

Achieve The Quality in Careers Standard Award using the Complete-Careers/ Career Mark approach

First created in the mid 90s Career Mark has an excellent reputation in supporting learning providers to quality assure and continually develop their careers programme. Complete Careers is a Licensed Awarding Body for the Quality in Careers Standard through its unique Career Mark approach. It is recognised nationally and internationally with coverage across England. The award is fully aligned to the Gatsby Benchmarks, ensures compliance with the statutory guidance and provides evidence for Ofsted.

Strengths and unique aspects of the Career Mark approach include:

- Clear criteria within our four standards - 'We commend the direct and explicit statements of your requirements' (Quality in Careers Standard)
- Dedicated support available through the members area of the website - 'The award has undoubted value as a development tool – it assists schools to plan, audit and review leading to school improvement' (Quality in Careers Standard)
- Member access to no cost training days and webinars to help you work towards the standards
- Career Mark Primary - providing a framework to support transition arrangements from foundation to key stage 5
- An assessment dedicated to checking learner outcomes from the programme providing quality triangulated feedback to help develop programmes.

The Career Mark: approach process

1. Register as a member on the website and pay 50% of your award cost (£637.50 plus VAT). You will receive a certificate of commitment from the Quality in Careers Standard once registered (by providing evidence of a recent Compass assessment).
2. Access resources: as a member you have access to a wide range of resources on the website, as well as the criteria, description grids and guidance on how to complete them. You will also have access to free training and webinars to help you work towards achieving the standard.
3. Complete the Career Mark description grids and provide supporting evidence for each of the Standards:
 - Management - how you plan, manage, review and evaluate your careers provision (Gatsby benchmarks 1, 3, 4 and 7)
 - Career Learning/Curriculum – a planned programme of career learning based on identified national learning outcomes (Gatsby benchmarks 1, 2, 4, 5 and 6)
 - Information – access to appropriate and up-to-date career-related information (Gatsby benchmarks 2,3 and 7)
 - Advice and Guidance - one-to-one careers guidance for learners in your organisation (Gatsby benchmark 8).
4. Once you have completed the description grids and have collated the supporting evidence you can request an assessment. The assessment fee is £1275 plus VAT for the first assessment (every re-validation thereafter costs just £750 plus VAT).
5. You will provide an allocated assessor with an Introduction to your organisation, your completed description grids and access to your supporting evidence prior to confirming a remote assessment day.
6. Assessment day: an assessor will spend a day interacting with your learners across the year groups. This is to check learners are achieving the identified learning outcomes of the programme.
7. On completion you receive a comprehensive report including recommendations for development, a plaque, certificate and Quality in Careers Standard and Career Mark logos for display and use.