

# Career Leader - Summer Term Checklist

*This document will be updated after the release of the new careers statutory guidance in Spring 2025.*

## Careers Impact System - Internal Leadership Review

- Complete the [Internal Leadership Review](#) with key staff in your school/college.
- Enter this into Compass/Compass+ to identify areas for improvement this will support setting clear, achievable goals for the next academic year.
- Reflect on current leadership structure to ensure the team has access to Compass and is well-positioned for future challenges.

## Gather feedback from key stakeholders

- Pull together feedback from [Parents](#), Staff, Careers Advisers, and Employers
- Identify areas to maintain, improve and develop.

## FSQ (Future Skills Questionnaire)

- Deliver the [FSQ](#) with key year groups to evaluate longer term effectiveness of your careers programme.
- Analyse the [results](#) to identify areas of success to celebrate and areas for improvement next academic year.

## Review of 2024/25 careers programme and planning for 2025/26

- Conduct a thorough review of this year's activities, noting successes and areas for improvement.
- Draft preliminary strategic and operational plans for the 2025/26 academic year, [mapped against the updated Gatsby Benchmarks](#). Ensuring this is tailored to the needs of all pupils, sequenced appropriately, underpinned by learning outcomes and linked to the whole school development plan.
- Ensure that your plan sets out how you will meet Provider Access Legislation and how parents/carers will be engaged throughout.

## Personal guidance provision

- Evaluate the effectiveness of current personal guidance provision.
- Plan guidance provision for 2025/26, take into account updates to Benchmark 8, which includes a further meeting for all students by the age of 18.
- Options for provision include in house provision, [independent Careers Adviser](#) or personal guidance company.

## Career Leader training / staff CPD

- Identify training needs for [yourself and your wider staff](#).
- Schedule CPD sessions or workshops to enhance skills and knowledge. [Careers and Enterprise Academy](#)

## Website health check

- Audit the careers area of your website for outdated content, broken links, and overall user experience.
- Update information, including your policy to ensure your website is compliant—more information available [here](#)

## Compass self evaluation

Complete your summer term compass evaluation in July, this will be the last evaluation completed before questions change to evaluate against the updated Gatsby Benchmarks from September 2025.