



Trinity Sixth Form Academy

Policy:	Careers Policy
Date of review:	September 2025
Date of next review:	September 2026
Lead professional:	C Whitworth
Status:	Non-Statutory

This policy has been updated to reflect the Careers Guidance and Access for Education and Training Providers (DfE, May 2025) and in line with the revised Gatsby Benchmarks (statutory from September 2025).

1. Purpose of policy and guiding principles

- 1.1 Careers education, information and guidance (CEIAG) programmes make a significant contribution to preparing young people for the opportunities, responsibilities and experiences of adult life.
- 1.2 The CEIAG programme is designed to be progressive from Year 12 to Year 13 and support students in making informed choices.
- 1.3 At Trinity Sixth Form Academy (TSFA) we aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through careers education and guidance, it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their skills, needs and ambitions.
- 1.4 In particular we intend our students to:
 - Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
 - Develop independent research skills so that they can make good use of information and guidance.
 - Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

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 their higher education course.

2. Commitments

- 2.1 Directors, governors and staff are committed to:
 - The provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework.
 - Encouraging students to achieve and to be ambitious.
 - Involving students, parents and carers in the further development of careers work.
 - Working with support agencies so that no student is disadvantaged in gaining access to education, training or work.
 - Ensuring every student receives a minimum of one personal guidance meeting from a qualified Careers Advisor.
 - Ensuring work related learning is a key element of the Aspirations Programme.
 - Retaining the Quality Standards in Careers Education award.
 - Continuing to meet all eight revised Gatsby Benchmarks (first implementation from September 2025).

3. Provision

- 3.1 Careers includes education, information 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 decisions about learning and work that are right for them. Careers education forms an integral part of the curriculum in the Personal Development (PD) programme and is achieved via the Trinity+ programme, assemblies, core lessons and individual, targeted opportunities, for example, visits to universities or workplaces and talks with employers. In addition, we also have a Careers Advisor who is available for 1:1 and small group sessions 5 days a week.
- 3.2 Careers guidance is delivered by our Careers Advisor, our Aspirations Team and our Personal Progress Tutors. Supporting this is the guidance offered by all teachers, as directed by each

subject's curriculum map. This work is further enhanced by use of CPD delivered to all staff.

- 3.3 We are well supported by external agencies, namely the West Yorkshire Business and Skills, and employers such as Covea Insurance and Royal Sun Alliance. Careers guidance interviews take place on a one-to-one basis for all students within college (and additionally for those who request a careers appointment or are advised to have additional appointments by their PPT).
- 3.4 Additional support is provided to students with SEND / high needs, those who are disadvantaged, those known to social care and those without Level 2 English or Maths.
- 3.5 Careers information and resources are available in college and on the website for students to access. Our CEIAG programme aims to guarantee all students who leave TSFA at the end of Year 13 have an offer of a place to move onto.

3.6 Sixth Form provision includes:

Year 12	<ul style="list-style-type: none"> • Year 12 initial personal guidance meetings: <ul style="list-style-type: none"> • All students meet with our independent Careers Advisor in Year 12 with follow-up appointments in Year 13 where appropriate). • SEND/LAC students and those without Level 2 English or Maths are prioritised for early personal guidance meetings with follow up meetings later in year 12. • Disadvantaged students are prioritised for early personal guidance meetings. • National Careers Week. • National Apprenticeship Week. • Psychology careers month. • Labour Market Information. • Annual Aspirations Conference. • Enrichment opportunities with external partners. • Work experience opportunities: <ul style="list-style-type: none"> • Virtual work experience afternoon for all students. • In person work experience with external providers, through Mock Assessment Centres and employer led enrichment. • Apprenticeship information and support. • UCAS information and support. • Opportunities to apply for widening participation schemes (e.g. Leeds Futures). • University summer schools information. • University guest talks and visits. • Visits to universities and workplaces. • Trinity+ programme: Personal Development programme and Life Ready lessons. • Careers in the core curriculum talks. • UCAT and other university admissions tests support. • Alumni talks. • Weekly careers bulletin signposting opportunities. • Use of the online careers platform Unifrog for researching opportunities, recording interactions and coordinating applications.
Year 13	<ul style="list-style-type: none"> • Year 13 follow-up personal guidance meetings where appropriate. • Follows up personal guidance meetings for SEND/LAC students and those without Level 2 English or Maths. • National Careers Week. • National Apprenticeship Week. • Psychology careers month. • Labour Market Information. • Careers marketplace. • Virtual work experience afternoon for all students. • Mock interviews for world of work cohort with external employers. • Visits to universities and workplaces. • University interview preparation. • Opportunities to apply for widening participation schemes (e.g. Access to Leeds). • Ongoing leadership opportunities (PLG). • Student finance talks and seminars through PD programme.

