



The Minster School

Careers Education and Information, Advice and Guidance Policy

Approved by:	James Halstead	Date: 15/10/2024
Chair of SD&P Committee		
School Lead	Assistant Head (Careers)	
Last reviewed on:	Autumn 2024	
Next review due by:	Autumn 2027	

Succeeding Together

"Whatever you do, work at it with all your heart, as though you were working for the Lord" Colossians 3:23

CONTENTS

Introduction	1
Aims and Objectives	1
Key Staff	2
Careers Programme	3
The Minster School Careers Learning Journey	6
Entitlement	7
Equal opportunities and differentiation	7
Professional Learning for staff	7
Budget	8
Evaluation and Review	8
Appendix:	
The Gatsby Benchmarks of Careers Education	9
The Key Stage 3 Careers Programme	10
The Key Stage 4 Careers Programme	11

INTRODUCTION

Effective Careers Education, Information, Advice and Guidance (CEIAG) can motivate and inform students to ensure that they make progress and decisions which will enable them to be successful and happy in their later lives. A planned programme of activities will enable students to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their strengths, weaknesses and 14 -19 pathways and to enable them to manage their careers and sustain successful employment throughout their lives.

The Minster School has a statutory duty to provide careers education from Year 7 to 13 and to give students access to careers information and impartial guidance. Effective careers education is impartial and considers young people's personal abilities, needs and preferences. It is motivating and it raises aspirations - by providing clear goals and by encouraging young people to participate in learning and to attain qualifications that reflect their potential. Careers Education is a priority for The Minster School, to enable students to unlock their potential and be happy and successful in later life.

“Choose a job you love, and you will never have to work a day in your life”

Confucius

AIMS AND OBJECTIVES

This policy aims to detail the procedures and guidelines for the delivery and availability of Careers Education and Information, Advice and Guidance (CEIAG). The main aims of the policy are:

- To set out the procedures put into place to ensure that CEIAG is delivered to National Standards, as outlined by the Gatsby Benchmarks (see appendix) and beyond,
- To develop students' aspirations, self-awareness and participation in CEIAG and their curriculum,
- To encourage students to make good use of resources available to them in order that they can make informed and appropriate choices throughout their education and employment journey,
- To enable staff to explore and utilise the resources available so that they are able to support students with CEIAG throughout the school, in a number of roles,
- To maintain a good working relationship between the school and outside agencies including impartial career advice providers, the National Careers service, East Midlands Schools Career Forum, D2N2, Careers Enterprise Company, JobCentre Plus, Futures, local training providers and other outside agencies,
- To create mechanisms for feedback from staff and students about the delivery and availability of CEG and IAG, so that the procedures and delivery can be continually evaluated and improved.

The CEIAG policy is underpinned by: the schools provision for PSHE; pupil premium funding; students identified as most at risk of becoming NEET, children looked after or previously looked after, and students identified as having SEND. The CEIAG policy has developed alongside other whole school policies, reinforcing those aims that are appropriate to CEIAG.

The CEIAG policy is underpinned by the following DfE statutory and non-statutory guidance:

