



The King's (The Cathedral) School

Careers Education, Information, Advice and Guidance

Responsibility:	Mr R Mbanu
Ratified By:	Governing Body
Date Reviewed:	April 2025
Next Review Date:	

Careers Education, Information, Advice and Guidance (CEIAG)

“For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ.”

1 Corinthians 12:12

The King’s (The Cathedral) School is committed to providing an education of the highest quality for all its students and recognises that this can only be achieved by focusing on CEIAG. Our Christian values of inclusiveness, excellence, and joyfulness underpin this policy because we believe in guiding students toward different but equally fulfilling pathways that set no limits to their aspiration.

Introduction

A young person’s career is defined by the choices they make, and their progress in learning and work. At The King’s (The Cathedral) School, all students benefit from a planned curriculum-based programme of learning and activities that help them to access the 11-19 pathways that are right for them, to be able to manage their own careers and to aspire to lifelong career wellbeing and happiness. We aim to enable our students to become self-confident, skilled and career-ready learners. We recognise that all schools have a statutory duty to adhere to the Careers Guidance and Access for Education and Training Providers (January 2023).

Intent

We aim to encourage students to consider a wide range of careers. In particular, we encourage them to:

- develop independent research skills, so that they can make good use of information and guidance to learn about careers and the world of work;
- develop and use their self-knowledge when thinking about and making choices;
- develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition;
- to sustain employability and achieve personal and economic well-being throughout their lives.

We recognise that the process of making career decisions is a lengthy one and that most of our students will make their final choices only after completing Higher Education.

Impact & Implementation

The programme has a framework linked to student learning outcomes and incorporates measures to highlight and evidence impact via student voice and indicators of behaviour and achievement progress. Our careers programme of events and guidance is framed by the eight Gatsby benchmarks:

Benchmark One

A stable careers programme: an embedded stable careers programme known and understood by staff, students and parents.

Benchmark Two

Learning from career and labour market information: access to high quality information about future study and labour market opportunities.

Benchmark Three

Addressing the needs of each young person: advice and guidance tailored to the needs of each student.

Benchmark Four

Linking curriculum learning to careers: linking curriculum learning with careers including highlighting science, technology, engineering and mathematics (STEM) subjects with a wide range of career paths.

Benchmark Five

Encounters with employers and employees: encounters for students with employers about work, employment and the skills valued in the workplace.

Benchmark Six

Experience of workplaces: provision of workplace experiences to help explore career pathways through partnerships with local employers where possible.

Benchmark Seven

Encounters with further and higher education: all students understand the full range of learning opportunities through academic and vocational routes in school, colleges, universities, apprenticeships and the workplace. This understanding should be built upon meaningful encounters with providers of the full range of learning opportunities.

Benchmark Eight

A personal guidance: access to guidance interviews and online careers advice.

We aim to provide a learning programme for CEIAG that has suitable breadth, depth and relevance to meet the needs of our students and the interests of employers in the local and national community. The programme will enhance the personal, vocational and academic learning of each student who will be prepared for the next stage in their education, training and employment.

Entitlement

All students are entitled to CEIAG which meets professional and ethical standards of practice, and which is person-centred, impartial and confidential. This is integrated into the students' experience of the whole curriculum and is based on the partnership between the School, students and their parents or carers. The programme aims to encourage students to have high aspirations and broad horizons, to challenge stereotyping and to promote equality and diversity.

Careers includes both education and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance, students are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Progress in students' self-development and understanding of careers is monitored regularly.

Careers education forms an integral part of the Learning for Life (LfL) curriculum. The three main areas of careers learning form themes which are revisited throughout Years 8-13:

- **Self-Development:** to develop the skills and qualities necessary for meaningful career progression;
- **Career Management:** the process of managing one's journey toward a professional goal, including research, planning, delivery and evaluation;
- **Career Exploration:** to investigate opportunities in learning and work.

