanding of LMI in a fun and engaging way | Gone onto governors report  SLT backed |