

Employer Standards for Careers Education

Preview of self-assessment question set

Medium & Large employers



To help you prepare to complete the self-assessment, we are providing the complete question set, to allow you to find any information that you don't have to hand. Once you have all the information, we anticipate that completing the digital self-assessment will take 20-30mins, giving real time results and recommendations.



Inspire young people for their best next step



Provide meaningful opportunities

1 In the past year, which of these encounters has your organisation engaged in to support young people's careers education?

Supporting Students:

- | | | |
|--|--|--|
| 1. Careers talk: with students | 7. Careers events: speed networking | 12. Preparing for job applications: CV workshop |
| 2. Careers talk: on Apprenticeships and | 8. Careers events: essential skills workshops | 13. Employer mentoring |
| 3. Technical pathways | 9. Careers events: STEM activities | 14. Supporting extracurricular activities: school clubs |
| 4. Careers talk: with wider audiences e.g. parents, carers and guardians | 10. Preparing for job applications: mock interview | 15. Supporting extra-curricular activities: skills or entrepreneurial competitions |
| 5. Careers events: careers choices events | 11. Preparing for job applications: mock assessment centre | |
| 6. Careers events: careers/recruitment fairs | | |

[All listed with in person or virtual/online options]

2 In the past year, how many young people has your organisation reached through these careers education encounters?

Tick box:

- | | | | | | | | | | |
|------|--------|---------|---------|---------|---------|-------------|-------------|---------|------------|
| 1-49 | 50-149 | 150-349 | 350-499 | 500-749 | 750-999 | 1,000-4,999 | 5,000-9,999 | 10,000+ | Don't know |
|------|--------|---------|---------|---------|---------|-------------|-------------|---------|------------|

3 In the past year, which year group(s) were reached through all of your organisations' careers education activities?

Tick box:

- | | | | |
|---------------------|--------------------|---------------------|-------------------------------------|
| Reception (age 4-5) | Yr4 (aged 8-9) | Yr. 8 (aged 12-13) | 6th form / Year 12-13 / 16-19 study |
| Yr. 1 (age 5-6) | Yr5 (aged 9-10) | Yr. 9 (aged 13-14) | - 19+ if SEND |
| Yr2 (age 6-7) | Yr6 (aged 10-11) | Yr. 10 (aged 14-15) | |
| Yr3 (age 7-8) | Yr. 7 (aged 11-12) | Yr. 11 (aged 15-16) | |

(Tick all that apply)

4 In the past year, which of these workplace experiences has your organisation engaged in to support young people's careers education?

- | | | |
|--|--|--|
| Workplace visits | Short work experience (1-2 week block) | Longer Placements (Other industry placements for 16-19 year old's) |
| Job shadowing | Longer Placements (T Level Industry) | Volunteer opportunities |
| Short work experience (less than 1 week) | Placements for 16-19 yr. old's) | |

[All listed with in person or virtual/online options]

5 In the past year, how many young people has your organisation reached through these workplace experiences?

Tick box:

- | | | | | | | |
|-----|-------|-------|---------|---------|-------|------------|
| 1-9 | 10-49 | 50-99 | 100-499 | 500-999 | 1000+ | Don't know |
|-----|-------|-------|---------|---------|-------|------------|



Inspire young people for their best next step



Provide meaningful opportunities

6 In the past year, which year group(s) were reached through all of your organisations' workplace experiences? Note: do not include those taking part in traineeships or apprenticeships.

Tick box:

Reception (age 4-5)	Yr4 (aged 8-9)	Yr. 8 (aged 12-13)	6th form / Year 12-13 / 16-19 study
Yr. 1 (age 5-6)	Yr5 (aged 9-10)	Yr. 9 (aged 13-14)	- 19+ if SEND
Yr2 (age 6-7)	Yr6 (aged 10-11)	Yr. 10 (aged 14-15)	
Yr3 (age 7-8)	Yr. 7 (aged 11-12)	Yr. 11 (aged 15-16)	

(Tick all that apply)