Activities and Events

In addition, we organise:

- ILP interviews for all Year 9 and 10 students;
- Post-14 Options Evening for Year 9 students;
- Enterprise Day for Years 8 & 10 in Activities Week;
- Work shadow day with parent or family member in Year 9;
- Work Experience for Years 10 & 12 in Activities Week;
- National Careers/Apprenticeship week activities for all departments and all year groups;
- Embedded career lessons in schemes of learning;
- Post-16 Options Evening for Year 11 students;
- Collapsed days post-exams, with employers and Growth Works delivering employability skills and Post-16/Post-18 options to Years 10 & 11;
- Post-18 Week for Year 12;
- Oxbridge visit for relevant Year 12 students;
- Practice interviews for Oxbridge candidates, and any others who have to undertake an interview as part of the UCAS process;
- A Post-18 presentation for all Year 12 Parents and Carers.

The School encourages, and provides support to, all students in Years 11-13 to undertake work experience in a variety of forms. This opportunity is available to all Sixth Formers as part of the Wednesday Afternoon Activities programme. All Year 12 students will be actively encouraged to undertake four days of work experience. All Year 10 students have three days of organised work placement. This will be monitored and recorded as part of the Post-16 provision in Unifrog.

Departmental Involvement

All subject departments are encouraged to display a careers board related to their subject, and asked to record experiences within their department of outside speakers, visits, or any other opportunities to demonstrate a link between their subjects and careers.

Destinations

The destinations of our leavers are closely monitored and younger students informed so that we are aware of trends and opportunities. Destination data is available on request.

Leadership and Management

The SLT member responsible for Careers oversees all aspects of Careers, beyond the classroom delivery, for example Futures Days, Work experience for Year 12, etc.

The Careers and Progression Lead is responsible for the leadership and management of CEIAG and the deployment of allocated resources. The Lead is line-managed by a member of the Senior Leadership Team.

Teaching

Classroom teaching is provided by the Head of Department – Learning for Life, and other teachers. All staff, particularly subject teachers, form tutors, Sixth Form Deputies, Academic Heads of Year, and Pupil Support Officers provide additional support to students.

In-School Advice and Counselling

Our full-time Careers and Progression Lead conducts ILP interviews in Year 10 and arranges individual independent careers interviews for Years 10-13, where appropriate. They hold two individual meetings with all Year 13 students prior to UCAS and other applications. Our Careers and Progression Lead holds a Level 6 qualification in University Careers Education and Guidance in Schools and has experience in the private sector managing apprenticeship schemes and careers coaching.

Independent Careers Advice

The School has an annual Partnership Agreement with a local, Level 6 qualified impartial Careers Advisor which is reviewed annually; our nominated Advisor works six times over the school calendar to deliver the agreed services under the direction and monitoring of our UCAS / Careers Advisor. Career interviews are available to all Year 11-13 students on request through the UCAS / Careers Adviser. Students can be referred by Academic Heads of Year / Sixth Form Deputies, Pupil Support Officers, LfL teachers, and other staff. Drop-in sessions are also available. Representatives from Peterborough Regional College, Stamford College, and Peterborough City College are invited to the Post-16 Information Evening. Other providers for Apprenticeships may also be in attendance. This meets the statutory obligation shown in our Provider Access Policy on our website.

Careers Library

The Careers Library in the Wolfson Suite provides a teaching room, a library, resources (which are regularly updated), and ICT facilities. Years 9 to 11 have lessons here; it is open and freely available, with all the resources being regularly updated. It is open every day from 8am to 4pm, and staffed every lunchtime.

UCAS Room

This room, adjacent to the UCAS Adviser's Office, houses resources and IT facilities to support UCAS preparation and applications. It is open all day to Sixth Form students. At lunchtime it hosts UCAS talks and workgroups.

Monitoring

This policy is monitored and reviewed by the Senior Leadership Team and by the Board of Governors on an ongoing basis, and formally every two years.