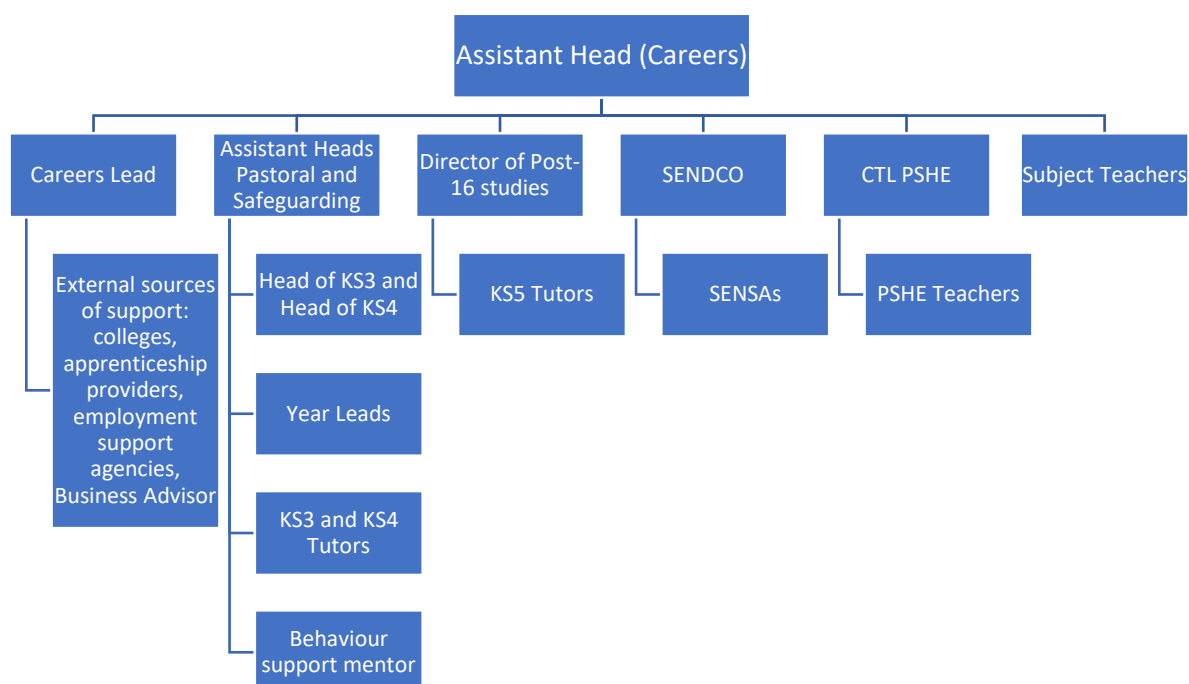
- [Careers guidance and inspiration in schools DfE statutory guidance - March 2015; updated October 2018](#)
- [Participation of young people in education, employment or training DfE statutory guidance – March 2013, updated October 2016,](#)

KEY STAFF

The delivery of CEIAG occurs through both curriculum areas and through events which lie outside of the curriculum area. Some events involve all students, while others are targeted to students according to their individual needs. Delivery is focussed at key transition points:

- Key Stage 4 and 5 options
- Post-sixth form options (Higher Education, Further Education, gap years, vocational training, including apprenticeships and employment)

Staff throughout the school are expected to support the CEIAG programme in a variety of roles, as outlined below:



Role of the Careers Lead

The Minster School employs a designated Careers Lead to ensure that CEIAG of the highest quality is delivered to all students. The role of the careers lead is to:

- Operate as the designated Careers Lead for The Minster School,
- Manage the careers programme to ensure that it is delivered to all students, including the use of current labour market information,
- Manage and embed Unifrog as a Careers platform for the sharing of Careers information, tracking students and using its key features for work experience, CV writing and destinations,
- Support students and staff with initial training and ongoing support with the use of Unifrog to ensure its effective use by all,
- Manage career tracking systems including Unifrog and Compass +,
- Track student aspirations in order to identify those in need of further support and guidance,
- Undertake 1:1 careers advice sessions with students throughout the school, helping them to develop informed and appropriate aspirations and to take steps towards achieving these,
- Record, analyse and report destination data for school leavers,
- Lead and administrate the Work Experience programmes for Years 10 and 12,
- Lead key events, such as the Year 11 Mock Interviews programme, the Careers Seminar programme and similar,

- Work with colleagues across the school to ensure that all individuals receive guidance and support towards a successful future, including through the removal of barriers to progression,
- Maintain an understanding of national guidance and opportunities to ensure that provision remains high quality,
- Identify opportunities for individual students and groups of students, relevant to their career and education aspirations.

THE CAREERS PROGRAMME

The CEIAG programme includes a range of activities and can be accessed in the appendix of this document:

Unifrog

Unifrog is an online platform for careers education, accessible to students, staff and parents. Unifrog provides a wealth of information and provides students with the information to make the best choices and submit the strongest applications.

Students use Unifrog throughout their time at the Minster School for careers support, research and recording including:

- The ability to search for Post-16 and Post 18 options all in one place, rather than visiting multiple sites for different providers,
- CV building and cover letters to assist in applying for apprenticeships and part-time jobs,
- The facility to research different courses and career paths and have this information available to tutors and careers advisors when completing 1-2-1 meetings,
- The administration of the Work Experience programme, UCAS applications and personal statement writing,
- The logging of skills gained through school, the Careers programme and externally.

