

Careers Action Plan

This is a record of your careers interview
It outlines your future plans and action points to help you work towards these goals. Due to Raising Participation Age, you will be expected to continue in Education, employment or training until the age of 18 and for a minimum of 16 hours per week when you leave school.

Name :

Date:

Year Group:

Summary (what we talked about)

What next (your plans for the future)

For information about your Post 16 options and provider details please see Telford and Wrekins local offer and the Pathways to Adulthood booklet.

Action points (things to do to get there, by when and by who!)

Action	Who by	By When	Reviewed – Further Action

Data Protection: Information that you have given on this form is covered under the Data Protection Act 1998. You have a right to see the information which is being held about you. Information may also be shared, with your agreement, with other organisations providing learning, support and employment opportunities. I agree that information can be shared with my current provider of learning and other organisations supporting my learning, training and employment opportunities.

....., Careers Adviser

Post 16 Options Checklist

Use this checklist to help you consider your Post 16 options

You can see your Careers Adviser throughout the year

SEPTEMBER		OCTOBER			NOVEMBER		DECEMBER	
1	2	3	4	5	6	7	8	9
Meet your Careers Adviser	Look at Post 16 provider information	Decide which Post 16 providers you would like to visit. Let school careers adviser know	Visit Post 16 Provision with school	Attend Post 16 provider open days and evenings*	Attend Post 16 taster sessions*	Arrange to see your Careers Adviser again if you want to	Complete your Preference Form and return to the SEND team**	Apply to Post 16 providers, applications can be submitted at any stage during Autumn term, once post 16 provider is decided.

Do you want help with this?

YES

NO

Post 16 Provisions:	
Provider type	Weekly attendance
School Sixth Form	5 Days a week
Colleges	Approximately 3 days per week
Training Providers	Approximately 3 days per week
Re-engagement provision	Individually led

* Open evenings/days and taster sessions run throughout the year – see provider websites and prospectuses and the Year 11 Options Pack for details

** If not completed and returned at your EHCP Review