

Resources

| Organisation | Activity | Website | About | For teachers | For students | Berkshire |
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| Adviza | Careers advice and Guidance and resources for individuals and schools/colleges | www.adviza.org.uk | Charity inspiring people to make better decisions that help them progress in learning and work. | ✓ | ✓ | |
| Aim Apprenticeships | Website platform with information about apprenticeships and search facility | www.aimapprenticeships.co.uk | Resources for parents, students and businesses | ✓ | ✓ | |
| Amazing Apprenticeships | Free Apprenticeship resources | www.amazingapprenticeships.com | Free resources for teachers, parents and students | ✓ | ✓ | |
| Apprenticeships | Information on apprenticeships traineeships. Vacancy search | www.gov.uk/apply-apprenticeship www.getingofar.gov.uk | National Government website for apprenticeships | ✓ | ✓ | |
| Army | Army careers related shows and events, and role finder | www.army.mod.uk/join | National Army careers information and resources | ✓ | ✓ | |
| Barclays | Comprehensive life skills information | www.barclayslifeskills.com | Resources for teachers, information for parents, students | ✓ | ✓ | |
| BBC Bitesize | Education resources, Bitesize revisions guides and phone app | www.bbc.co.uk/education | BBC bitesize resources for students and teachers | ✓ | ✓ | |
| Business in the Community | Schools programmes with large organisations | www.bitc.org.uk www.futureproof.bitc.org.uk | Business network connecting business to communities and schools | ✓ | | |
| Career Ready | Work placements work visits mentoring | www.careerready.org.uk/schools-colleges | Employability programmes for young people | ✓ | | |
| Careers in horse racing | Horse riding Careers and employment portal | www.careersinracing.com | Careers information for teachers, parents, students | ✓ | ✓ | |
| Careers Lab | Ambassadors Activities and workshops for the classroom | www.careerslab.co.uk/schools | Businesses engagement programme to support teachers and bring to life their careers education | ✓ | | |
| Careers Development Institute (CDI) | Careers framework templates, career development news, resources | www.thecdi.net/ | Professional membership body including professional register, and common professional standards | ✓ | | |

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| Cegnet | Comprehensive careers website | www.cegnet.co.uk | An online community for teachers, careers professionals to share news and resources | ✓ | | |
| CITB Construction Industry Training Board | Go Construct website for opportunities and career paths available in the construction and built environment | www.goconstruct.org | Go construct website is the construction industry and partners pulling together to encourage people to consider a career in construction | ✓ | ✓ | |
| Compass | Careers provision evaluation tool | www.compass-careers.org.uk | A self-evaluation tool for schools/sixth forms to gain a greater understanding of their careers education and guidance provision and compare their provision to the Gatsby Benchmarks and national average | ✓ | | |
| Creative Choices | Online employment/volunteering opportunities and sector information | www.ccskills.org.uk/careers | Help and advice for creative careers including opportunities | ✓ | ✓ | |
| Dyson Foundation | Free resources and challenges for teachers and pupils | www.jamesdysonfoundation.co.uk | Free resources to help students learn about engineering | ✓ | ✓ | |
| Education Business Partnership (West Berkshire) (Central CBEBP) | Work experience business insight days, CV skills workshops, Mock interview, work placements | www.ebpwb.co.uk www.cbebp.co.uk | Not-for-profit organisation with charitable status; set up to facilitate links between education and the world of work. | ✓ | ✓ | ✓ |
| Elevate | Regional resources advice and guidance | www.berkshire.elevateme.org.uk | For 16-24 year olds in Berkshire to get help, advice and support on employment, work experience, volunteering and mentoring. | ✓ | ✓ | ✓ |
| Enabling Enterprise | Complete approach to transforming student's enterprise skills | www.enablingenterprise.org | Helps schools to link curriculum learning to careers, support encounters with employers and employees/ experiences of workplaces | ✓ | | ✓ |
| Founders4schools | Career talks | www.founders4schools.org.uk | A free nationwide service to enable teachers to connect with business leaders to conduct career talks and visit schools | ✓ | | |
| Future Finder | Careers web app | www.futurefinder.yourlife.org.uk | Personalised careers portal, helping students view careers by personality and A-Levels. | ✓ | ✓ | |
| Future First | Alumni Network | www.futurefirst.org.uk | Engage with former students to provide inspiration and role models | ✓ | | |