7 Does your organisation have a formal application process for young people and schools, special schools or colleges accessing experiences of the workplace?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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8 When offering an experience of the workplace, do students get the opportunity to meet with a range of people and have extensive two-way interaction?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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9 As part of any experience of the workplace you offer do students get the opportunity to produce a piece of work relevant to your workplace and receive feedback on it from someone at your organisation?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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10 Does your organisation define the aims and learning outcomes of the activity you are engaging in through consultation with the school, special school or college?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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11 Does your organisation seek to find out more about the young people attending your activities so that you can tailor the activities?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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12 If your organisation has graduates, apprentices, trainees, school leavers or T-Level students in the workforce, does it involve them in delivering careers education activities?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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Inspire young people for their best next step



Be inclusive

13 To what extent does your organisation actively seek to work with schools, special schools or colleges most in need of employer engagement support to deliver careers education?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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14 Does your organisation proactively seek to engage under-represented groups in your sectors workforce, ahead of engaging in any careers education activities in schools, special schools, colleges or via activity providers?

Economically disadvantaged young people i.e. those eligible for Free School Meals (FSM)	All in a table with these options against them:
Young people with Special Educational Needs (SEND)	Yes – always
Looked After Children (LAC)	Yes –sometimes
Electively Home Educated (EHE) young people	Not yet – but we are looking at/plan to look at ways of doing this
Students in Alternative Provision (AP)	No – and we have no plans for this
Gypsy Roma Traveller (GRT) young people	Not applicable
Under-represented men or women in the workforce	Don't know
Under-represented ethnic groups in the workforce	
Other under represented groups in your sector	

15 Do your organisation's careers education activities actively challenge stereotypical thinking (in terms of protected characteristics, industry perceptions, etc.)?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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16 Does your organisation typically ensure that your careers education activities are inclusive for Special Educational Needs or Disability (SEND) students?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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17 Does your organisation seek to find out the needs of the young people participating (inc. accessibility, religious requirements etc.), ahead of engaging in any careers education activities ?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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18 Does your organisation ensure your resources are inclusive for all young people it works with?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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Inspire young people for their best next step



Be inclusive

19

Does your organisation consider digital access and accessibility when delivering virtual careers education activities (e.g. provision of laptops/internet connectivity and ensuring disabled young people can access digital content)?

- Yes – always
- Yes – sometimes
- Not yet – but we are looking at/plan to look at ways of doing this
- No – and we have no plans for this
- Not applicable
- Don't know

20

Does your organisation typically consider how the person / people delivering the activities are relateable to the young people involved, ahead of engaging in any careers education activities?

- Yes – always
- Yes – sometimes
- Not yet – but we are looking at/plan to look at ways of doing this
- No – and we have no plans for this
- Not applicable
- Don't know



Evaluate and improve

21

Does your organisation evaluate your careers education activities to understand if they are having the intended impact?

- Yes – always
- Yes – sometimes
- Not yet – but we are looking at/plan to look at ways of doing this
- No – and we have no plans for this
- Not applicable
- Don't know

You will only be asked Q22-Q30 if you answer yes to Q21.

22

Does your organisation work with the school, special school or college to ensure that the evaluation of your careers education activities take into account feedback from young people?

- Yes – always
- Yes – sometimes
- Not yet – but we are looking at/plan to look at ways of doing this
- No – and we have no plans for this
- Not applicable
- Don't know

23

When evaluating an activity, does your organisation work with the school, special school or college to ask young people whether it has helped them to feel more ready for the world of work?

- Yes – always
- Yes – sometimes
- Not yet – but we are looking at/plan to look at ways of doing this
- No – and we have no plans for this
- Not applicable
- Don't know



