

Aspiration and Action

Tracking Process



Is a Careers Guidance Interview due?
(Years 11 and 13 as standard)

Yes

Actions to be completed PRIOR to Annual Review:

MJC Update Vocational Profile with student

MJC Update Summary Sheet & send to AR Co-ordinator

MJC prepare student for their Careers Guidance Interview; discussion & leaflet

Careers Guidance Interview

Report & Action Plan created by MFSH & sent to MJC & Teacher

Annual Review:

VP Summary

Carers Guidance report & Action Plan shared at AR

Actions from Careers Guidance meeting followed up by Teacher in collaboration with MJC if support required

No

Actions to be completed PRIOR to Annual Review:

MJC Update Vocational Profile with Student

MJC Update Summary Sheet & send to AR Co-ordinator

If applicable, include latest Careers Guidance Interview Report & Action Plan & send to AR Co-ordinator



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