2.8A: Bringing coherence to personal guidance

# Reviewing the current provision

* 1. Identify all the one-to-one interviews that are formally arranged for your students

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| 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 |  |  |  |  |  |

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| 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) |  |  |  |  |  |

* 1. Identify which members of staff have management responsibilities for aspects of guidance and tutoring

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| --- | --- |
| 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 |  |

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

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| **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 |  |  |  |  |  |

# Planning for change

What actions do you think are needed to:

* 1. bring greater coherence to individual advice and guidance?
  2. rationalise and improve the use made of documentation?
  3. improve the management of advice and guidance within the organisation?