

**Careers Website Audit**

We recommend that an audit of website careers pages is completed by a range of users/partners/colleagues annually. Completion will indicate how easy it is for every visitor to access the information specific to them, and if it is understandable, interesting, and relevant.

Evidence shows that prior to inspection Ofsted will review school websites and if they are able to find the information required in advance, they are less likely to undertake a ‘deep dive’. Websites should illustrate the school’s story with case studies, examples of activities and alumni.

The audit can be used to:

* Ensure that every school’s website meets statutory requirements
* Help the school to achieve their best outcome for Benchmark 1.
* Prepare for Ofsted and SLT meetings

**AUDIT:**

|  |  |
| --- | --- |
| 1 | **Careers Web pages:**  Are the careers pages easy to locate?  Are they accessible within three clicks of the home page? |
| Y/N | Comments: |
| 2 | **Vision and Values:**  Are the Vision and Values explained?  Does it include the Careers Policy?  Does the policy include who reviews and date of next review due? |
| Y/N | Comments: |
| 3 | **Provider Access Legislation:**  Is the PAL policy easy to locate (within three clicks of the ‘Home’ page)?  Is information for all audiences about transition opportunities included?  Are there links to external providers and opportunities included?  Does the website illustrate all the opportunities to all website visitors?  Does the policy include who reviews and date of next review? |
| Y/N | Comments: |



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| --- | --- |
| 3 | **Contact details:**  Are contact details for the Careers Leader, Careers Link Governor, Enterprise Adviser included? |
| Y/N | Comments: |
| 4 | **Careers Programme:**  Does the programme include a summary for each year group, with references and explanation of Gatsby Benchmarks? |
| Y/N | Comments: |
| 5 | **Impact**  How is impact measured and displayed?  Is feedback and destination data included in an understandable format that is suitable for students, parents, and partners? |
| Y/N | Comments: |
| 7 | **Signposting:**  Is there specific, easy to read and relevant information for:  Students?  Parents?  Employers?  Teachers?  Is it |
| Y/N | Comments: |
| 8 | **Useful links:**  Are there links to external providers, alumni, case studies included? |
| Y/N | Comments: |

**Date completed:……………………………………………………………………**

**By:……………………………………………………………………………………..**