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| Get in Go Far | Apprenticeship campaign | www.getingofar.gov.uk | Aimed at helping young people aged 15-19 better understand apprenticeships | ✓ | ✓ |
| Green Power | Opportunity for young people 9-25 years to learn about sustainable engineering and take part in challenges | www.greenpower.co.uk | Educational programmes into the subjects of sustainable engineering and technology | ✓ | |
| Heathrow Airport | National Careers Fair / Schools Challenges | www.heathrowjobsandcareersfair.co.uk www.heathrow.com/company/community-and-environment/responsible-heathrow/case-studies/heathrow-schools-volunteering-programme | Heathrow school programmes and National Careers fair | ✓ | ✓ |
| ICAEW The institute of Chartered Accountants in England and Wales | Chartered Accountants membership programme | www.icaew.com | Student, graduate schemes including career advice webinars | ✓ | ✓ |
| icould | Comprehensive careers website | www.icould.com | Career inspiration and information for young people via video stories, job information, advice and tips | ✓ | ✓ |
| Inspiring the Future | Careers talks CV workshops, mock interviews, employer-led curriculum learning | www.inspiringthefuture.org | Free service providing volunteers from all sectors going into state secondary schools and colleges to talk about their sectors and job | ✓ | |
| Learning to Work (part of Education Business Partnerships) | Work experience business insight days, CV skills workshops, Mock interview, work placements | www.learningtowork.org.uk | Learning to Work is a not-for-profit organisation with charitable status; set up to facilitate links between education and the world of work | ✓ | ✓ ✓ |
| Lionheart Challenge | School's Students partaking in a Business Challenge in one day within a School setting. | www.fla.uk.com/Home/ | Nationwide Enterprise Programme | ✓ | |
| Michael Page/ Page Talent internship opportunities | Recruitment specialists for employers and students | www.pagetalent.co.uk | Resources for teachers, opportunities and careers advice for interns | ✓ | ✓ |
| Milk Round Graduate and Jobs website and information | Careers advice Employment opportunities for young people | www.advice.milkround.com | Student and Graduate job website | | ✓ |
| National Careers Service | Comprehensive careers website | www.nationalcareersservice.direct.gov.uk/Pages/Home.aspx | Provides information, advice and guidance to help people make decision on learning, training and work opportunities | ✓ | ✓ |

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| National Citizen Service – summer programme for 15-17 year olds | Challenges and outdoor activities including a residential opportunity | www.ncsyes.co.uk | NCS is a social enterprise for 15-17 year olds to get involved in activities and challenges outside of term time | ✓ | ✓ | |
| National Health Service | Career resources for students and teachers including lesson plans and a career mapping quiz | www.healthcareers.nhs.uk/ | NHS comprehensive careers website | ✓ | ✓ | |
| Not going to Uni | Comprehensive careers website | www.notgoingtouni.co.uk | One stop site for apprenticeships, gaps years, distance learning and jobs | ✓ | ✓ | |
| Oakwood Youth Challenge | Outdoor activity centre including residential opportunities | www.oakwoodyouth.co.uk/schools | Christian charity club and activity centre including residential opportunities | ✓ | ✓ | |
| Open2study MOOC | Free study resources online Massive online list of free courses | www.open2study.com www.mooc-list.com | Free on-line study courses for individuals | | ✓ | |
| Pathway CTM | Work placements, insight days, employability skills, CV creation. | www.pathwayctm.com | Schools programmes to improve the employability, career prospects and lives of school leavers. | ✓ | | |
| Plotr | Comprehensive careers website | www.plotr.co.uk | For 11-24 year olds to discover and explore careers. Including an online careers game | ✓ | ✓ | |
| Princes Trust | Volunteering, skill and citizenship, work related learning, enterprise competitions | www.princes-trust.org.uk | Support 13-30 year olds who are unemployed or struggling at school by providing practical and financial support. Skills for work short courses. | ✓ | ✓ | |
| Ryman National Enterprise Challenge | Enterprise challenge and competition | www.nationalenterprisechallenge.co.uk | Students work on challenges set by real life businesses | ✓ | ✓ | |
| Sky TV Academy | Various programme for young people to learn about jobs in media, business and technology and go behind the scenes | www.teachers.sky.com | School education programme at sky academy and work experience opportunities | ✓ | ✓ | |
| Speakers for Schools | Speakers for schools and online resources and websites for young people | www.speakers4schools.org | Providing schools with free talks from leading figures to inspire and empower young people | ✓ | ✓ | |
| STEMNET | Mentoring with an employee, enterprise activities, curriculum learning | www.stemnet.org.uk | Opportunities to inspire young people in STEM via STEM clubs /programmes also provide ambassadors for school/ colleges | ✓ | ✓ | |
| Talentino | Career development programmes | www.talentinocareers.co.uk | Training for staff & volunteers in Early Career Coaching. | ✓ | ✓ | ✓ |

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| Thames Valley Regional Network Ltd (TVRN) | Apprenticeships, training, summer programmes | www.tvrn.co.uk | Network of apprenticeship training providers covering the Thames Valley region | ✓ | ✓ | ✓ |
| Tomorrow's Engineers | Comprehensive careers website, work place visits, enterprise activities | www.tomorrowsengineers.org.uk | Information and resources about careers available in engineering | ✓ | ✓ | |
| West Berkshire Training Consortium | Apprenticeships and training | www.wbtc-uk.com | Training provider for a range of Modern Apprenticeships | ✓ | ✓ | |
| Wokingham Federation | The Wokingham Secondary Federation works together to provide support and training for all its schools. | www.wokinghamfederation.co.uk | Voluntary collaboration between member schools to improve the provision and management of secondary education in Wokingham Borough | ✓ | | |
| World skills | International/National technical skills competitions | www.worldskillsuk.org | Schools, young people skills competitions | ✓ | | |
| Young Enterprise | Employer delivered employability skills workshops | www.young-enterprise.org.uk | Young enterprise is the UK's leading charity that empowers young people to harness their personal and business skills | ✓ | ✓ | |

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| Academies | State maintained but independently-run schools established with help from business, faith or voluntary group sponsors. |
| A-level | A-levels are typically taken by students looking to continue on to higher studies. These are exams taken after GCSEs. |
| Apprenticeship | Employment training that involves following and studying a master of a trade on the job instead of in school. There are a variety of apprenticeship grades, some being the equivalent of A levels or degree qualifications. There is currently low awareness of the opportunities and progression routes apprenticeships offer. |
| Articles of Association | The Articles of Association sets out regulations for academies including the composition of the governing body. |
| Attainment 8 | A student's average achievement across 8 key subjects at GCSE |
| Attainment Targets | These establish what pupils of differing abilities should be expected to know and be able to do by the end of each Key Stage of the curriculum. |
| BIS | Department for Business, Innovation and Skills |
| BTEC | The Business and Technology Education Council (BTEC) First Diploma is a vocational qualification taken in England, Wales and Northern Ireland by young people aged 14 and over and by adults. |
| CEIAG | Careers Education Information Advice and Guidance. An effective careers education programme will ensure that young people gain the necessary skills and information to make impartial and effective decisions regarding careers and professional development. |
| Collaborative Converter Chain | Groups of academies that are governed individually and that each have their own funding agreement but which agree to work together through a collaborative partnership. |
| Community Governor | A governor representing community and local businesses chosen by members of a governing board. |
| DDA | Disability Discrimination Act - The legislation required public bodies to promote equality of opportunity for people with disabilities. |
| Destination Measures Data | Destination Measures Data is produced and published by the Department for Education using existing data collections and is based on sustained participation. It shows the percentage of a school's former pupils who continued their education or training (including through an apprenticeship), went into employment, and those who were not in education, employment or training (NEET). The data is broken down by a range of pupil characteristics, including special educational needs, eligibility for free school meals in year 11 and at key stage 4, disadvantaged pupils who would have attracted the pupil premium. |
| DfE | Department for Education. |
| Directed Time | Time when a teacher must be available to carry out duties, including attending staff and parent meetings. |
| EA | Enterprise Advisor. Drawn from business, volunteers work directly with the leadership of individual schools to develop an effective employer engagement programme, to inform a careers and enterprise whole school strategy. |
| EAL | English as an Additional Language. Refers to students whose first language is not English. |
| EBacc | The English Baccalaureate is a school performance indicator. It measures the percentage of students who achieve 5+ A*- C grades in English, Maths, Science, a foreign language and either History or Geography. |
| EBD | Emotional and Behavioural Difficulties |
| EBP | Education Business Partnership. Their main aim is to build sustainable links with employers. Previously sponsored by the government, EBPs now charge schools for their services but also secure corporate sponsorship and tenders on behalf of schools/colleges to deliver employer led activities. Over the past year EBPs secured in excess of £1.4m on behalf of schools to support work related learning. Main services include Work Experience, Work Related Learning, Enterprise Education and |