Appendix One

Year 7						
Year Group Outcomes:		Occupations & Job Skills				
Year Group Theme:		Job Families				
Careers Guidance Activities						
Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Unifrog Research 2½ hours	Group presentation of specific 'Industries' research Benchmark 2	All students within LFL lessons: • students in small groups explore the 'Industries' section of Unifrog, and create a poster/presentation of the variety of jobs and careers within one area	Unifrog subscription	Students are able to discuss their findings with the class	Jul	LFL HoD
National Careers Week Linking subjects to careers within curriculum areas	Students to be introduced to how subject skills and knowledge link to careers. Benchmarks 2 and 4	All students within lessons across the school: • starters and plenaries from and https://icould.com/ , highlighting job roles and LMI. • Unifrog subject and careers library resources, LMI and lesson plan suggestions	Unifrog subscription https://icould.com/ Department links and resources	Students to begin to discuss links from subject skills to specific jobs/careers	Mar	RM – curriculum links

Year 8

Year Group Outcomes:

Occupations & Skills

Year Group Theme:

Introduction to Careers/Personal Skills and Attributes/Occupational Families

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Unifrog Careers programme – Introduction to Careers 2 ½ hours	To explore results of Unifrog careers programme, careers leaflet produced	Unifrog – students explore this online programme, creating an account which can be accessed in the coming years. They get results of their personal skills and attributes, including an assessment of their likes and dislike, and some job ideas for them to explore. Students create an information leaflet based on one job including qualifications required, training, qualities etc.	Unifrog annual subscription	Students are able to discuss their skills and present their initial job ideas.	Apr May	LfL HoD
National Careers Week Linking subjects to careers within curriculum areas	Students to be introduced to how subject skills and knowledge link to careers. Benchmarks 2 and 4	All students within lessons across the school: <ul style="list-style-type: none"> starters and plenaries from and https://icould.com/, highlighting job roles and LMI. Unifrog subject and careers library resources, LMI and lesson plan suggestions 	Unifrog subscription https://icould.com/ Department links and resources	Students to begin to discuss links from subject skills to specific jobs/careers	Mar	RM – curriculum links

Year 9

Year Group Outcomes:

Making Informed Post 14 Choices

Year Group Theme:

Post 14 Options

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Introduction to careers library 1¼ hours	Students will know how to access careers related resources. Benchmark 3	All students within LFL lessons: <ul style="list-style-type: none"> to visit careers library in school to engage with various careers resources 	Careers library/Librarian	Students independently accessing careers resources	Nov/Dec	LFL HoD
Unifrog Careers Review 1 ¼ hours	Review of their Year 8 FT profile	A session to further explore and reflect on Year 8 work	Unifrog Careers programme	Students can access the resources to help inform Post 14 options	Nov/Dec	LFL HoD
Post 14 Options booklet discussion and exploration 1¼ hours plus form time	Students make informed decisions about their Post 14 options. Benchmarks 2, 3 and 4	All students within LFL lessons: <ul style="list-style-type: none"> A session to help support subject choices for Post 14 	Post 14 booklet	Options returned on time and carefully considered	Jan/Feb	LFL HoD
Individual Learning Plans (ILPs) 1½ hours	Students create SMART targets for their future. Benchmarks 3 and 8	All students in LFL lessons: <ul style="list-style-type: none"> prepare for their ILP meetings. meet in small groups with the Careers Co-ordinator 	Target Sheets Time for whole year group to meet the Careers Co-ordinator in groups of no more than 5	Completion of Meetings and paperwork	Jan/Feb	LFL HoD

National Careers Week Linking subjects to careers within curriculum areas	Students to further explore how subject skills and knowledge link to careers. Benchmarks 2 and 4	<p>All students within lessons across the school:</p> <ul style="list-style-type: none"> starters and plenaries from https://icould.com/, highlighting job roles and LMI. Success@School lesson resources Unifrog subject and careers library resources, LMI and lesson plan suggestions 	https://icould.com/ Success@School lesson resources Unifrog subscription	Students to discuss links from subject skills to specific jobs/careers	Mar	RM – curriculum links
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Year 10

Year Group Outcomes:

Introducing and Establishing Employability Skills

Year Group Theme:

Preparation for Future Employment and Work Experience

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Virtual work experience	Students engage in interactions with employers and sector specific careers and work-related learning. Benchmark 6	Various providers used for student individual virtual choices. Applications processed in school and students take part at home, online.	ICT resources at home. Some students access paid experiences (parental funding), and others access these via bursary funding. Most placements are free. Access to national providers.	Students aware of the jobs and careers in specific sectors and able to talk confidently about choices made. Students network with employers.	All Year	LfL HoD
Unifrog profile 1 ¼ hours	Profile created and explored	Unifrog profile completed by all students, assessment of skills/qualities for jobs	Unifrog Subscription	Choice of job role completed for mock interview	Apr/May	LFL HoD 1 ¼ hours
CV and letters of application 2½ hours	All students complete a CV and letter of application. Benchmarks 3 and 6	All students in LFL lessons: <ul style="list-style-type: none">Students apply for a 'job' – this forms the basis of prep work for the futures day in Year 11 (or prep for work experience)	CV and letters of application – writing frames ICT facilities	Completed application submitted on time	May/Jun	LFL HoD

Individual Learning Plans (ILPs) 1½ hours	Students complete SMART target Review. Benchmarks 2, 3, 4 and 8	All students in LFL lessons review their SMART targets. They then meet in small groups with the Careers and Progression Lead to discuss and record their thoughts on their post 16 choices and their career ambitions on their ILP.	Unifrog subscription to record Individual Learning Plans Time for whole year group to meet the Careers and Progression Lead in groups of six	Completion of Meetings and paperwork	May/Jun	C&PL
National Careers Week Linking subjects to careers within curriculum areas	Students to further explore how subject skills and knowledge link to careers. Benchmarks 2 and 4	All students within lessons across the school: <ul style="list-style-type: none">starters and plenaries from https://icould.com/, highlighting job roles and LMI.Success@School lesson resourcesUnifrog subject and careers library resources, LMI and lesson plan suggestions	https://icould.com/ Success@School lesson resources Unifrog subscription	Students to discuss links from subject skills to specific jobs/careers	Mar	RM – curriculum links
Work Experience in-person.	Students identify and secure an in-person four work placement in a workplace. Benchmark 6	Students to engage in work experience for four days in Activities week. Work placement approval is managed through Unifrog.	Unifrog work placement module subscription. Time for experience Staff to manage process. Student record booklets Staffing to monitor work placements in-person	All students engage in a meaningful experience of work	Launched to students & parents Oct. June (complete booklet) July	C&PL LFL HoD KEH
University Campus Visit	Students visit ARU Peterborough campus to be	All students – collapsed day.	Staff to manage process and	Student and provider feedback	Mar	RM C&PL

	<p>exposed to higher education opportunities locally.</p> <p>Benchmarks 1,3 and 7</p>	<p>One day visit for year group to ARU Peterborough campus; students experience subject tasters, meet student ambassadors, and learn about life as a post 18 student and about accessing higher education.</p>	<p>supervise students at event</p>			
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Year 11

Year Group Outcomes:

Making Informed Post 16 Choices

Year Group Theme:

Next Steps

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Virtual work experience	Students engage in interactions with employers and sector specific careers and work-related learning. Benchmark 6	Various providers used for student individual virtual choices. Applications processed in school and students take part at home, online.	ICT resources at home. Some students access paid experiences (parental funding), and others access these via bursary funding. Most placements are free. Access to external providers.	Students aware of the jobs and careers in specific sectors and able to talk with confidence about choices made. Students network with employers.	All Year	LfL HoD
Preparation for interview	Students understand generic interview questions and format. Benchmark 3 and 8 Students are exposed to a formal interview	Interview preparation in LfL lessons. Individual support for students applying for apprenticeships provided by Careers & Progression Lead	Questions Sheet Local employer support	Evaluation forms of the process	Jan / Feb	LfL HoD C&PL
Post 16 choices 3¼ hours	Students to make decisions on their Post 16 intentions. Benchmarks 2, 3 and 4	All students in LfL lessons: 1. Revisit Unifrog for College/Sixth Form search tool, plus	ICT facilities Unifrog Web access Post 16 brochure	Students successfully apply to Post 16 destinations	Oct-Dec	LfL HoD

		<p>Apprenticeship and University search.</p> <p>2. Career Pilot/National Careers Service/Informed Choices/Local FE Providers all explored</p> <p>3. Post 16 brochure for KSP examined</p> <p>4. Post 16 intentions recorded on Unifrog</p>				
Year 11 Information Evening, plus information letter from SLT KS4&5	Parents and students informed of process of application to school and of structure of Year 11	All parents and students invited to attend – given information about study and wellbeing		Students' successful applications - spring	Sep	AHOY & SLT C&PL
Post 16 Evening	<p>Students and parents understand the entry requirements for KSP Sixth Form as well as a Futures Zone with other FE and HE providers.</p> <p>Parents informed of where to access additional information about post 16 routes</p> <p>Benchmarks 2, 3, 4, 7 and 8</p>	<p>All parents and students invited. An evening delivered by AHOY, SLT for KS5 as well as departments offering information about A Level subjects.</p> <p>Alternative FE providers and HE providers available for students to visit at Futures Zone.</p>	<p>Post 16 Presentation</p> <p>Post 16 brochure</p> <p>Links to sources of information</p> <p>Success at School resources – subject links to careers</p> <p>Local colleges and other FE providers attend</p> <p>HE providers attend</p>	Choices returned on time and carefully considered	Nov-Jan	AHOY & SLT
Impartial Careers Interview	Students who require additional support and information to help with Post 16 choices are provided with a	Available to all students: Those students who lack direction or who seek a careers interview are provided with one by our Impartial Careers Advisor	Provision of external impartial careers advice	<p>ALL students are able to make informed Post 16 choices</p> <p>Meeting action plans</p>	Jan-May	C&PL

	35-minute impartial careers interview Benchmarks 3 and 8					
National Careers Week Linking subjects to careers within curriculum areas	Students to further explore how subject skills and knowledge link to careers Benchmarks 2 and 4	<p>All students within lessons across the school:</p> <ul style="list-style-type: none"> starters and plenaries from https://icould.com/, highlighting job roles and LMI Success@School lesson resources Unifrog subject and careers library resources, LMI and lesson plan suggestions 	https://icould.com/ Success@School lesson resources Unifrog subscription	Students to discuss links from subject skills to specific jobs/careers	Mar	RM – curriculum links
Futures Day	Students to be exposed to developing their employability skills, including CV building and interview skills, apprenticeship opportunities, university, the armed forces Benchmarks 2, 3, 4, 5 and 7	<p>All students – collapsed day. 1 day of external providers, delivering a variety of sessions to year group.</p> <p>These include FE/HE/local and national employers, apprenticeship opportunities.</p>	Staff to manage process and supervise students at event	Student and provider feedback	Nov	C&PL

Year 12

Year Group Outcomes:

Improving Employability, Skills and Aspirations for Post 18 Careers

Year Group Theme:

Inspiring for the Future

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Post 18 Choices	Students to understand the range of Post 18 choices	All students in LFL:	ICT facilities	Students to choose their preferred path for Post 18 destination	Nov on	LfL HoD
10+ hours	Benchmarks 2, 3, 4 and 8	Unifrog/UCAS/Russell Group/HECSU/Which University?/Gap Year/School leaver and degree apprenticeship programmes all explored over a significant period of time. 1 to 1 interview with LfL teacher to target set for KS5 as well as identify Post 18 aspirations, and discuss CV update.	Unifrog subscription Application guidance publications			
Virtual work experience	Students engage in interactions with employers and sector specific careers and work-related learning. Benchmarks 6	Various providers used for student individual virtual choices. Applications processed in school and students take part at home, online.	ICT resources at home. Some students access paid experiences (parental funding) and others access these via bursary funding. Most placements are free.	Students aware of the jobs and careers in specific sectors and able to talk with confidence about choices made. Students network with employers.	All Year	C&PL