Tutor Activities

Tutor activities are used to deliver much of our Careers programme. Activities involve the delivery of information (such as for post-14 and post-16 progression), exploration of careers learning (such as career gender stereotypes) development of skills (such as teamwork or interview skills), self-reflection and the signposting of sources of internal and external support. Students are able to gain access to tutor activities retrospectively through the use of Unifrog. Our Tutor groups are arranged in year-group based groups, with specialist tutoring for KS5.

Visiting Speakers and Assemblies

Each week, students attend two acts of worship. Not all of these will relate to careers education, but in many cases visiting speakers will help students to learn about career areas and employability skills within their assemblies. Additional visiting speaker events are held throughout the year, such as author visits within the English department, which link to specific career areas.

Bespoke events

At key progression points, a range of events are developed for students and their parents and carers to enable them to fully explore their career and education options including: Key Stage 3 and Key stage 4 information evening, Year 9 options evening, 6th form open evening, Year 12 UCAS evening, and Oxbridge information evening. These events are led by members of the leadership team in partnership with the careers lead, pastoral team, tutors and teachers.

Year 7 and 8 participant in a Careers Day where students get the opportunities to meet professionals, employers and have the opportunity to learn about different sectors.

Enterprise Activities

Students have explicit opportunities to develop their enterprise skills through a range of activities throughout their school journey. In Key Stage 3, Enterprise challenge days allow students to develop leadership and teamwork through competitive group challenges, linked with and led by specialist STEAM teachers. In Key Stage 4, all students participate in the 10 X Challenge, working as a group to raise funds for local charities through the development of a project or

service over a month. This is a national project, and successful teams and individuals are nominated for national awards. Students wishing to develop these skills further can participate in the Year 12 Young Enterprise Company Programme, working as a business with an external advisor for an academic year as part of a national scheme.

Careers Seminars

Visiting speakers from particular industries or organisations provide careers seminars, which are short extra-curricular sessions of around 20 minutes. Seminars aim to provide students with an insight in to roles within the area and qualification routes, with an opportunity for them to engage with the individual and ask questions. Any students within Key Stage 4 or 5 may attend, but those who have indicated an interest in the field are targeted specifically. In particular, we seek to arrange careers seminars for the areas of interest indicated by priority groups across the school.

Mock Interviews

In Year 11 and Year 13, all students undertake a mock interview. Students receive feedback on their interview skills and CV throughout the session, and students are matched with an individual working in their field of interest where possible. Additional mock interviews are held for key aspirational Post-18 progression routes such as Law or Medicine.

Work Experience

In Year 10 and Year 12 all students undertake work experience, lasting 3 days for Year 10 and 5 days for Year 12. Students are expected to seek a placement at an organisation within an area of career interest. The aim of work experience is to develop students' employability skills and understanding of a particular career area. Students complete short reflective tasks throughout the week. Tutors and students evaluate their experiences together to allow students to relate their academic learning to their skills and aspirations.

External Visits

There are various trips organised throughout the school year to support students with careers knowledge, understanding and advice. Year 11 participant in the Future First Careers expo and Year 12 students participate in a UCAS Discovery day where students gain information about universities, courses, apprenticeships and employment.

CAREER AND PROGRESSION TRACKING

Throughout Key Stage 4, students will complete a tracking survey and update this each term. This will provide information to the Careers Lead and wider team about students' intentions for Post-16 progression, areas of career interest and whether the student has yet applied for and secured a Post-16 route. This information will be analysed each term to identify individuals in need of additional support, identify students who can participate in additional opportunities (such as careers seminars), and to inform the leadership team of the progress of students towards all securing an appropriate Post-16 route.

Information that is collected through progression tracking is listed below:

- Name
- Gender
- Projected attainment (in particular, whether students are likely to achieve 5 standard GCSE passes including English and Maths, as this is a common entry requirement for Level 3 education and training)
- Current career aspiration (a specific role)*
- University aspiration*
- Apprenticeship aspiration*
- Areas of career interest*
- Whether the student has applied for, and secured, a Plan A and Plan B for their post-16 education and training.

*this information enables us to target individuals for specific events, opportunities and advice.

At the end of Key Stage 4 and Key Stage 5, students' actual destinations are recorded and analysed. This information is shared with the leadership team, school governors and the local authority.

