

PLANNING A MEANINGFUL ENCOUNTER

This checklist is designed to help Careers ensure each encounter or experience is meaningful for all participants involving an employer or FE/HE provider.

PLANNING - PREPARING TO SUCCEED

WHAT	TO ENSURE THE ENCOUNTER IS...	COMPLETED
Taking a whole school	Embedded within the school's career programme	

IMPLEMENTATION - ENGAGE WITH INTENT

WHAT	TO ENSURE THAT...	COMPLETED
Brief Participants	Students and staff are prepared for the activity and they understand what they will be doing and what will be expected of them.	
	Employers are briefed about their role and know what to expect from teachers and students.	
	role and understand the needs of the students attending.	
Engage parents and carers	The learning opportunity is promoted to the wider community.	

REFLECTION -



PROGRESSION - BUILD IN NEXT STEPS

WHAT	TO ENSURE THAT...	COMPLETED
Create a follow up activity	Is not a "one-off" experience and will be embedded in the school's careers strategy .	<input type="checkbox"/>
	Allows students to progress their career learning pathway they have been introduced to.	<input type="checkbox"/>
Celebrate success	Is promoted across the wider school community enterprise coordinators etc.	<input type="checkbox"/>
Share best practice	Informs the practice and supports professional development in your school and wider careers network.	<input type="checkbox"/>
Publicised to a Wider Audience	Is shared through your social media platforms and highlights the success of your careers programme in school.	<input type="checkbox"/>
	Is captured within a formal Case Study and shared with the local delivery team and is available on the school website.	<input type="checkbox"/>