Personal Statement (PS) - an introduction	Students to develop a first draft of their PS for UCAS, or relevant documents for other Post 18 choices Benchmarks 2, 3, 4 and 8	To examine good quality exemplars of PS's and complete a first draft. • To examine good quality exemplars of PSs and complete a first draft	ICT facilities Unifrog subscription PS templates and exemplars Application guidance	Students to complete first draft of PS in Unifrog	End May	AHOYs
Applications Week	Students to get bespoke, specialised support in finalising their PS or relevant documents for other Post 18 choices Benchmarks 2, 3, 4, 5, 7 and 8	All students in applications week: 1 day spent with Sixth Form AHOYs and specialist school staff, ex-students, employers and HE institutions etc. who help guide and advise on developing a PS	ICT facilities PS templates and exemplars Application guidance Ex-students	Students to finalise their PS in Unifrog	Jul	AHOYs
Futures Fair	Students to be exposed to developing their employability skills, as well as a University visit for all Benchmarks 2, 3, 4, 5 and 7	2 days in school, all students attend and select from a range of insight events provided by universities and employers, including the police and armed services. Students attend a session to complete most sections of their UCAS application, as part of their Post 18 application preparation. Students finalise notes for reference writers on Unifrog	Local employers HE providers ICT facilities Unifrog subscription	Student, university and employer feedback. UCAS applications complete except for PS and choices. Notes for reference writers added to Unifrog	Jun	AHOYs C&PL
University Visit	Students offered the opportunity to attend a university campus visit to gain insight into applications to competitive universities	1 day visit to a university campus (e.g. Russell Group), to tour the campus, meet student ambassadors, attend subject tasters to gain insight into subject choices and what competitive	Funding from 16-19 bursary for students for coach travel			

	Benchmarks 1,3 and 7	universities are looking for from applicants.				
Impartial Careers Interview	Students who require additional support and information to help with Post 18 choices are provided with at least one 35-minute impartial careers interview Benchmarks 2, 3 and 8	All students have opportunity to access and meet with Impartial Careers Advisor, in addition to our own full-time advisor.	Provision of external careers advice	ALL students are able to make informed Post 18 choices Meeting action plans	Jan-May	C&PL
Post 18 alternative choices	Students to be exposed to a range of alternatives to university e.g. Degree Apprenticeships, School Leaver Programmes etc.	Students can attend the events during lunchtimes	Employer support	Students gain knowledge of local/regional/national career opportunities and can link this to their post 18 options.	All year	AHOYs C&PL
Work experience. At least four days in activities week work shadowing.	Students engage in at least four days in person work experience. Benchmark 6	All students requested to arrange a work experience placement. Students to be encouraged to organise this themselves, with their parents' support if needed.. Work placement approval is managed through Unifrog Advice, guidance and contacts offered in school to those who need this to ensure a high-quality work placement.	Parental support Employer contacts Time for experience Staff to provide guidance and manage process	Students gain knowledge of a working environment in one or more sectors. Students can include this on their personal statement and make more informed about future choices. Work placements fully approved on Unifrog	Launched to students & parents Oct Work placement happens in activities week (subject to employer availability)	LfL HoD C&PL
Post 18 Parents Information Evening	Parents (and students if they wish) attend post 18 event to help them understand the application process	Post 18 Parents Information evening event run by Sixth Form team to inform parents of post 18 options and the key aspects of the application process for	Staff to provide evening event	Parent feedback	Mar	RM Sixth Form team

		<p>university, apprenticeships and other options.</p> <p>Parents shown how to access Unifrog to support their child with their post 18 decisions</p>	Unifrog subscription			
National Careers Week Linking subjects to careers within curriculum areas	<p>Students to further explore how subject skills and knowledge link to careers</p> <p>Benchmarks 2 and 4</p>	<p>All students within lessons across the school:</p> <ul style="list-style-type: none"> starters and plenaries from https://icould.com/, highlighting job roles and LMI Success@School lesson resources Unifrog subject and careers library resources, LMI and lesson plan suggestions 	<p>https://icould.com/</p> <p>Success@School lesson resources</p> <p>Unifrog subscription</p>	Students to discuss links from subject skills to specific jobs/careers	Mar	RM – curriculum links

Year 13

Year Group Outcomes:

Post 18 Success

Year Group Theme:

Becoming a Professional

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Virtual work experience	Students engage in interactions with employers and sector specific careers and work-related learning.	Various providers used for student individual virtual choices. Applications processed in school and students take part at home, online.	ICT resources at home. Some students access paid experiences (parental funding) and others access these via bursary funding. Ost placements are free.	Students aware of the jobs and careers in specific sectors and able to talk with confidence about choices made. Students network with employers.	All Year	C&PL
Post 18 Applications	Students to make timely applications to their choice of provider/employer Benchmarks 2, 3 and 4	All students in LFL lessons and outside of lesson time utilising UCAS and other resources complete their application(s). Support for Post 18 choice e.g. PS review, guidance on choices, application review. 1-1 meetings for all students in Autumn term to finalise their application.	ICT resources Unifrog subscription	All students apply for Post 18 choice	Sep-Jun	LfL HoD AHOYs C&PL C&PL

University Interview Skills	Students to understand the nature of interview structure and questions for their Post 18 choice Benchmarks 3 and 5	All students during LFL: University interview questions discussed and guidance given on employer interviews and assessment centres for apprenticeship applications Additional practice interviews offered when required including Oxbridge/Medicine/primary education etc.	ICT resources Past interview questions, Unifrog subscription Former King's students, university academics and outreach staff to support	Students facing interviews feel prepared and confident	Oct-Jan (HE) Oct-Mar (Apprenticeships)	AHOYs C&PL
National Careers Week Linking subjects to careers within curriculum areas	Students to further explore how subject skills and knowledge link to careers Benchmarks 2 and 4	All students within lessons across the school: <ul style="list-style-type: none"> starters and plenaries from https://icould.com/, highlighting job roles and LMI Success@School lesson resources Unifrog subject and careers library resources, LMI and lesson plan suggestions 	https://icould.com/ Success@School lesson resources Unifrog subscription	Students to discuss links from subject skills to specific jobs/careers	Mar	RM – curriculum links
Financial Capability	Students to understand the funding and lending arrangements for HE, as well as preparation for budgeting/living away from home	All student in LFL: <ul style="list-style-type: none"> Sessions adapted for current/future HE funding as appropriate 	Details of Student funding, loans etc. – updated every year	Students have a good understanding of how their financial circumstances will affect their funding/lending etc. Students apply for	Feb-May	HOD LfL C&PL

	Benchmark 3	Student Finance lunchtime session offered to all Year 13 students from university on		appropriate funding in spring/summer term		
Impartial Careers Interview	Students who require additional support and information to help with Post 18 choices are provided with a 35-minute impartial careers interview Benchmark 8	Those students who lack direction or who seek a careers interview are provided with one by our Impartial Careers Advisor	Provision of impartial careers advice	ALL students are able to make informed Post 16 choices	Jan-May	C&PL

In addition to the above programme, there were many lunchtime sessions planned from a range of employers, e.g. the armed forces, PWC, EY, KPMG. Year groups are invited to attend – usually Years 11-13.

We also normally have many curriculum trips and experiences with a careers focus. These have included visits to Amazon, Cadbury World, Disneyland Paris, Museums, drama workshops, Science visits and multiple university visits.

Appendix Two

KSP Provider Access Policy

(1) Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

(2) Pupil Entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

(3) Management of provider access requests

Procedure

A provider wishing to request access should contact Rich Dew our Careers and Progression Lead

Telephone: 01733 751541

(4) 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/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly and tutor group opportunities		Assembly and tutor group opportunities
Year 9		KS4 Options event	

Year 10	Assembly and tutor group opportunities	Assembly and tutor group opportunities	Assembly and tutor group opportunities
Year 11	Post 16 Futures Day Post 16 Open Evening		
Year 12	Post 18 Assembly Lunchtime session opportunities		Post 18 Futures Festival
Year 13	Workshops – HE and Apprenticeship Applications Lunchtime session opportunities		

Please speak to our Careers and Progression Lead to identify the most suitable opportunity for you.

(5) Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school 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 & Progression Lead or a member of the team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.