

CABOT LEARNING FEDERATION POST16

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

Introduction:

CLF Post 16 is committed to providing all students with the appropriate careers education, information, advice and guidance to enable them to make the best decisions for their futures and achieve the very best outcomes. CLF Post 16 has created an extensive Careers Programme which has embedded CEAIG for pupils, their parents and teachers alike.

CLF Post 16 ensures it meets the Gatsby Benchmarks to evidence strong careers support to all students regardless of their chosen destination pathway.

1. A stable careers programme: our career team regularly review and update the career programme to ensure it meets the current needs of the student cohort.
2. Learning from Career and Labour market information: our comprehensive career bulletins provide strong and high-quality information about current labour market influences and opportunities not only in our community but also in the wider City of Bristol.
3. Addressing the needs of each pupil: knowing our students, working closely with them, focusing on equality and diversity, we are able to address the needs of all students and track their progress not only for the time their study with us, but beyond including our strong CLF Post 16 alumni connections.
4. Linking Curriculum Learning to Careers: all teaching staff regularly link their learning to careers with trips, educational visits, guest speakers and student alumni.
5. Encounters with Employer and Employees: our pupils have positive encounters with employers and employees through career fairs, employability workshops, and mock interviews.
6. Experiences of Workplaces: all our students in Year 12 are supported to engage in suitable work experience to support them explore their career options. We also support students to complete voluntary work and help them in gaining part-time employment if required.
7. Encounters with Further and Higher Education: each year the students attend a large university and apprenticeship career fair, alongside subject trips to universities. Local universities and colleges are represented at our annual career fair and parents' evenings plus open days for prospective students.
8. Personal Guidance: all students are offered 1:1 career guidance meetings in-person and on TEAMS; these can include parent/carers, social workers and translators for our EAL students.

Aims and purpose:

- To provide good quality independent and impartial careers advice to students to educate, inspire and motivate towards positive destinations at the end of their period of study
- To provide advice and guidance that is open and non-sector specific, supporting students to explore different options and find the personal best career pathway for them
- Contribute to raising achievement and broadening aspirations in students
- Develop enterprise and employability skills including skills for self-employment
- Support inclusion and promote equality and diversity of opportunity
- To raise the life chances of all students through education, experience and opportunities.

The wider CEAIG programme is based around three core elements:

- **Personal development** – students understand themselves and their community alongside external influences. Supporting students to understand how to manage their time and stay safe through relationships; living in the wider world core themes.
- **Careers exploration** – students investigate opportunities in lessons, through trips, career workshops/events, mock interviews, career fairs, work experience and voluntary work.
- **Managing their own careers** through 1:1 guidance sessions, open days, career fairs internal and external, work experience, mock interviews and researching relevant career pathways.

All students have access to the following:

- Career and employability coach drop-in service (before school, break times and after school)
- 1-1 confidential and impartial career meeting with the careers coach and a written summary of their appointment to include an agreed action plan
- Timetabled career drop-down sessions, progression planning during academic tutor sessions and subject curriculum links to careers
- Widening participation opportunities for universities
- Visits to career fairs and universities
- Progression meetings with Academic Tutor, Senior Leadership Team, Head of House
- A NEET (Not in Education, Employment or Training) programme for students who are unable to continue learning with CLF Post 16, whatever the reason, to include links to relevant support agencies, online learning and CV/employability support.

Students with Special Educational Needs or Disabilities (SEND):

All students with SEND have a 1-1 with the careers coach in every year of study to assist with transition planning and next steps. All students receive a written summary of their appointment including an agreed action plan action points and resources for further research.

CLF Post 16 Careers Team

At CLF Post 16 all the Career Team are qualified Level 6 Career Advice and Guidance Counsellors and have years of experience offering one-to-one support in-person and online on TEAMS.

Equal opportunities

Cabot Learning Federation Post 16 actively promotes equality and diversity and works towards the removal of barriers to personal achievement resulting from prejudice, stereotyping or discrimination. Staff within Cabot Learning Federation Post 16 ensure that opportunities are promoted for students who are from disadvantaged or underrepresented backgrounds.

CLF Post 16 are keen to promote equal opportunities as well as challenging stereotypes and raising aspirations. We monitor careers resources regularly to ensure that they encourage both boys and girls and students from minority ethnic groups to enter different careers.

Monitoring and evaluation

CLF Post 16 conform to the Gatsby Benchmarks for a stable careers programme and our provision is monitored and evaluated bi-annually within Compass independently. The Post progression data is shared with the Local Authorities for their own destination recording.

PAL (Provider Access Legislation)

This statement sets out the school's arrangements for managing the access of Providers to students at the school for the purposes 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.

Students in all year groups are entitled:

- To find out about technical education qualifications and apprenticeship 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
- To understand how to make applications for the full range of academic and technical courses

A Provider wishing to request access should contact the Careers Team via the following email address careers@p16.clf.uk. A number of events, integrated into the school careers programme, will offer Providers an opportunity to come into school to speak with students and/or their parents.

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