



# Careers Education, Information, Advice & Guidance Policy

**Assistant Principal (Curriculum and Progression) | July 2021  
and College Careers Lead**

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"Our vision and Commitment to careers education is for the creation of a Caring partnership that Motivates the lives of young people, enabling our students to make aspirational, informed and realistic future work and life choices"



**Minsthorpe**  
Community College

## Section 1

# Careers Education, Information, Advice & Guidance (CEIAG)

## Introduction

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All students at Minsthorpe Community College have full and free access to Careers Education, Information, Advice & Guidance, regardless of race, gender, religion, ability, disability or social background. It is our belief that effective CEIAG increases the motivation of students to raise their aspirations and attainments. Students have an entitlement (see below) to quality CEIAG. This policy aims to underpin such provision.

At Minsthorpe Community College we are committed to providing outstanding CEIAG for all students. The school motto "Motivation, Commitment and Care " underpins the work of the Careers office in preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives

## Aims

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Careers Education & Guidance is an important element within the college's overall aims and objectives. Within a programme of broad and balanced education, it stimulates individual students to access skills, knowledge and values essential in managing lifelong learning and career development and aims to ensure that all students progress into a positive destination. It enables students to:

- Develop a knowledge of themselves, strengths, weaknesses, personal qualities and have a balanced view of their potential;
- Investigate education, training and career opportunities in learning and work;
- Make informed choices regarding the above;
- Develop their independence and sense of responsibility;
- Prepare for the responsibilities of adulthood;
- To encourage participation in continued learning including higher education and further education (including apprenticeship opportunities).

All of which is delivered within the guidance of the Gatsby Benchmarks and National Careers Quality Standards.



## Section 2

# Student Entitlement

### The Minsthorpe offer

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Minsthorpe Community College aims to provide ALL students with a comprehensive CEIAG Programme. Careers Education consists of explicit lessons through L4L, supporting you to develop skills, knowledge and understanding how to manage your own learning and career development. College will provide a learning environment where the importance of CEIAG is referenced across all curriculum areas. Students receive guidance interviews at key stages throughout their education, through 1-1 interventions and group work, during COVID the guidance has also been facilitated through email and phone conversations, this support is carried out by the Careers Lead. Through careers education, information, advice and guidance, you will be able to feel positive about yourself, improve your motivation and raise your aspirations, taking responsibility for your career pathways.

#### We will support you to:

- Investigate opportunities in learning and work, such as technical education qualifications and apprenticeships opportunities;
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events;
- Identify skills you have and skills you may need to support your future;
- Broaden your aspirations and encourage you to reach your full potential;
- Value inclusion, challenge gender stereotyping and promote equality of opportunity;
- Make well informed and realistic decisions on your progression pathway;
- Provide up to date, Careers education, information advice and guidance;
- Complete a CV and get feedback from business professionals;
- Have an awareness of enterprise.

#### What Minsthorpe Community College can provide:

- Guidance to help you identify your career goals;
- Continued CEIAG exploration and self-development delivered through L4L;
- Careers Information relating to specific industries;
- Support in applying to College, Apprenticeship and University;
- Student finance guidance;
- Access to a comprehensive career's library through FIREFLY;
- Access to progression pathways through the careers fair and Wakefield prospectus;
- 1-1 impartial, confidential Careers Guidance from a qualified Level 6 careers guidance expert;
- Access to The National Careers Service & National Apprenticeship Service.



## Special Educational Needs

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Careers Education & Guidance will support the college's policy by:

- Providing additional support for students with learning difficulties;
- Providing a range of resources appropriate to the individual;
- Seeking the support of a specialist special needs careers officer, where the facility is necessary;
- Providing individualised transition support where appropriate.

## Equal Opportunities

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Careers Education & Guidance will assist in promoting the college's policy on equal opportunities by:

- Providing a range of resources which match individual need;
- Helping students to recognise and challenge stereo-typing in social situations;
- Supporting students who wish to pursue a non-stereotypical career;
- Encouraging students to follow career paths that suit their interests, skills and strengths with the absence of stereotypes;
- Producing individual action plans to support all students with their next steps. Support will always be available from P&A mentors, subject teachers, career staff within the college and our Careers Leader.

## Teaching & Learning

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A variety of teaching and learning styles will operate. These will be opportunities for individual research, pair or group activities, role play, videos and external speakers.

Differentiation will be provided partially through the variety of resources used and tasks provided, but also through support to individuals by the teacher, TA's and peers.

## Staff Development

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Staff CPD is offered to the relevant staff as opportunities arise. Key staff also attend local career meetings to share good practice with other secondary schools, colleges and careers professionals / providers.

## Resources

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Regularly updated resources in the Careers office/ area include a range of written leaflets, brochures and booklets. Students have access to a wealth of careers information on the school intranet site, including Morrisby, Skills Builder, National Careers Service, National Apprenticeship Service and many more careers information and apprenticeship websites to support their informed decision making. Taught lessons make full use of recently purchased materials. The Careers Lead's office doubles as an interview room.



