



Careers Procedure 2025-6	
Approved by LAB on:	March 2025
Date of Next Review:	March 2026
Responsible Officer:	Fay Lawson

Vision

We are committed to providing the best possible careers education, information, advice, and guidance (CEIAG) to all our pupils and students, fairly and equitably. We aim to do everything we can to inspire, encourage and equip each pupil and student to realise their gifts and potential in order to have fulfilled and successful working lives. Encouraging a growth mindset is an important part of this aim.

Context and Scope

The careers department at Comberton Village College and Sixth Form adheres to the Department for Education Statutory Guidance on Careers which was last updated in January 2023. The Provider Access Legislation (PAL) requires all schools and academies to provide opportunities for a range of training and education providers to access all pupils and students from year 8-13 to inform them about apprenticeships and technical education qualifications. Under the PAL, schools and academies are required to provide at least six encounters with providers of technical education/apprenticeships for all pupils and students during school years 8-13. These include two encounters for pupils in year 8 or 9 that are mandatory to attend, two encounters during years 10 or 11 that are mandatory to attend and two encounters during year 12 or 13 that are mandatory for the school to provide but optional for students to attend. For key decision-making year groups of Years 9, 11 and 13, these must be delivered before the end of February. We ensure that all our career events provided to our pupils and students are PAL compliant and ensure that all year groups have a careers event.

We follow the 8 Gatsby Benchmarks to plan and structure our careers programme. The Gatsby Benchmarks provide a framework for world-class careers provision.

Principles and Objectives

The careers department at Comberton Village College and Sixth Form aim to inspire pupils and students to make wise and informed choices and plans for their future. Our careers provision is shown below in relation to each of the 8 Gatsby Benchmarks:

1) A Stable Careers Programme

We have a structured careers programme that encompasses all our year groups, which is published on our website. This includes a range of career events, career guidance meetings, encounters with employers and further and higher education establishments, work experience and lessons delivered through our Personal, Social, Health and Economic (PSHE) curriculum.

We hold regular meetings with an Enterprise Co-ordinator and Enterprise Advisor from The Careers and Enterprise Company, who support us in delivering and evaluating our careers programme. This is evaluated termly using the Compass Careers Benchmark tool.



Pupils and students can visit the careers office or email to schedule a meeting. We also have a Careers Advisor from Form The Future who visits once a month to meet with pupils and students to provide external input.

Feedback on our careers programme is welcomed from pupils, students, parents/carers, teachers, and employers. After each careers event, an online form is sent to pupils and students to gain feedback on what they enjoyed and any suggestions of improvements.

2) Learning from Career and Labour Market Information

The careers department has built successful working relationships with many local employers, education establishments and apprenticeship providers who attend our careers events to speak with our pupils and students about their careers and pathways available.

A copy of the local labour market information is included on the Comberton Village College website under 'careers' for our pupils and on the Comberton Sixth Form padlet for our sixth form students.

The library and resource centre has a well-stocked careers library, which contains books, leaflets and prospectuses on different career paths, higher and further education, apprenticeships, gap years and other pathways.

3) Addressing the needs of each pupil and student

We aim to do everything we can to inspire and encourage each of our pupils and students to realise their full potential and have happy and successful working lives.

All academic and vocational paths ranging from university and other course options, to jobs, apprenticeships and entrepreneurship are covered fairly and impartially.

The careers department work closely with staff in the Cabin, The Centre and KS3/4/5 support to fully support our pupils and students with additional needs in order to deliver an inclusive careers programme.

We work with a number of charities and external organisations to provide access to, and promote socio-economic diversity, within work experience programmes and opportunities. The careers department communicates programmes to pupils, students, and their parents/carers so they are aware of the opportunities available.

4) Linking curriculum learning to careers

We offer a timetabled programme of careers education through our PSHE curriculum covering a wide range of topics appropriate to each year group. The programme can be found on each year group page on our website. There is also a separate sixth form careers programme. There is also an all-years careers programme which includes all activities related to careers for years 7-13.

We work closely with the Head of PSHE, Senior Leadership Group, Heads of each year group and teachers and tutors to ensure that careers education is linked to the curriculum.

Our KS4 pupils and KS5 students have access to Unifrog, which is a careers platform that helps our pupils and students compare further and higher education courses, apprenticeships, log work experience placements and find out about different careers. We are in the process of introducing Unifrog to our KS3 pupils.

The careers department encourages links between employers and apprenticeship providers through our curriculum. We are always keen to build further links with employers within our curriculum.

5) Encounters with Employers and Employees

All our pupils and students have a careers event each academic year, which includes information on technical pathways and apprenticeships to meet the Provider Access Legislation (PAL) guidelines. Events range from What's My Line events, Careers Carousels, Apprenticeship talks and large careers fairs. After each event, pupil and student feedback is obtained so that we can measure the success of each event. The details of the career events planned for each year group can be found on the careers calendar under the careers section of the Comberton Village College website.



We work alongside Form The Future to plan and deliver these events and have built successful working relationships with employers, further education, and apprenticeship providers. We also encourage our parents, carers and alumni and any new employers to participate in these events, talks and mentoring opportunities with our pupils and students.

6) Experiences of workplaces

Year 10 pupils complete a self-organised work experience placement for a 2-week period in July and Year 12 students complete a self-organised 1-week work experience during Futures week in July.

The work experience process involves researching industries, contacting companies, attending interviews/meetings prior to the work experience placement, and completing their work experience placement. Work experience enables pupils to gain increased knowledge of their chosen industry and the workplace, develop their skills in a professional environment and gain additional skills and experience to support further applications.

The careers department works closely with many local employers and organisations to implement work experience schemes and placements. There are also work experience opportunities throughout the year with a number of employers that encompass different year groups.

7) Encounters with Further and Higher Education

The careers department ensures that encounters with further and higher education are provided at career events.

Our Post 16 Manager arranges visits for pupils and students to several colleges and universities. We have a dedicated early entry resource for students who are applying for Oxbridge.

We also provide several talks/lectures about further and higher education, including resources on the financial support that is available.

Further and Higher Education prospectuses, books and leaflets are available in the career's library and library resource centre.

8) Personal Guidance

All pupils and students at Comberton Village College and Sixth Form are able to meet with our career's advisor. A Careers Advisor from Form The Future also visits once a month to undertake further careers meetings with pupils and students. In key decision-making years such as year 9 and year 11, prior to KS4 options and Post 16 decision making, all pupils in the year group receive an individual extra guidance meeting with members of our Senior Leadership Group or Year Team.