# **Gatsby Benchmarks Implementation Checklist**

## **For Independent Training Providers**

## **SELF-ASSESSMENT TEMPLATE**

Rate your current provision against each benchmark using the following scale:

* 1 = Not yet in place
* 2 = In development
* 3 = Partially embedded
* 4 = Fully embedded
* 5 = Embedded and regularly reviewed

### **Benchmark 1: A Stable Careers Programme**

| **Element** | **Rating** | **Evidence** | **Actions Needed** |
| --- | --- | --- | --- |
| Board-approved careers strategy |  |  |  |
| Named careers leader appointed |  |  |  |
| Annual review process in place |  |  |  |
| Dedicated budget allocated |  |  |  |
| Staff training plan established |  |  |  |

**Overall Benchmark Rating:** \_\_\_\_\_/5

###

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### **Benchmark 2: Learning from Career and Labour Market Information**

| **Element** | **Rating** | **Evidence** | **Actions Needed** |
| --- | --- | --- | --- |
| Labour market data integrated into curriculum |  |  |  |
| Digital tools and resources available to learners |  |  |  |
| Careers information updated termly |  |  |  |
| Information accessible to all learners (including SEND) |  |  |  |

**Overall Benchmark Rating:** \_\_\_\_\_/5

### **Benchmark 3: Addressing the Needs of Each Pupil**

| **Element** | **Rating** | **Evidence** | **Actions Needed** |
| --- | --- | --- | --- |
| Needs assessment process for each learner |  |  |  |
| Differentiated provision offered |  |  |  |
| Carer and family engagement strategy |  |  |  |
| Learner progress tracking system |  |  |  |

**Overall Benchmark Rating:** \_\_\_\_\_/5

### **Benchmark 4: Linking Curriculum Learning to Careers**

| **Element** | **Rating** | **Evidence** | **Actions Needed** |
| --- | --- | --- | --- |
| Careers themes embedded in curriculum |  |  |  |
| Guest speakers and case studies used |  |  |  |
| Project-based learning activities delivered |  |  |  |

**Overall Benchmark Rating:** \_\_\_\_\_/5

### **Benchmark 5: Encounters with Employers and Employees**

| **Element** | **Rating** | **Evidence** | **Actions Needed** |
| --- | --- | --- | --- |
| All learners have at least 2 substantive employer encounters per year |  |  |  |
| Encounters are meaningful and aligned to interests |  |  |  |
| Diverse range of employers represented |  |  |  |
| Learner feedback collected and acted upon |  |  |  |

**Overall Benchmark Rating:** \_\_\_\_\_/5

### **Benchmark 6: Experiences of Workplaces**

| **Element** | **Rating** | **Evidence** | **Actions Needed** |
| --- | --- | --- | --- |
| Varied workplace experiences offered |  |  |  |
| Structured reflection and debrief after experiences |  |  |  |
| Accessible to learners with SEND |  |  |  |
| Multiple sectors represented |  |  |  |

**Overall Benchmark Rating:** \_\_\_\_\_/5

### **Benchmark 7: Encounters with Further and Higher Education**

| **Element** | **Rating** | **Evidence** | **Actions Needed** |
| --- | --- | --- | --- |
| University and FE visits arranged |  |  |  |
| Information on progression routes provided |  |  |  |
| Guest speakers from HE and FE invited |  |  |  |
| Online resources accessible to learners |  |  |  |

**Overall Benchmark Rating:** \_\_\_\_\_/5

### **Benchmark 8: Personal Guidance**

| **Element** | **Rating** | **Evidence** | **Actions Needed** |
| --- | --- | --- | --- |
| Trained careers advisers available |  |  |  |
| Guidance accessible (face-to-face, online, hybrid) |  |  |  |
| Holistic approach to guidance (academic, wellbeing, career) |  |  |  |
| Guidance records maintained confidentially |  |  |  |

**Overall Benchmark Rating:** \_\_\_\_\_/5

## **ACTION-PLANNING WORKSHEET**

### **Priority Areas (from self-assessment)**

**Benchmark(s) identified as priorities:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for prioritisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **12–24 Month Implementation Timeline**

| **Milestone** | **Target Date** | **Lead Person** | **Resources Needed** | **Status** |
| --- | --- | --- | --- | --- |
| Appoint/confirm careers leader |  |  |  |  |
| Complete baseline assessment (Compass+) |  |  |  |  |
| Develop careers strategy document |  |  |  |  |
| Benchmark 1: Stable programme embedded |  |  |  |  |
| Benchmark 8: Personal guidance established |  |  |  |  |
| Employer engagement strategy developed |  |  |  |  |
| Benchmark 5: First employer encounters delivered |  |  |  |  |
| Benchmark 6: Workplace experiences planned |  |  |  |  |
| Staff training completed |  |  |  |  |
| All eight benchmarks reviewed |  |  |  |  |

### **Quick Wins (actions to start this term)**

## **EMPLOYER ENGAGEMENT TRACKING TEMPLATE**

### **Key Employers to Engage**

| **Employer Name** | **Industry Sector** | **Contact Person** | **Contact Details** | **First Contact Date** | **Relationship Type** | **Review Date** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Relationship Type:** e.g., guest speaker, workplace visit, mentoring, curriculum co-design, work experience host

### **Employer Encounter Log**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer/Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity Type:** ☐ Talk/Presentation ☐ Workplace Visit ☐ Mentoring ☐ Other: \_\_\_\_\_\_\_\_\_\_\_

**Number of Learners:** \_\_\_\_\_\_\_\_

**Programme(s) Represented:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Learner Feedback (summary):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Improvements for Next Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Follow-up Required:** ☐ Yes ☐ No If yes, action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lead Staff Member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **LEARNER FEEDBACK FORM**

**Gatsby Benchmarks: Careers Activity Feedback**

**Name (optional):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Programme:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity/Event Attended:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. How useful did you find this activity?**

☐ Very useful ☐ Useful ☐ Somewhat useful ☐ Not very useful

**2. What did you enjoy most about this activity?**

**3. What did you learn that will help with your career planning?**

**4. What could we improve for next time?**

**5. Would you like to know more about the employer/topic covered?**

☐ Yes ☐ No ☐ Not sure

**6. Any other comments?**

**Thank you for your feedback! This helps us improve our careers provision.**

## **IMPLEMENTATION PROGRESS TRACKER**

| **Action** | **Completed** | **Date** | **Evidence** | **Notes** |
| --- | --- | --- | --- | --- |
| Careers leader appointed | ☐ |  |  |  |
| Baseline assessment completed | ☐ |  |  |  |
| Implementation plan approved | ☐ |  |  |  |
| Benchmark 1: Stable programme | ☐ |  |  |  |
| Benchmark 2: Labour market info | ☐ |  |  |  |
| Benchmark 3: Personalisation | ☐ |  |  |  |
| Benchmark 4: Curriculum links | ☐ |  |  |  |
| Benchmark 5: Employer encounters | ☐ |  |  |  |
| Benchmark 6: Workplace experiences | ☐ |  |  |  |
| Benchmark 7: HE/FE encounters | ☐ |  |  |  |
| Benchmark 8: Personal guidance | ☐ |  |  |  |
| Staff training completed | ☐ |  |  |  |
| First annual review completed | ☐ |  |  |  |