THE MINSTER SCHOOL CAREERS LEARNING JOURNEY



'Whatever you do, work at it with all your heart, as though you were working for the Lord Colossians 3:23

All students are entitled to CEIAG which is high quality, impartial and confidential. All students will engage with the central Careers programme (as outlined above), and within Key Stages 4 and 5 students will be directed to bespoke careers opportunities depending upon their aspirations and progress. For example, students aspiring to secure an apprenticeship will be directed in to apprenticeship presentations and workshops, and will receive information about any local apprenticeship opportunities.

Careers Advice Sessions

All students and parents are able to access careers advice and guidance from the school's Careers Leader by request at any point within the school year. This is the main form of individual provision for students and a key resource for the whole school community. The advice offered by the Careers Lead is impartial and in the best interests of the student.

All Year 11 and Year 13 students will receive a careers session to help inform their Post-16 or Post-18 choices. Individuals requiring further support will be identified through careers tracking and initial interviews, and follow-up sessions will be held where required. Additional students in Years 10 and 12 may be identified for careers sessions by the Pastoral Support Assistants for each year group. Some students will receive multiple and enhanced sessions to support their progression, including:

- Students with significant identified SEND
- Children looked after/previously looked after
- Children who qualify for pupil premium support, where appropriate
- Children in Key Stage 4 who are identified as not being on track to achieve 5 x grade 4s including English and Maths.

Prior to each Careers advice sessions the Careers Lead will review the information collected and stored on Unifrog to inform the meeting. Parents and carers can also access this information via Unifrog to support their child. During the interview, the Careers Lead and student will discuss key areas and will agree on some actions for the student to undertake following the session, including signposting to key resources. If appropriate, a further session will be booked in. A copy of the session record will be shared on Unifrog allowing the student, their tutor and their parents and carers to access the record.

Impartial Careers Advice

All students can access impartial careers advice through the National Careers Service, the Careers Lead and Unifrog which will be signposted to students throughout each year.

There is also the opportunity for students to have access to careers advice from independent and local institutions, including Vision West Nottinghamshire College, Nottingham College, Lincoln College, Brackenhurst College and local Universities through in-school presentations, campus visits and published on-line information, including the National Careers Service, the National Apprenticeship Service (including ASK apprenticeships), the local employability service and more. The Careers Lead works closely with outside agencies and education and employment providers such as the list above to signpost key opportunities for students and to foster positive relationships between students and progression providers.

Equal Opportunities and Differentiation

All information, advice and guidance will be provided impartially and free of bias to all students. Students will be encouraged to look at careers and courses outside the normal gender stereotypes through the careers programme, PSHE and careers seminars.

All students with SEND will be entitled to transition plans, and CEIAG provision will form a part of these. Where a student has an Education Health Care Plan, all reviews of that plan from Year 9 and onwards will include a focus on preparing them for adulthood, independent living, employment and participation in society. Students with SEND will receive independent and impartial advice about mainstream education, training and employment opportunities on offer, regardless of their individual circumstances to support them for the next phase of education or training and beyond into adult life.

PROFESSIONAL LEARNING FOR STAFF

Tutors are prepared for the delivery of tutor sessions (as outlined in the career programme) through calendared sessions. This may include specific training needs that are identified by staff, such as apprenticeship training. This training is delivered by the Assistant Heads Pastoral, Assistant Head Careers, Careers Lead and CTL PSHE as appropriate and when required.

The Careers Lead holds a Level 6 Diploma in Careers Guidance and Development, in line with national guidance. In addition, the Careers Lead attends frequent meetings with key stakeholders, including:

- the local enterprise co-ordinator and careers support for schools,
- Futures, a group which delivers careers advice and events regionally,
- local universities such as the University of Nottingham, who hold Careers Leader seminars,
- The Newark and Sherwood Employer Engagement Group (when appropriate),
- the East Midlands Business and Education Forum (when appropriate),
- an education Business Advisor,
- other appropriate meetings to receive information about new developments in CEIAG delivery.

CEIAG BUDGET

A designated careers budget is available each year to contribute to the cost of the delivery of CEIAG across the school.

Evaluation and Review

Compass is the main mechanism used to track and evaluate the school's delivery of high quality CEIAG through the Gatsby benchmarks. Each term, the Assistant Head Careers and the Careers Lead will undertake a review of the school's provision using the Compass framework. This will identify key priorities for development which will feed in to the annual Team Improvement Plan.

The delivery of CEIAG will be evaluated annually through student voice forums at each Key Stage, and through Deep Dives and learning walks within the school's QA procedures.