	<ul style="list-style-type: none"> • Ongoing UCAS support with statement and application. • Employment / apprenticeship support for World of Work students including visits to careers' fairs. • Workshops for SEND students. • Alumni talks. • Weekly careers bulletin signposting opportunities. • Use of the online careers platform Unifrog for researching opportunities, recording interactions and coordinating applications.
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In addition to the 'core' Aspirations Programme above, a selection of the most able students will also have the opportunity to partake in bespoke activities / schemes as part of our Trinity Scholars Programme.

By the end of college, students will have:

- Gained an understanding of the opportunities available to them post 16 locally and nationally.
- Had the chance to be inspired by local employers, apprenticeship providers, university representatives and college alumni.
- Produced a CV / cover letter through the PD programme.
- Applied to university or to further training, apprenticeships or employment.
- Gained an understanding of student finance and the support available to them.
- Had bespoke, individualised careers guidance from our onsite Careers Advisor.
- Gained interview experience.
- Gained experience of a professional work environment.

4. Equal opportunities

Trinity Sixth Form Academy is keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. Students with Special Educational Needs are offered additional careers advice. For further information, please refer to the Special Educational Needs Report. The destinations of our leavers are closely monitored and used to inform future careers education.

5. Relationship to other parts of the curriculum and other policies

Careers education is conducted in accordance with the college's equality policy and other relevant policies. The college remit of careers is recognised, and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

6. Parents and Carers

Parental involvement is encouraged at all stages. Parents are kept well informed of any CEIAG that students have received through our weekly careers bulletin, our termly newsletter and information sessions at key points throughout the academic year. Resources for parents and carers can be accessed through our college website. They are also visible below:

- Careers and education support for Leeds City Region – [Future Goals](#)
- General careers information, advice and guidance – [National Careers Service](#)
- University Information – [UCAS](#)

- Apprenticeships Information – [Amazing Apprenticeships](#)

7. Management

The Associate Assistant Principal with responsibility for Aspirations oversees the implementation of the Aspirations Programme (Trinity Aspire) and careers appointments for the Careers Advisor.

8. Resources and partnerships

The college has accessible careers resources via the online platform Unifrog, on the college website, as well as access to a private office for careers interviews. A minimum of one Careers Advisor is available on site each day providing independent and impartial careers advice. Careers interviews are scheduled for all students, with additional interviews arranged on a case-by-case basis. The college has links with various local businesses, HE institutions and apprenticeship providers, who offer valuable first-hand advice and resources to our students.

9. Monitoring, evaluation and review

The Aspirations Programme is monitored regularly and amended. TSFA will measure the effectiveness of the CEIAG provision by considering both attainment data and destinations data for our students. We will also use feedback from all stakeholders including students, parents and employers. We will also take into consideration the findings of student voice and feedback from staff, students and employers after careers events have taken place. Furthermore, we are committed to meeting all Gatsby Benchmarks and to ensure we retain the Quality in Careers Standards Award. We welcome regular review from our designated careers governor.

Approval and Review

Approved September 2025 by Governors at Curriculum and Standards Committee
Next review: September 2026

Signed: