



Careers Education, Information, Advice & Guidance Policy

Assistant Principal (Curriculum and Progression) | August 2026
and College Careers Lead

Mission Statement

"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"

This document must be read in conjunction with the College's Policies and relevant DfE Guidance:

The Provider Access Policy
The Safeguarding and Child Protection Policy.
The Work Experience Policy



Minsthorpe
Community College

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Section 1

Careers Education, Information, Advice & Guidance (CEIAG)

Introduction

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 values of "Motivation, Commitment and Care " underpin 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

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.



Section 2

Student Entitlement

The Minsthorpe offer

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. You will receive guidance interviews at key stages throughout your education, through 1-1 interventions and group work, this support is carried out by the careers lead and external agencies. 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 careers events, assemblies, external provider presentations 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.
- Have access to, 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 careers' library through "My Future" which can be found on Student SharePoint.
- Access to progression pathways through events such as the careers fair.
- 1-1 impartial, confidential Careers Guidance from a qualified Level 6 careers guidance expert.
- Access to The National Careers Service & National Apprenticeship Service.
- Personal development sessions in P&A time, focusing on skills.



For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (Year 7 to 9) and two encounters for students during the 'second key phase' (Year 10 to 11). For students in the 'third key phase' (Year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend. We are committed to providing meaningful encounters to all our students using the [Making it meaningful checklist](#).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
- Explain what career routes those options could lead to.
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider).
- Answer questions from students.

Special Educational Needs

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

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 stereotyping 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, careers staff within the college and our Careers Leader.

Teaching & Learning

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, TAs, and peers.



Staff Development

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

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 the National Careers Service, National Apprenticeship Service, Skills Builder, UCAS 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.



YEAR 13

- Y13 Autumn UCAS Applications sent
- Y13 Autumn UCAS Personal Statements
- Y12 Summer 2 Work Experience
- Y12 Summer 2 UCAS Convention
- Y12 Summer UCAS Group
- Y12 Summer UCAS
- Y12 Autumn 2 University Visit
- Y12 Autumn Progression +
- Y13 Spring Apprenticeship Group
- Spring Apprenticeship Drop-in
- Y11 Autumn 2 JC+ - Interview Techniques
- GO HIGHER West Yorkshire

YEAR 12

- Y11 Autumn 2 What is Wakefield Prospectus? and Application support
- Y11 Autumn 1 Shine - York University Visit
- Y11 Autumn 1 What is HE & FE?
- Y11 Autumn 2 Update CV
- Y10 Spring 2 Shine - York University Residential
- Y10 All Year Careers Guidance Interviews
- Y11 Spring 1 Apprenticeship Talks & Drop-in
- Y11 Spring 1 Shine Visit - York University
- Y11 Spring 1 Work Shadowing
- Y11 Spring 1 Options Evening
- Y11 Spring 1 Skills & Curriculum
- Y11 Spring 1 Mock Interviews
- Y11 Spring 1 CV Writing workshop
- Y11 Spring 1 Shine (York University) Introduction
- Y11 Spring 1 Apprenticeships & T Levels, what are they?
- Y11 Spring 1 STEM, Women in STEM and Options choices (STEM).
- Y11 Spring 1 Shine (York University) Introduction
- Y11 Spring 1 Careers Introduction & Morrisby
- Y11 Spring 1 Skills, Qualifications & Curriculum
- Y11 Spring 1 Creativity
- Y11 Spring 1 Problem Solving
- Y11 Spring 1 Listening
- Y11 Spring 1 Teamwork
- Y11 Spring 1 NCW
- Y11 Spring 1 Careers Education at Work