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| | Careers Education, Information and Guidance (CEIAG) by linking the worlds of business and education to offer young people a rewarding and realistic introduction to work. |
| EC | Enterprise Coordinator. Recruited or funded by the LEP to engage a network of local business volunteers to work with leadership and management teams within schools. |
| Education Forum | Established by the government as a consultative group including the NGA, the LGA and all the teaching and head teaching unions. |
| EHC | Education, health and care (EHC) plans are for children and young people aged up to 25 who need more support than is available through special educational needs support. |
| Employer Engagement Strategies | Designed to enhance and develop the delivery of careers education through various methods such as work experience, enterprise activities, sector specific information, stimulation challenges from employers, job specific tasks and tutorials. |
| Employers | Large national employers, small businesses and the self-employed. |
| ESB | Employment and Skills Board. Third party organisations consisting of local businesses and educational providers to identify employer skills gaps and ensure businesses have a workforce with the skill sets they need to thrive. |
| Executive Head | The role of executive head is used to describe a head teacher role that has elements of lead managerial responsibility for more than one school. Found in Academy chains. |
| Extended Schools/Services | Schools that provide a range of services and activities often beyond the school day. |
| FE | Further Education. Distinct from higher education offered in universities and beyond or overlaps with that of secondary school education. |
| FSM | Free School Meals. Refers to students who are entitled to a free school lunch due to their family being in receipt of certain other government benefits or household income being under a specific threshold. All students in Reception, Year 1 and Year 2 are entitled to receive FSM under the government's universal infant FSM programme. |
| G+T | Gifted and Talented. Refers to students who have abilities developed to a significantly higher level to others in their year group. |
| GCSE | General Certificate of Secondary Education. National exams taken in Year 11. |
| Governing Board | An overarching term that refers to both the board of LA maintained schools and academies/MATs (Board of Trustees). |
| HE | Higher Education. Post 18 education usually at universities and colleges. |
| IAG | Information, Advice and Guidance. This allows students to make suitable educational and employment decisions and to minimise the potential costs associated with uninformed and unsuccessful choices. |
| IEP | Individual Education Plan, a programme for pupils with special educational needs. |
| INSET | In Service Education and Training. Courses for practising teachers and school staff. |
| Key Sectors | Priority sectors recognised as key to future economic growth and job creation. |
| Key Stage (KS1 - 5) | The five stages of the national curriculum. The key stages are KS1 (age 5–7), KS2 (age 7–11), KS3 (age 11–14), KS4 (age 14–16) and KS5 (age 16–19). |
| Key Stage 4 | The legal term for the two years of school education that incorporate GCSEs and other exams. Normally known as Year 10 and 11 in England and Wales. |
| Key Stage 5 | Used to describe the two years of education for students aged 16-18. Often described as year 12 and 13. |
| LA | Local Authority. An administrative body in local government that LEPs are accountable to. LEPs may straddle multiple LAs. |
| LEP | Local Enterprise Partnership. Voluntary partnerships between local authorities and the private sector, set up in 2011 by the Department for Business, Innovation and Skills to help determine local economic priorities and lead growth and job creation within local areas. |
| LGA | Local Government Association. National organisation supporting and representing local government |
| LMI | Labour Market Information. Data, statistics and research about the workplace including unemployment rates, salary and demand and supply of labour. Reliable sources of LMI are the Annual Survey of Hours and Earnings, Labour Force Survey, Employer Skills Survey and Working Futures. |