The content of the online and paper-based Careers library will be reviewed annually by the Assistant Head Careers, Careers Lead and independent careers advice provider.

Individual Careers-linked events such as visits to Careers Fairs, Interview Skills Day and Enterprise Days are evaluated individually and reported to senior staff as part of the annual reporting process.

The school will also utilise both local and national destination data to assess the success in supporting students to take up education and/or training which offers good long-term prospects. The school will report destination data Post 16

and Post 18 to Nottinghamshire County Council at the start of the academic year following course completion for Key Stage 4 and Key Stage 5 cohorts.

This policy will be reviewed annually as part of the whole-school self-assessment process and will be reviewed by the governors when any additions or amendments are made.

APPENDIX

The Gatsby Benchmarks

The eight Gatsby benchmarks of Good Career Guidance: (as referred to in careers programme)

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The Careers Programme for Years 7-11:

Term	Activity	Gatsby Benchmarks
Year 7		
Throughout the year	<u>Tutor activities:</u>	
	Careers Programme Launch	1
	Post-16 & Post-18 Options	1, 3, 7
	Transferable strengths, skills, abilities & interests	1, 3, 4
	Labour Market Information (LMI)	1, 2
	National Careers Week	3
	Equality of opportunity for careers	1, 3
	Challenging stereotypes in careers	1, 2, 3
National Apprenticeship Week	1, 2, 3	
Year 8		
Throughout the year	<u>Tutor activities:</u>	
	Careers Programme Launch	1
	Transferable strengths, skills, abilities & interests	1, 3, 4
	Post-16 & Post-18 Options	1, 3, 7
	Labour Market Information (LMI)	1, 2
	National Careers Week	3
	Equality of opportunity in life and work	1, 3, 5
	Challenging stereotypes and discrimination in relation to work and pay	1, 2, 3
	National Apprenticeship Week	1, 2, 3
	<u>Off-timetable activities:</u>	
STEAM Enterprise Day	4, 5	
Minster Cares Volunteering	1, 3, 4	
Year 9		
Throughout the year	<u>Tutor activities:</u>	
	Careers Programme Launch	1
	Transferable strengths, skills, abilities & interests	1, 3, 4
	Post-16 & Post-18 Options	1, 3, 7
	Labour Market Information (LMI)	1, 2
	GCSE Options – How to choose	1, 3
	National Careers Week	2, 4
	Equality of opportunity in life and work	1, 3, 5
	1-2-1 Options guidance (targeted students)	1, 3, 8
	National Apprenticeship Week	1, 2, 3
<u>Off-timetable activities:</u>		
Hidden Roles in Business Workshop (WNC)	1, 2, 3, 4, 5, 7	

Term	Activity	Gatsby Benchmarks
Year 10		
Throughout the year	<u>Tutor activities:</u> Careers Programme Launch (inc. parent comms) Labour Market Information (LMI) Work Experience Launch CV writing Health & Safety in the Workplace 10X Challenge Launch (over 4 weeks) National Careers Week 1-2-1 Careers Advice (targeted students) Career & Progression Tracking National Apprenticeship Week	1 1, 2 1, 2, 3, 5, 6 2, 3, 4 2, 3, 6 1, 2, 3, 4 1, 2, 3, 4 1, 3, 8 1, 3 1, 2, 3
	<u>Off-timetable activities:</u> Work Experience (3 days) 10X Challenge Launch Post-16 Progression Day	1, 2, 3, 5, 6 1, 2, 3, 4 1, 2, 3, 7, 8
Year 11		
Throughout the year	<u>Tutor activities:</u> Careers Programme Launch (inc. parent comms) Mock Interview Launch CV writing Interview Skills Careers & Progression Tracking Post-16 & Post-18 Options refresher Labour Market Information (LMI) National Careers Week Careers Seminars (various sectors & organisations) National Apprenticeship Week 1-2-1 Careers Advice Next Step Magazine Distribution LA referral for potential NEETs Exit Survey	1 1, 3, 4, 6 2, 3, 4 2, 3 1, 3 1, 3, 7 1, 2 3, 4 1, 2, 3, 5, 7 1, 2, 3 1, 3, 8 2, 3, 4 3, 8 1, 3
	<u>Off-timetable activities:</u> Mock Interview Day Future First Careers EXPO (visit)	1, 3, 4, 6 1, 2, 3, 5, 7

