

2.8A: Bringing coherence to personal guidance

1. Reviewing the current provision

(a) Identify all the one-to-one interviews that are formally arranged for your students

Interviews	Who interviews?	When?	Focus of interview	Pre-interview records used	Post-interview records produced
Progress reviews and target setting in KS3 (school staff)					
Mentoring in KS3					
Guidance on KS4 options (school staff)					
Y9 careers interviews (careers advisers)					
Progress reviews and target setting in KS4 (school staff)					
Mentoring in KS4					

Guidance on post-16 options (school staff)					
Year 11 careers interviews (careers advisers)					
Tutoring in the sixth form or college (school/college staff)					
Mentoring in the sixth form or college					
Guidance on post-18 options (school sixth form, college and careers staff)					
Careers interviews in the sixth form or college (careers advisers)					

(b) Identify which members of staff have management responsibilities for aspects of guidance and tutoring

- Progress reviews/target setting (tutoring).....
- Mentoring.....
- Guidance in Y9 for KS4 choices.....
- Education, Health and Care Plans (SEND).....
- Guidance in Y11 for post-16 choices.....
- Referrals to careers advisers.....
- Guidance for post-18 choices.....
- Co-ordination of all of the above.....

(c) Identify all the information documents that are prepared about your students (either by students themselves or by others)

Documents	Type of information	Who completes?	Where stored?	Who uses?	For what purposes?
Monitoring records and targets sheets					
Notes from mentoring sessions					
Y9 option form					
Post-16 option form					
Summaries of guidance/action plans (school or college staff)					
Careers guidance service pre-interview questionnaire					
Summaries of guidance/action plans (careers advisers)					
Other					

2. Planning for change

What actions do you think are needed to:

(a) bring greater coherence to individual advice and guidance?

(b) rationalise and improve the use made of documentation?

(c) improve the management of advice and guidance within the organisation?