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| NASBM | National Association of School Business Managers. Comprising senior members of non-teaching staff responsible for managing non-teaching activity in a school. |
| National Careers Service | A publicly funded careers service for adults and young people aged 13 or over. Services include providing information, advice and guidance on learning, training, career choice, career development, job search and the labour market. |
| National Curriculum | This was established by the 1998 Education Reform Act to ensure that all pupils receive a broad and balanced education that is relevant to their needs. |
| National Leaders of Governance (NLG) | Highly effective chairs of governing bodies as designated by the National College for Teaching and Leadership. They can work with other chairs and governing bodies to help with their development and improve their school performance. |
| NCS | NCS is a branded the National Citizen Service, a government funded part-residential programme open to all 16 and 17 year olds in England that helps to develop employability skills. |
| NEET | Young people Not in Education, Employment and/or Training. |
| NQT | Newly Qualified Teacher. |
| NVQ | National Vocational Qualification, a work based qualification that recognises the skills and knowledge a person needs to do a job. |
| Ofqual | The Office of the Qualifications and Examinations Register. |
| Ofsted | Office for Standards in Education, Children's services and Skills. Ofsted inspectors assess the quality of independent careers guidance and students' post-school destinations in making their judgement on the leadership and management of a school. In 2013 Ofsted reported that "only one in five schools were effective in ensuring that all students were receiving the level of information they needed". |
| Partner Organisation | Professional organisations/bodies who add to LEP careers provision. Key relationships will be used to mobilise volunteers. |
| PI | Performance Indicators. Used to evaluate the success of a school in a particular activity. |
| Progress 8 | A measure of how much progress a student has made across 8 key subjects at GCSE. |
| PRU | Pupil Referral Unit. Alternative provision for pupils unable to attend a mainstream school or special school due to BESD. |
| PSHE | Personal, Social, Health and Economic education. |
| Pupil Premium | Additional funding to raise the attainment of disadvantaged students and close the gap between them and their peers. |
| Pupil Profile | Broad evaluation of a pupil's personality, interests and capabilities. It forms part of the pupil's Record of Achievement. |
| ROA | Record of Achievement. |
| SATs | Standard Assessment Tests are national curriculum tests taken at the end of Year 6. |
| School Census | A statutory return that takes place during the autumn, spring and summer terms. Maintained schools and academies should take part in the census. |
| SENCO | Special Educational Needs Coordinator. The teacher responsible for coordinating SEND provision in schools. |
| SEND | Special Educational Needs and Disabilities. |
| Skills Gap | Specific sectors can experience a skills gap, causing low job density or a lack of a skilled workforce. |
| SLT | Senior Leadership Team |
| Special School | Schools that make provision for pupils with statements of special educational needs, whose needs cannot be fully met from within mainstream provision. |
| Special Unit | A unit attached to a mainstream school to cater for children with specific special needs. |
| Sponsored Academy Chain | A group of academies sharing the same lead sponsor and usually operating as either a multi-academy trust or an umbrella trust. |
| STEM | Science, Technology, Engineering and Mathematics. The term is typically used when addressing education policy and curriculum choices in schools to improve competitiveness in science and technology development. Some LEP regions experience a shortage of STEM skills, reflected in their Strategic Economic Plans. |

THE CAREERS & ENTERPRISE

Traineeship

A traineeship is a course with work experience that prepares young people for work or an apprenticeship. It can last up to 6 months.

Work Experience

A planned programme as part of careers education that enables pupils in school time to sample experience of a working environment of their choice.
