



Careers and Post 16 Guidance Policy

This policy has been adopted by the Creative British School Principal and Board of Governors

Policy Created	November 2025
Policy Review date	August 2026

Signed Principal: Ms Julia Flavin



Date: 1-11-25



Vision Statement:

At Creative British School, our vision is to empower students with the skills, knowledge, and confidence to explore diverse career paths. We aim to provide personalized guidance, fostering creativity and adaptability, ensuring every student is prepared to thrive in the ever-evolving global workforce.

Mission Statement:

Our mission is to provide a comprehensive career education that guides students toward informed decisions about their futures. By offering real-world experiences, mentorship, and skill development, we prepare students for successful careers, enabling them to contribute meaningfully to society while pursuing their passions and professional goals.

1. Introduction

At Creative British School (CBS), we recognize that fostering students' career development is integral to their academic journey. The world of work is ever-evolving, and it is our responsibility to equip students with the skills, knowledge, and understanding they need to thrive in their future careers. Our Careers Policy outlines our approach to career education, guidance, and development for students at every stage of their learning.

Our goal is to provide students with the necessary support to explore a wide range of career opportunities, understand the diverse pathways available to them, and make informed decisions about their future. We believe in preparing students for the challenges of an increasingly competitive and dynamic workforce by offering guidance that promotes self-awareness, personal growth, and career readiness.

CBS has appointed one full-time equivalent (FTE) Careers and University Guidance Counsellor that meets the requirements of the ADEK School Staff Eligibility Policy. Both CUG Counsellors have a QFE 7 (Bachelor's Degree) and meet the Continuous Professional Development (CPD) requirements.

2. Aims and Objectives

The aim of the Creative British School Careers Policy is to provide a comprehensive and accessible program of career education and guidance that supports students in making informed decisions about their future careers. Specifically, this policy aims to:

1. **Provide students with the knowledge and skills** necessary to make informed choices about career pathways, including further education, apprenticeships, and employment.
2. **Raise awareness** of the range of careers available, encouraging students to explore diverse options beyond traditional career routes.

3. **Develop students' self-awareness** regarding their interests, strengths, skills, and aspirations to ensure they make choices that align with their personal values and long-term goals.
4. **Support personal and professional development**, ensuring students understand the importance of transferable skills such as communication, teamwork, and problem-solving in their chosen careers.
5. **Create links with local employers, industry professionals, and alumni** to provide students with opportunities for work experience, mentorship, and networking.
6. **Ensure equal access** to career education and guidance for all students, regardless of background or ability.

3. Career Education and Guidance Program

Creative British School offers a structured career education program that spans throughout the academic journey. The program is designed to meet the needs of students at different stages of their development and provide age-appropriate guidance.

Key Stages 1 and 2 (Primary)

At the primary school level, our aim is to begin the process of career awareness in an informal and exploratory way. While students are not expected to make decisions about specific career paths, they are introduced to concepts like teamwork, communication, and responsibility. Activities and lessons in these stages include:

- **Exploring Interests:** Providing opportunities for students to discover what they enjoy and what they are good at through subject-based activities and projects.
- **Introduction to Occupations:** Teachers introduce basic concepts of different careers, such as what doctors, teachers, and artists do, allowing students to see the variety of professions and skills in the world.
- **Role Models and Visitors:** Inviting guest speakers and professionals from different sectors to speak with students about their jobs and career journeys.

Key Stage 3 (Lower Secondary)

At this stage, students are encouraged to reflect on their strengths and interests in relation to potential career paths. Career education becomes more structured, and students start to make connections between their learning and future career opportunities. Activities in this stage include:

- **Career Exploration Workshops:** Organizing workshops that focus on exploring different industries, including creative fields, technology, healthcare, and public services.
- **Individual Career Interviews:** Offering one-on-one guidance sessions where students can discuss their interests, strengths, and aspirations.
- **Introduction to Career Resources:** Providing students with access to online resources, career databases, and tools to help them research potential career options.
- **Developing Soft Skills:** Teaching students the importance of communication, problem-solving, and critical thinking in any profession.

Key Stage 4 (Upper Secondary)

In Key Stage 4, students begin to make more concrete decisions about their future and the pathways they wish to pursue. Our approach includes providing clear guidance on available post-16 options such as further education, apprenticeships, and employment. Activities include:

- **Guidance on Post-16 Options:** Offering detailed information about further education choices (including A-levels, vocational qualifications, and apprenticeships) and helping students understand the qualifications and skills required for different careers.
- **Work Experience Placements:** Facilitating work experience placements in a wide range of industries to provide students with hands-on experience and insights into the world of work.
- **Mock Interviews and CV Workshops:** Organizing mock interviews with industry professionals and conducting workshops to help students build CVs, cover letters, and interview techniques.
- **Career Fairs and Industry Visits:** Organizing career fairs and industry visits where students can meet with local employers, universities, and training providers.

Key Stage 5 (Sixth Form)

In the Sixth Form, students are expected to make more specific career decisions, with the support of the Careers Team, and begin preparing for life after school. At this stage, we provide:

- **University and Apprenticeship Guidance:** One-on-one support for students applying to universities or apprenticeship programs, including guidance on UCAS applications, personal statements, and interview preparation.
- **Career Planning:** Helping students align their subject choices and qualifications with their career goals, ensuring they are well-prepared for their chosen path.
- **Workplace Mentoring and Networking:** Offering mentoring opportunities with alumni or industry professionals and supporting students in developing professional networks.

4. Involvement of Parents and Guardians

We believe that effective career education involves collaboration with students' families. Therefore, parents and guardians are encouraged to actively participate in their child's career development through:

- **Parent Information Evenings:** Hosting events that offer parents insight into the career education and guidance process, as well as post-16 and post-18 options available to students.
- **Support with Decision-Making:** Providing advice and resources to help parents support their children in making informed career decisions.
- **Regular Communication:** Keeping parents informed of key milestones, such as work experience placements, career fairs, and university application deadlines.

5. Partnerships with Employers and External Agencies

Creative British School recognizes the importance of partnerships with local businesses, employers, universities, and other external agencies in providing valuable career insights and opportunities for students. We actively seek collaborations to offer the following:

- **Work Experience Placements:** Providing students with opportunities to gain real-world work experience in a variety of sectors.
- **Career Talks and Mentorship:** Inviting professionals from different fields to speak with students, share their experiences, and offer mentorship.
- **Industry Visits and Projects:** Organizing visits to companies and organizations to give students firsthand exposure to different careers and workplace environments.

6. Monitoring and Evaluation

The effectiveness of the Careers Program at Creative British School will be monitored regularly to ensure that it meets the needs of students and aligns with national standards. The process will include:

- **Student Feedback:** Conducting surveys and focus groups with students to gather their feedback on the careers program and identify areas for improvement.
- **Parental Feedback:** Seeking input from parents and guardians to assess how effectively the careers program is supporting students' career development.
- **Review by Careers Team:** Regular review meetings will be held by the Careers Team to assess the progress and impact of the careers education program.

7. Online careers service

Uni Frog is an innovative platform that helps students explore career opportunities, university courses, and apprenticeships. CBS plans to utilize Uni Frog to enhance career guidance, providing personalized support, resources, and insights to students, empowering them to make informed decisions about their future educational and professional paths.