

Reflection and Evaluation in Careers

Outwood Academy Danum
Summer Term 2021
Next Review: Summer Term 2022

The purpose of the policy is to outline the reflection and evaluation process that takes place in Careers throughout the term.

The Careers Council

The Careers Council is made up of three representatives from each year group. These students have been selected by learning managers to represent the diversity of the school in aspects of sex, ethnicity, prior parental attainment, student attainment, SEND and Pupil Premium. The role of the careers council is to plan, reflect and evaluate on careers events, giving specific feedback on quality of provision and delivery.

Student Reflection and Evaluation

1. After each careers event all students will have the chance to reflect on their own personal learning individually and with the support of a teacher. This reflection will form part of the plenary and will not necessarily be written, but could be. This reflection may take the form of a quiz, survey or discussion among other things.
2. After each careers activity the members of the school Careers Council will have the chance to evaluate the activity and give their feedback. The HeppSY administrator will coordinate these evaluation sessions. The feedback from the evaluation will be used to inform future planning.
3. Students in the Careers Council will be informed explicitly, a minimum of once a year, on how their feedback has influenced the future planning of the careers programme at Outwood Academy Danum.
4. A minimum of twice a year all students from all year groups will be able to evaluate events in the careers programme offering their opinions on the content, delivery, structure and organisation of the events. These evaluations will be used to inform future planning although students will not necessarily receive feedback on how this has been used to influence future planning.
5. Careers activities often take place in an assembly environment. Whilst new content is not often delivered here, assemblies provide an opportunity for students to reflect as a group on some of the personal skills and qualities they have that will be of value to them in the future.

Staff Evaluation

1. After each careers event a number of staff will be asked to give feedback offering their opinions on the content, delivery, structure and organisation of the event. These evaluations will be used to inform future planning although staff will not necessarily receive feedback on how this has been used to influence future planning.
2. After some larger events staff will be asked to complete an evaluation form that evaluates the event in significant detail, looking at learning objectives, quality of content and delivery, pace, subject knowledge of the presenter and quality of the activities. These evaluations will then be used to give feedback to presenters and also to inform future planning of the careers programme as a whole, although staff will not necessarily receive feedback on how this has been used to influence future planning.

Outside Agencies Reflection and Evaluation

1. Reflection and evaluation of the provision from Careers Inc will take place annually in the form of a minuted meeting for the contract review. This meeting will offer both sides the chance to reflect on provision and evaluate performance as well as plan strategically for future provision.
2. Reflection and evaluation of the provision from HeppSY will take place termly in the form of a minuted meeting. This meeting will offer both sides the chance to reflect on provision and evaluate performance as well as plan strategically for future provision. In addition the careers lead at the school will complete a termly written review for HeppSY. An annual contract review will also be conducted to reflect on the provision as a whole and plan strategically for future provision.
3. Outside providers will have a chance to reflect and evaluate on the event they delivered at Outwood Academy Danum. The reflection and evaluation may take the form of an informal discussion after the event or a follow-up email in the case of some smaller events. In the case of larger events reflection and evaluation may be conducted through an evaluation form. Evaluation may explore organisation and planning, behaviour and engagement of the students and evaluation of the aims being met.

Parental Reflection and Evaluation

1. After careers presence at school events such as parents' evening and guided pathways evenings parents will be asked to complete a short questionnaire that asks them consider the quality of information, advice and guidance given. They will also be able to reflect on the careers provision as a whole and offer any further suggestions for improvements to the programme. These evaluations will be used to inform future planning although parents will not necessarily receive feedback on how this has been used to influence future planning.

Governors Reflection and Evaluation

1. Following the presentation of the termly Careers Report To Governors the school governors will have the opportunity to raise any questions about careers provision in the school and will have the opportunity to offer any specific suggestions for improvement. These suggestions will be used to influence future planning and the governors will be explicitly informed on how their suggestions have influenced future planning. These meetings will be minuted.

Future Planning

Future planning for careers is directly influenced by feedback from students, staff, outside agencies, parents and governors. The careers lead and the HeppSY administrator will meet termly in a minuted meeting to discuss feedback regarding careers events that have taken place that term. The discussion will look at how well events were received and will immediately respond to any feedback regarding planning and organisation.

In addition to the termly meetings an annual meeting will be held to discuss the careers programme as a whole and to reflect and evaluate provision and discuss and decide on future events. In this meeting all stakeholders opinions will be discussed and taken into account and actioned. Feedback in response to evaluations will be given explicitly to students in the Careers Council and governors. Changes to the annual careers plan will be clearly linked to all evaluation documents.