**Planning for Implementation**

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| **Academic Co-ordinator Role** | **Who does what? - can be multiple staff members** |
| * Work with SAM to plan and timetable AC sessions.
* Identify professional development needs, work with Starpath to provide PLD.
* Organise pre-event materials (target setting, tracking, interview information pack)
* Promote a positive attitude to Academic Counselling.
* Conduct post-event evaluation.
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| **PST Coordinator Role** | **Who does what? - can be multiple staff members** |
| * Work with SAM and Academic Counselling Manager to plan PST Meetings.
* Organise the meetings.
* Identify professional development needs, work with Starpath to provide PLD.
* Organise pre-event materials.
* Promote a positive attitude to PST conferences.
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**Ideas**

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| **Who does the AC? How often?** |
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| **What training is required for AC role?** |
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| **How can a timetable be structured to cope with AC time requirements?** |
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| **What data is required to conduct effective AC?** |
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| **What will you discuss in Year 7-10 counselling? Year 11-13?** |
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| **Where are the outcomes of AC recorded? Who can access them?** |
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| **How do you monitor the effectiveness of the AC programme?** |
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| **How can your academic counsellors be supported by Senior Management?** |
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