



**Malbank School & Sixth Form College**  
**Careers Education and Guidance Policy**

## ***Careers Education and Guidance Policy***

***Updated June 2025 by Craig Batty - Assistant Headteacher (Head of Sixth Form and Careers)***

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### **1. Introduction**

Malbank School is committed to providing quality education in a friendly environment, characterised by support for the individual and high achievement amongst students of all ages, aptitudes, and abilities.

In this document, the 'Careers Team' refers to the following people:

- Craig Batty (Assistant Headteacher)
- Vickie Thorley (Head of Education for Life)
- Laura Kirk-Bradshaw (Key Stage 5 Learning Manager)

### **2. Inclusion Mission Statement**

Malbank School and Sixth Form College is committed to providing a careers education and guidance programme which encourages students of all ages, aptitudes, and abilities to develop to their full potential; enhance self-awareness and confidence; acquire the necessary skills and information to make informed and realistic careers decisions; and become competent career planners.

### **3. Aims**

As a school we aim to:

- Develop skills and personal qualities e.g. self-esteem, decision-making and communication skills, including ICT.
- Provide knowledge of options at key stages of decision making.
- Encourage acquisition of job-seeking skills, including ability to write letters of application, interview technique, and the preparation of CVs.

- Facilitate knowledge of availability and sources of educational and employment information within school, locally, nationally and internationally.
- Help with management of transition from school to Further Education (FE), Higher Education (HE), or employment and training.
- Involve parents, governors and the local community in the delivery of the CEG programme.
- Enhance life-long learning by encouraging the recording of progress and planning for the future.
- Have a universal and inclusive service available to all.
- Identify those at risk and provide guidance differentiated according to need.
- Develop work-related learning knowledge and skills, including business enterprise.
- Review our procedures at regular intervals and upgrade the CEG programme accordingly.
- Meet the Gatsby Benchmarks, in line with the updates that were published in May 2025:

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

#### **4. Principles**

- Providing appropriate advice, guidance and support to ensure that every child can make appropriate and informed choices about their future after leaving Malbank.
- Teaching and learning opportunities that emphasise the importance of pupils' active participation in and responsibility for the process of education.
- The teaching materials used are appropriate to the needs of the pupils.
- The school draws effectively and coherently on expert advice, help and support from within and beyond the local community.
- Pupils receive help, support, recognition, encouragement and advice which is impartial and clearly linked to the whole school framework of pastoral care. Confidentiality is respected.
- The work-related curriculum is an integral part of the school curriculum, reflecting the aims of the school and needs/aspirations of the individuals and community it serves.

#### **5. Implementation**

##### **Management**

Vickie Thorley (Head of Education For Life (EFL)), combines the previous roles of the Work-Related Learning Co-ordinator and PSHE/Citizenship Co-ordinator (PDL). She liaises with Key Stage Leaders to design, implement and review the careers programme. The Careers Leadership team works closely with the Careers Adviser, who is employed by Mploy, to ensure that independent advice is given to all students in Key Stage 4, including one-to-one interviews. Potential NEET/Pupil Premium students are targeted with additional support from the Careers Adviser.

Work experience is planned and implemented by the Careers Team in conjunction with the Key Stage 4 and 5 Learning Managers for all Year 12 students (Spring Term) and Year 10 students (Summer Term).

The Head of Education for Life designs and implements the Sixth Form careers programme, working in partnership with the Head and Assistant Heads of Sixth Form.

Members of the Inclusion Team meet weekly as the internal Students at Risk Group (STAR) to identify and support students at risk of becoming NEET or requiring enhanced guidance.

## **Staffing**

Craig Batty, Assistant Headteacher, is the designated Careers Leader.

All staff contribute to the CEG programme as form and subject teachers. Careers education is planned, monitored and evaluated by the Head of Education For Life.

The Careers Adviser provides one-to-one specialist guidance and uses Unifrog to support personalised career planning.

## **Curriculum**

From September 2025, the school is embedding Unifrog across Years 7–13. Unifrog allows students to explore careers, access labour market information, log employer/provider encounters, and track skills development. It enhances CEIAG provision in line with Gatsby Benchmarks 1, 2, 3 and 8.

Careers guidance is delivered through:

- PDL lessons (part of the Education for Life curriculum that runs throughout the week in Form Time).
- A dedicated regular form time careers slot.
- One-to-one guidance sessions with the Careers Adviser.
- Cross-curricular links (e.g. STEM competitions and projects).
- Assemblies and guest speaker events.
- Subject-specific trips and employer engagement activities.
- Career and enterprise days for Years 9.
- Work experience for Year 10 (Summer Term) and Year 12 (Spring Term).
- Unifrog platforms for interactive and independent learning.

## **6. Our Careers Programme Outline**

Malbank School's careers programme sets each student on an individual journey through progressive CEIAG experiences. The programme is aspirational, inclusive, and aligned with Gatsby Benchmarks and statutory guidance.

Unifrog supports research into future pathways and logging of career development activities. Students can explore university, apprenticeship and employment options and use tools to prepare CVs, personal statements and course applications.

Careers provision includes:

- Regular PDL and form-time activities across all year groups.
- Unifrog access for all students and staff.
- Employer encounters and workplace experiences.
- Provider encounters in line with the Provider Access Legislation.
- Opportunities to explore LMI and regional employment trends.

## **7. The Role of the Careers Adviser**

The Careers Adviser works one day per week to provide:

- One-to-one impartial careers guidance for all students.
- Additional support for students identified as at risk of becoming NEET.
- Use of Unifrog for documenting interactions and tailoring advice.
- Liaison with external agencies including the Crewe and Nantwich Pledge, Careers and Enterprise Company, STEM initiatives, and local employers such as Bentley Motors.

The Careers Adviser follows the school's safeguarding protocols while on site.

## **8. Resources**

- The Careers Adviser's office and Sixth Form Common Room include physical careers resources.
- Online resources include Unifrog and Compass Plus.
- The school draws on support from parents, local businesses, higher education providers and external agencies.
- Students participate in university/career fairs and FE taster sessions.

## **9. Staff Development**

- CPD is aligned with the School Development Plan and includes careers education.
- Unifrog training is provided for all staff.
- Staff use Unifrog to track student progress and deliver curriculum-linked CEIAG.
- Student and parent/carer feedback is gathered via surveys and forums.

## **10. Monitoring, Evaluation and Review**

- Student engagement with CEIAG is tracked using Unifrog analytics.
- The Careers Leader and SLT evaluate progress toward Gatsby Benchmarks.
- Feedback from students, staff, and providers informs ongoing improvements.
- NEET destination tracking and reduction strategies are reviewed by the STAR team.

**REVIEW DATE: JULY 2027**