YEAR 11

- Y10 Summer 2 Mock Interviews
- Y10 Summer 1 CV Writing workshop
- Y10 Summer 1 Shine (York University) Introduction
- Y10 Summer 1 Apprenticeships & T Levels, what are they?
- Y10 Summer 1 STEM, Women in STEM and Options choices (STEM).
- Y10 Summer 1 Shine (York University) Introduction
- Y10 Summer 1 Careers Introduction & Morrisby
- Y10 Summer 1 Skills, Qualifications & Curriculum
- Y10 Summer 1 Creativity
- Y10 Summer 1 Problem Solving
- Y10 Summer 1 Listening
- Y10 Summer 1 Teamwork
- Y10 Summer 1 NCW
- Y10 Summer 1 Careers Education at Work

YEAR 10

- Y9 Summer 1 Shine Visit - York University
- Y9 Summer 1 Work Shadowing
- Y9 Summer 1 Options Evening
- Y9 Summer 1 Skills & Curriculum
- Y9 Summer 1 Mock Interviews
- Y9 Summer 1 CV Writing workshop
- Y9 Summer 1 Shine (York University) Introduction
- Y9 Summer 1 Apprenticeships & T Levels, what are they?
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- Y9 Summer 1 Problem Solving
- Y9 Summer 1 Listening
- Y9 Summer 1 Teamwork
- Y9 Summer 1 NCW
- Y9 Summer 1 Careers Education at Work

YEAR 9

- Y8 Summer 2 Mock Interviews
- Y8 Summer 1 CV Writing workshop
- Y8 Summer 1 Shine (York University) Introduction
- Y8 Summer 1 Apprenticeships & T Levels, what are they?
- Y8 Summer 1 STEM, Women in STEM and Options choices (STEM).
- Y8 Summer 1 Shine (York University) Introduction
- Y8 Summer 1 Careers Introduction & Morrisby
- Y8 Summer 1 Skills, Qualifications & Curriculum
- Y8 Summer 1 Creativity
- Y8 Summer 1 Problem Solving
- Y8 Summer 1 Listening
- Y8 Summer 1 Teamwork
- Y8 Summer 1 NCW
- Y8 Summer 1 Careers Education at Work