## Section 3

# Provider Access Statement

### Introduction

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This statement sets out Minsthorpe Community College's arrangements for managing the access of providers to pupils for the purposes of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

### Management of provider access requests

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#### Procedure

A provider wishing to request access should contact: **Tim Dowey – Careers Leader:**

Telephone: (01977) 657600 / Email: [tdowey@minsthorpe.cc](mailto:tdowey@minsthorpe.cc)

#### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents – please see Appendix 1: Annual Calendar of Events.

Please speak to our named Careers Leader to identify the most suitable opportunity for you. The Academy's policy on safeguarding sets out the approach to allowing providers into school as visitors to talk to our students. The Safeguarding Policy is available on our website <http://minsthorpe.cc>

#### Premises and facilities

The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. We will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Lead who will distribute the relevant information to pupils. The Careers office is available to all students.



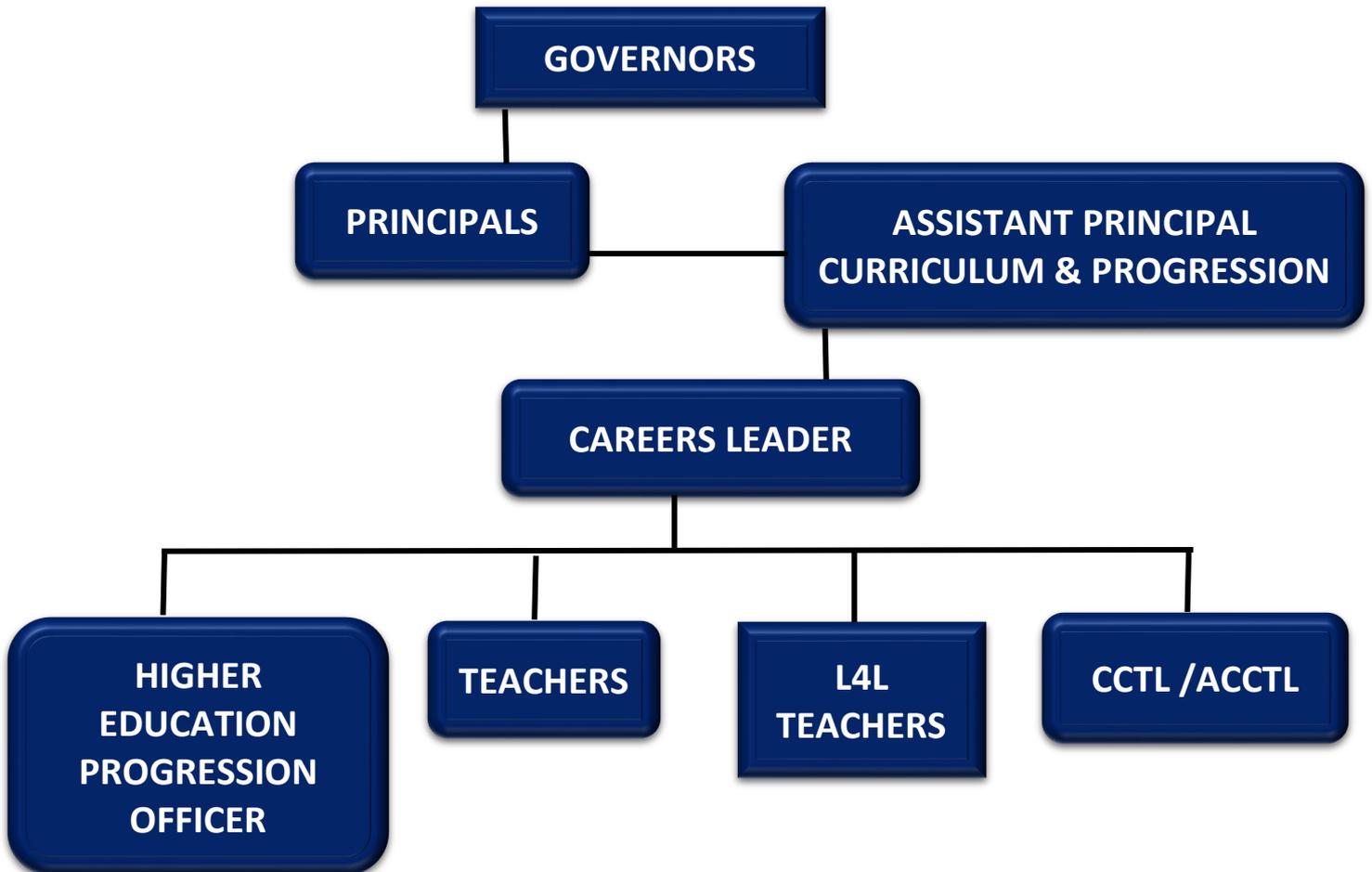
## Careers Activities Timeline

Term	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Activities to add
Autumn 1	Linking curriculum learning to careers							
	Shine Introduction – whole cohort	Shine Event MCC	Shine Event MCC	Shine Event MCC	Shine Event MCC	NEET & Destinations	15 <sup>th</sup> Oct – UCAS deadline – medicine & Oxbridge	Backstage Academy Phil Hinks - barrister Doncaster Magistrates Alumni talks FIREFLY - Careers Learn by design Leeds Beck Visit Royal theatre visit Skills for the future - LEP Music taster day – Hudd Uni
				1-1 Careers guidance Interviews	HE & FE talk - Timeline			
Alumni Videos – P&A	Eurogamer Event	Year 11 – P16 open evening	L4L – CV update	Eurogamer event	Enrichment - UCAS – Personal Statement			
Autumn 2	Linking curriculum learning to careers							
	P & A Skills Builder – Video x2 (Discussion – where?)							
			York Uni - Shine	1-1 Careers guidance Interviews	Wakefield Prospectus Application support launch	UCAS - Apply	UCAS references	The Big deal – York uni Yorkshire sculp park Yr 12 L2 W EXP Next PLC Live events industry UK Uni & app fair?? English – Leeds Uni Emmerdale studios - creative Morgan Sindall Wakefield theatre LMI & Future goals Revision – David Hodgson Emmerdale studios - creative College visits
		Tomorrows engineers Science	York Uni - Shine		Progression + launch	UCAS Apply – Medicine / Oxbridge		
Spring 1	Linking curriculum learning to careers							
	P & A Skills Builder – Video x2 (Discussion – where?)							
	P&A TIME Skills Builder	Options - Launch		L4L – CV WORKSHOP	Application support	Level 2 Mock Interviews	15 <sup>th</sup> Jan – UCAS deadline	Apprenticeship Group
Curriculum taster Sessions.		NEET Work			Nat App week - Apprenticeship group – ASK presentation			
Options research tasks – Uni / apprenticeships etc		YR11 Apprenticeship talk – Morgan Sindall			Student Finance Launch	Enrichment		