Inspire young people for their best next step



Evaluate and improve

24 When evaluating an activity, does your organisation work with the school, special school or college to ask young people whether it has helped them to develop skills (e.g., essential skills and other career readiness skills)?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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25 When evaluating an activity, does your organisation work with the school, special school or college to ask young people whether they have an improved understanding of your industry?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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26 When evaluating the activity, does your organisation work with the school, special school or college to ask young people whether they have an improved understanding of your organisation?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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27 When evaluating an activity, does your organisation work with the school, special school or college to ask young people whether they have an improved understanding of pathway(s) and any subject requirements to enter your profession/business?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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28 Does your evaluation activity take into account feedback from your organisations' employee volunteers who are taking part in/ delivering the activity?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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29 Does your organisation's evaluation activity take into account feedback from teachers/tutors?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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30 Does your organisation adapt your careers education activities based on evaluation feedback?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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Prepare young people to be career ready



Build essential skills and explain their relevance

31 Through the careers education activities that your organisation provides, are young people supported to build the following essential skills:

(tick all that apply)

Listening	Speaking	Problem Solving	Creativity	Staying positive	Aiming high	Leadership	Teamwork	Other
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32 Does your organisation consistently name these essential skills in your encounters and supporting resources, with opportunities to practise them?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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33 Does your organisation provide the opportunity to practise and progress in these essential skills in any workplace experiences it offers?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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34 Does your organisation support young people to understand how these essential skills are used and valued in the world of work?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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35 Does your organisation support teachers, Careers Leaders or other relevant members of school/ special school/college staff to understand how these essential skills are used and valued in the world of work?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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36 Does your organisation use essential skills in your early careers recruitment to indicate role requirements and aid progression?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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Prepare young people to be career ready



Prepare young people for application processes

37 Does your organisation support young people to understand the application processes that they might face if they wanted to work for your organisation?

(tick all that apply)

Listening Speaking Problem Solving Creativity Staying positive Aiming high Leadership Teamwork Other

38 Does your organisation offer opportunities to practise interview skills?

(online and in-person options for all yes options)

Yes – always Yes – sometimes Not yet – but we are looking at/plan to look at ways of doing this No – and we have no plans for this Not applicable Don't know

39 Does your organisation offer opportunities to practise other assessment processes that form part of the recruitment process? (e.g. psychometric testing, assessment centres, task based questions)

(online and in-person options for all yes options)

Yes – always Yes – sometimes Not yet – but we are looking at/plan to look at ways of doing this No – and we have no plans for this Not applicable Don't know

40 Does your organisation support young people to articulate their experience and skills in written documents (e.g. on a CV, LinkedIn, application form or assessment process)?

Yes – always Yes – sometimes Not yet – but we are looking at/plan to look at ways of doing this No – and we have no plans for this Not applicable Don't know

41 Does your organisation support young people to understand how to ensure that any social media presence they have now or in the future will not negatively affect their application process?

Yes – always Yes – sometimes Not yet – but we are looking at/plan to look at ways of doing this No – and we have no plans for this Not applicable Don't know

42 Does your organisation support young people to understand how they can use LinkedIn and other online platforms to aid their applications?

Yes – always Yes – sometimes Not yet – but we are looking at/plan to look at ways of doing this No – and we have no plans for this Not applicable Don't know



Prepare young people to be career ready



Raise awareness of pathways into work

43

Does your organisation share information about early careers opportunities in your organisation and / or your industry with young people?

Yes – always

Yes – sometimes

Not yet – but we are looking at/plan to look at ways of doing this

No – and we have no plans for this

Not applicable

Don't know

44

Does your organisation share what it knows about the pathway(s) and any subject requirements to enter your profession with young people?

Yes – always

Yes – sometimes

Not yet – but we are looking at/plan to look at ways of doing this

No – and we have no plans for this

Not applicable

Don't know

45

Does your organisation work with local schools, special schools and colleges to ensure that young people have information they need about careers pathways in your sector prior to key transitions?

Yes – always

Yes – sometimes

Not yet – but we are looking at/plan to look at ways of doing this

No – and we have no plans for this

Not applicable

Don't know

46

Does your organisation share the longer term career pathways that can be accessed by your early career opportunities with young people?

Yes – always

Yes – sometimes

Not yet – but we are looking at/plan to look at ways of doing this

No – and we have no plans for this

Not applicable

Don't know



Prepare young people to be career ready



Raise awareness of pathways into work

47 Has your organisation worked with the same schools, special schools, colleges or activity providers to deliver meaningful encounters?