YEAR 8

- Y7 Summer 2 Mock Interviews
- Y7 Summer 1 CV Writing workshop
- Y7 Summer 1 Shine (York University) Introduction
- Y7 Summer 1 Apprenticeships & T Levels, what are they?
- Y7 Summer 1 STEM, Women in STEM and Options choices (STEM).
- Y7 Summer 1 Shine (York University) Introduction
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- Y7 Summer 1 Skills, Qualifications & Curriculum
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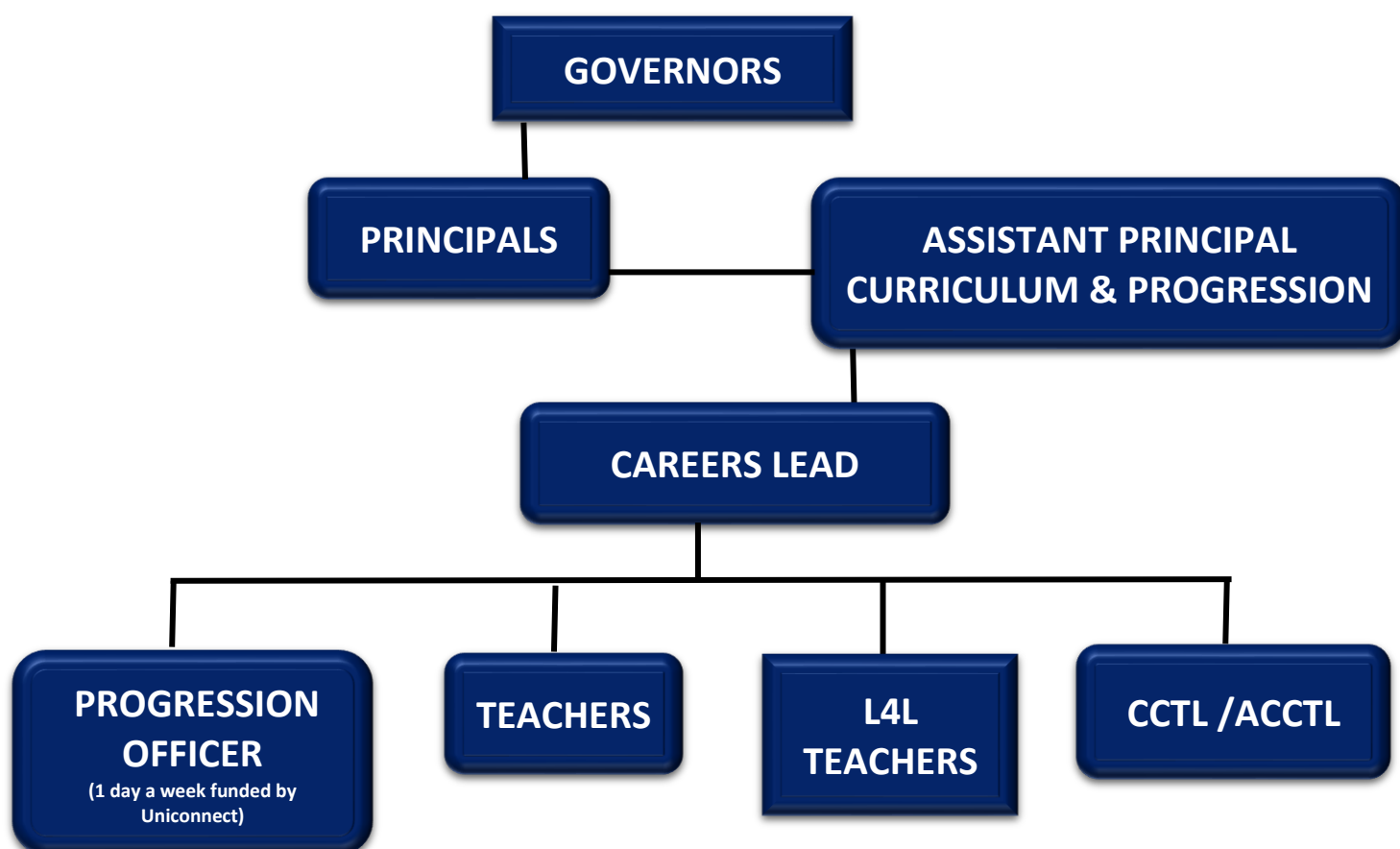
YEAR 7

- Y6 Summer 2 Mock Interviews
- Y6 Summer 1 CV Writing workshop
- Y6 Summer 1 Shine (York University) Introduction
- Y6 Summer 1 Apprenticeships & T Levels, what are they?
- Y6 Summer 1 STEM, Women in STEM and Options choices (STEM).
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Our Vision:"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"

Section 3

Management structure



Section 4

Partners

We will work in partnership with:

- Wakefield Connexions Service, one-to-one in targeted situations and on-line for all, providing support and advice on the careers 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 CPD programmes for staff.
- 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.
- We work closely with local companies to provide our students with opportunities to develop skills through activities provided by companies such as Henry Boot, Next PLC & Production Park.
- Leeds Apprenticeship Hub and National Apprenticeship Service to support students with up-to-date information on the latest apprenticeship vacancies.



Section 5

Monitoring, Evaluation & Planning

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

- 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
- Whole college strategic plan (CSP)

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

- Careers Strategic Plan
- Guidance advisor yearly plan
- Learning for Life Curriculum Book (Medium, Long-term Plans and Curriculum Rationale)
- Whole college strategic plan (CSP)

Section 6

Annexes

This policy should be read in conjunction with the following policies:

- Provider Access Policy
- Work Experience Policy
- Safeguarding Policy



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:
August 2022	August 2023	Assistant Principal (Curriculum and Progression) Careers Lead
August 2023	August 2024	Assistant Principal (Curriculum and Progression) Careers Lead
August 2024	August 2025	Assistant Principal (Curriculum and Progression) Careers Lead
August 2025	August 2026	Assistant Principal (Curriculum and Progression) Careers Lead
August 2026	August 2027	Assistant Principal (Curriculum and Progression) Careers Lead

