

Primary Encounters Checklist

This checklist is designed to support primary school teachers to plan and deliver encounters that are meaningful for all participants and ensure quality and consistency in career-related learning (CRL) activities. CRL encounters can take place offsite, for example pupils visiting employer premises, or can be hosted in school with employers delivering assemblies, careers carousels, etc.

The table below lists the six principles of CRL at primary and how to apply them to encounters. The checklist can be used to plan encounters with employers, including those in your parent/carer community and FE/HE providers and is suitable for face to face and virtual CRL activities.

More information about the six principles and resources to support you in planning and delivering CRL are available at [Home page](#) | [Primary Platform \(careersandenterprise.co.uk\)](#).

Planning: Preparing for success

| Primary CRL Principle | To ensure the encounter is... |
|--|--|
| Make careers whole school | <ul style="list-style-type: none"> Related to the school CRL strategy or programme Understood and endorsed by SLT Embedded within the school's career programme Sequenced to build on previous CRL activities and not just a one off event |
| Start early | <ul style="list-style-type: none"> Inclusive of EYFS to prevent stereotyping and aspirations fixing at age 6 |
| Embed into the curriculum | <ul style="list-style-type: none"> Explicitly teaching pupils how their learning is linked to careers and the world of work Linked to real life examples Representative of the local labour market |
| Personalise and differentiate | <ul style="list-style-type: none"> Personalised and relevant to the age group Suitable for pupils' ages and needs |
| Open to all | <ul style="list-style-type: none"> Offered universally to all pupils so that no one is excluded |
| Involve employers, parents and carers | <ul style="list-style-type: none"> Inspiring pupils through collaboration with employers Equipping parents to have careers conversations at home |

Implementation: Engage with intent

| How | To ensure that.... |
|----------------------------|---|
| Brief participants | <p>Pupils and staff are prepared for the encounter and understand what they will be doing and what is expected of them.</p> <p>Employers are briefed about their role and what to expect from teachers and pupils.</p> <p>HE, FE and training providers are briefed about their role and the needs of pupils.</p> |
| Involve parents and carers | <p>The CRL opportunity is promoted to the whole school community.</p> <p>Parent and carer engagement in the CRL activity has been considered and included in the planning.</p> <p>Parents and carers are told about the activity and encouraged to continue careers conversations at home.</p> |

Reflection: Value the learning

| How | To ensure that.... |
|--|---|
| Record the activity | <p>The encounter feeds into the school's CRL strategy and programme and begins to build the evidence base for embedding the encounter on an ongoing basis.</p> |
| Provide pupils with opportunities to reflect upon and share their experience | <p>Pupils can demonstrate their learning through curriculum-based activities linked to the school CRL strategy or programme.</p> |
| Reflect on the activity | <p>You consider what went well and what would need to be different to enhance the encounter in the future.</p> <p>The learning gained from the encounter informs future CRL planning.</p> |

Progression: Build the next steps

| How | To ensure that.... |
|-----------------------------|--|
| Create a follow up activity | <p>The encounter is not a one-off experience</p> <p>Pupils can explore more about the industry, job role or pathway</p> |
| Celebrate success | <p>The whole school community is involved and aware of the CRL activities taking place via social media, the school website, newsletters, local press, etc.</p> |
| Share best practice | <p>Your colleagues, other schools and teachers in your MAT, cluster or local authority network can benefit from your experience, supporting CRL development in your school and beyond.</p> |

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