Yes – for more than one year	Yes – for less than one year	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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48 Has your organisation worked with the same schools, special schools, colleges or activity providers to deliver meaningful experiences of the workplace?

Yes – for more than one year	Yes – for less than one year	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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49 Has your organisation engaged with the same young person or cohort of young people more than once over their time in education? (For example, in Year 7 and then again in Year 9 and Year 11)

Yes – most of the activities we deliver engage the same young people	Yes – some of the activities we deliver engage the same young people	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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50 Has your organisation offered your employees long term volunteering opportunities within schools, special schools and colleges?

Yes – for more than one year	Yes – for less than one year	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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Partner with others

51 When planning your careers education outreach, does your organisation ask a school, special school or college what they most need in terms of careers education support?

Yes – always	Yes – sometimes	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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52 Does your organisation share information about early career opportunities in your business and / or your industry with with the following groups?

(select all that apply)

Teachers	Careers Leaders	Parents	Careers Hubs	Activity providers who support careers education	None of these
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Prepare young people to be career ready



Partner with others

53 Does your organisation share what it knows about the pathway(s) and subject requirements to enter your organisation/industry with the following groups?

(select all that apply)

Teachers	Careers Leaders	Parents	Careers Hubs	Activity providers who support careers education	None of these
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54 Does your organisation support the following groups to understand the changing world of work? (e.g. future jobs in your industry or sector)

(select all that apply)

Teachers	Careers Leaders	Parents	Careers Hubs	Activity providers who support careers education	None of these
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55 Which of these activities has your organisation engaged in to support high quality teaching?

Supporting high quality teaching:

- | | |
|---|--|
| 1. Professional development for teachers: site visits, short placements for teachers, or longer term part-time working arrangements | 3. Helping to design a course: feedback on curriculum content |
| 2. Providing specialist input for classes: sharing specialist knowledge with students such as advising on new technologies, processes and services in a specific industry. This could be via a range of activities, presenting masterclasses, delivering workshops or lectures. | 4. Helping to design a course: co-designing courses |
| | 5. Setting and supporting student projects: setting a real-life challenge as the client, designing, set the task and review student's progress |

Columns

A - In person

B - virtual/online

56 Does your organisation collaborate with other employers to deliver careers activities and/or workplace experiences for young people?

Yes – for more than one year	Yes – for less than one year	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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57 Does your organisation share best practice from your careers education outreach with others? (employers, schools, special schools or colleges)

Yes – for more than one year	Yes – for less than one year	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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Prepare young people to be career ready



Value the engagement

58 Does your organisation have a strategy around engaging with careers education for young people?

Yes – for a long time	Yes – we recently started doing this	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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59 Is supporting careers education for young people integral in your wider business strategy?

Yes – for a long time	Yes – we recently started doing this	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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60 Does your organisation have a lead person with strategic responsibility for overseeing your activities with schools or colleges?

Yes – for a long time	Yes – we recently started doing this	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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61 Does your organisation have a process in place to support continuity of engagement (e.g. more than one individual point of contact, shared strategy planning, contacts information)?

Yes – for a long time	Yes – we recently started doing this	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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62 Does your organisation support employees to engage with careers education for young people?

Yes – for a long time	Yes – we recently started doing this	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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63 Does your organisation track the impact of its careers education activities with the outcomes your organisation hoped to achieve? (e.g. developing talent pipeline; increased brand awareness; increased skills development of young people; achievement of social value requirements)

Yes – for a long time	Yes – we recently started doing this	Not yet – but we are looking at/plan to look at ways of doing this	No – and we have no plans for this	Not applicable	Don't know
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Prepare young people to be career ready



Value the engagement

64 Does your organisation track whether its careers education activities support the achievement of its recruitment goals?

Yes – for a long time

Yes – we recently started doing this

Not yet – but we are looking at/plan to look at ways of doing this

No – and we have no plans for this

Not applicable

Don't know

65 Has careers education supported the achievement of your organisation's recruitment goals?

Yes, to a great extent

Yes, to some extent

No

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