



# Website audit

Delivered by



## Website audit

STATUTORY RESPONSIBILITY	GUIDANCE NOTES	YES/NO/ ACTION
<b>Careers Leader contact details</b>	The name, email address and telephone number of the school's Careers Leader should be clearly displayed and easy to find	
<b>Outline of the careers programme to inc:</b>  Summary of activities and times of year with hyperlinks to more detailed information if required (e.g. aims and objectives)  Accessible language and length  Date of next review	The information should be suitable for the four stakeholder groups;  1. Parents/carers 2. Teachers 3. Students 4. Employers  Ideally the above groups would have separate sections, with specific information applicable for each stakeholder audience. This should include how each one can contact key members of staff and how the groups can become involved in the career activities.	
<b>How the school measures and assesses the impact of the careers programme on pupils.</b>	This could be in the form of; <ul style="list-style-type: none"> <li>• destinations information</li> <li>• stakeholder surveys</li> <li>• Future Skills Questionnaire (FSQ)</li> <li>• Compass + or another tracker system</li> <li>• QiCS</li> <li>• Peer to Peer review</li> <li>• internal leadership review</li> <li>• any other evaluation measures the school uses e.g. guided learning walks</li> </ul>	
<b>Provider Access Policy</b>	Schools should set out their arrangements for provider access in a policy statement - see DfE example on page 55 of the <a href="#">Statutory Guidance</a>  The policy statement must include an explanation of how the school will comply with the legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships, including the times at which access is to be given, plus: <ul style="list-style-type: none"> <li>– any procedural requirements in relation to requests for access e.g., the main point of contact at the school to whom requests should be directed;</li> <li>– grounds for granting and refusing requests for access e.g., details of timetabled careers lessons, assemblies or careers events which providers may attend; and should include the safeguarding policy</li> </ul>	

	<ul style="list-style-type: none"><li>– details of premises or facilities to be provided to a person who is given access e.g. rooms and resources to be made available in support of a provider visit</li><li>– how the school will work with each visiting provider;</li><li>– a list of providers that have previously been invited into the school;</li><li>– if the school accepts live online encounters;</li><li>– destinations of previous pupils; and</li><li>– information about how a provider can raise a complaint and the procedure that will be followed</li></ul>	
NON-STATUTORY BUT GOOD PRACTICE	GUIDANCE NOTES	YES / NO ACTION
Welcome statement from the Careers Leader	A brief explanation of what careers is and the model of delivery	
The school's employer links	Logos of the employers who support the careers programme, in addition this could include a QR code linking to a 'menu of opportunities' for how businesses can engage with the school.	
Quality in Careers Standard	Information regarding whether the school is working towards a <a href="#">Quality in Careers Standard Award</a>	
Careers Personnel	Profiles of key people who are involved in careers such as Careers link Governor, Enterprise Adviser and Careers Adviser.	
Links to helpful websites for students and parents	Including the <a href="#">National Careers Service</a> , <a href="#">Skills for Careers</a> and <a href="#">Find an Apprenticeship</a> (see additional suggested sites <a href="#">here</a> )	
Links to local Post 16 Providers	The <a href="#">Provider Portal</a> tool will help with independent training providers, also include local FE and HE institutions	
Links to Labour Market Information sources of help	LMI for All <a href="#">careerometer and skillsometer</a> Information on the local and regional labour market <a href="#">Our Region, Your Future video</a> <a href="#">Summary of the North East labour market</a>	
OFSTED	Any positive comments made about careers during an Ofsted inspection	
Get in touch section	An enquiry form for students to contact the Careers Adviser/Careers Leader, or a dedicated careers e mail	
Alumni	Profiles of what past students have gone on to achieve, plus a statement on how alumni can volunteer to connect to the school	
Social media	Links to careers pages on Facebook, Twitter, Instagram etc	