

Measuring and assessing the impact of the Careers Programme

Year 6 (KS2):

- **Baseline assessment carried out with parents/carers:**

Successful Transition to Adulthood Checklists

Directions:

At the end of Yr6 baseline the successful transition to adulthood checklists. Record the date in each column. For each skill, record a score based on the top of each checklist. When the score has been entered, it will automatically fill in the graph. If you do not want to track a certain skill, you can just skip it.

Use: Use these successful transition to adulthood checklists to track an individual's progress over time, at end Yr6, Yr9, Yr11 and Yr14.

TABLE OF CONTENTS: LIFE SKILLS CHECKLISTS	SHEET
Dressing Skills	1
Personal Hygiene	2
Mealtime	3
Food Preparation	4
Chores	5
Safety Skills	6
School Routine	7
Before and After School Routine	8
Personal Health	9
Interpersonal	10
Transportation Skills	11
Self Advocacy	12
Community Life Skills	13
Money Management	14
Leisure	15
Pre-Vocational	16

Life Skills Checklist Scoring:

0 – unable to perform any of the skill

1 – completes 1-25% of the skill

2 – completes 26-50% of the skill

3 – completes 51-75% of the skill

4 – completes 76-100% of the skill

5 – completes the skill independently with verbal cues, occasional prompts or set up

6 – completes the skill independently without any assistance

- **Baseline assessment carried out with Yr6 class teacher:
SkillsBuilder Toolkit – The Framework and Principles for
building essential skills with learners with SEND.**



Year 7 (KS3) to Year 14 (KS5):

From Year 7 through to the end of Year 14, the progress and attainment for each individual student is measured and assessed through the following provision:

School-based:

- Pupil Progress
- EHC Plan Annual Reviews

School-based assessment/internal moderation:

- Delivery of SkillsBuilder Framework
- Delivery of The Prince's Trust Achieve Programme
- Delivery of Edexcel Functional Skills English, Mathematics and ICT

External moderation:

- Certification of The Prince's Trust Achieve Programme
- Certification of Edexcel Functional Skills English, Mathematics and ICT

Careers Leader's Careers Programme Termly Monitoring and Evaluation:

The Progression of Careers-related Knowledge and Skills Map is delivered through a variety of activities including; timetabled lessons, within other core curriculum areas as well as bespoke opportunities, activities and events ran by external agencies, businesses and employers.

By having a Progression of Careers-related Knowledge and Skills Map, monitoring and evaluation allows us to ensure the quality of our provision and inform our future decision making.

Monitoring activities adopted by Coppice School are:

- Learning walks
- Lesson observation
- Key stakeholder voice meaningful encounter feedback - students, staff, parents & carers, external agencies
- Whole school assessment tracking
- Internal moderation – work products, qualifications/accreditation, EHCP documents

Evaluation activities are used to measure the impact of our Progression of Careers-related Knowledge and Skills Map and inform planning of future events.

Evaluation activities adopted by Coppice School are:

- Analysis of termly Compass and Tracker results
- Feedback from personal guidance interviews
- Lesson observations
- External moderation – qualifications/accreditation
- Key stakeholder voice for Progression of Careers-related Knowledge and Skills Map evaluation - students, staff, parents & carers, external agencies
- Annual Progression of Careers-related Knowledge and Skills Map Review
- Destination data

Each academic year the Careers Leader following the Annual Review of the Progression of Careers-related Knowledge and Skills Map, will update the Action Plan and the provision on offer to students will be audited utilising the Compass and Tracker tool.

1. **Plan** – review existing evidence; develop action plan; inform others.
 2. **Do** – collect data; monitor progress.
 3. **Check** – analyse data; develop recommendations; report to others.
 4. **Act** – Disseminate finding and implement new recommendations.
- End of Autumn Term 2 – submission of Progression of Careers-related Knowledge and Skills Map Monitoring, Reviewing, Evaluation and Improvement Record to SLT and Link Governor.
 - Spring 1 – Disseminate findings and implement recommendations.
 - End of Spring Term 2 - submission of Progression of Careers-related Knowledge and Skills Map Monitoring, Reviewing, Evaluation and Improvement Record to SLT and Link Governor.
 - Summer 1 - Disseminate findings and implement recommendations.
 - End of Summer Term 2 - submission of Progression of Careers-related Knowledge and Skills Map Monitoring, Reviewing, Evaluation and Improvement Record to SLT and Link Governor.
 - Autumn 1 - Disseminate findings and implement recommendations.