Spring 2	Linking curriculum learning to careers							
	British Science Week							
	STEM Assemblies				Apprenticeship Group			
	National Careers Week							
		Options Night	Work Experience	Careers Fair	Careers Fair	Careers Fair	Careers Fair	
			L4L – What is a job spec – JC+	Preparation for Interviews	Application support	UCAS Discovery Day		
Options choices	L4L – Selling you brand you – JC+	Year 10 Mock Interviews	Apprenticeship Group					
	Options feedback	L4L – LMI & Future goals	1-1 Careers guidance interviews	NEET support	Apprenticeships			
Summer 1	Linking curriculum learning to careers							
	P & A Skills Builder – Video x2 (Discussion – where?)							
	Introduction to Minsthorpe Careers Programme – Skills Builder - Morrisby	1-1 Options meeting		York Uni - Shine		UCAS Convention		
Summer 2	Linking curriculum learning to careers							
				P16 Taster day event	Enrolment launch	Work Experience		
				1-1 Careers guidance Interviews		UCAS session - Application		



Section 4

# Management structure



## Section 5

# Partners

### We will work in partnership with:

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- WAKEFIELD CONNEXIONS SERVICE, one-to-one in targeted situations and on-line for all, providing support and advice on the career's education curriculum.
- LOCAL INDUSTRY, involved in providing work experience placements, curriculum projects and visits, talks etc.
- GO HIGHER WEST YORKSHIRE, support students with HE opportunities.
- LEEDS CITY REGION (LEP), support with funding opportunities and we are part of the SEND HUB.
- INSTITUTIONS OF FURTHER & HIGHER EDUCATION, through receiving up-to-date information and offering opportunities for student visits
- LA, to support information gathering, sharing good practice and accountability of CEIAG within Minsthorpe Community College.
- Morgan Sindall, Next PLC & Production Park – We work closely with local companies to provide our students with opportunities to develop skills through activities provided by companies such as Morgan Sindall, Next PLC and the Production Park.
- LEEDS APPRENTICESHIP HUB and National Apprenticeship Service to support students with up to date information on the latest apprenticeship vacancies.



## Section 6

# Monitoring, Evaluation & Planning

**The CEIAG policy & provision will be regularly monitored & evaluated through:**

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- Frequent meetings between the Careers Leader and the Assistant Principal line manager, and the L4L team leader;
- Student evaluations;
- Guidance offered by outside agencies, e.g. LA;
- SOAP.

**For further details regarding CEIAG support please refer to the following documents:**

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- Careers Strategic Plan
- Guidance advisor yearly plan
- Learning for Life Curriculum Book (medium, long term Plans and Curriculum Rationale)
- SOAP



## Final Section

# Equality Assessment

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

## Policy Review Schedule

Policy last reviewed:	Due for next review:	Role Responsible:
July 2021	Spring 2022	Assistant Principal (Curriculum and Progression)  Careers Lead

