

Careers Plan 2025 - 2026

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Section 1 – Development priorities

GOALS (What your main goals are)	LED BY	RESOURCES	BY WHEN	SUCCESS CRITERIA /OUTCOMES
1. To provide inspirational and informative careers education and guidance that enables students to progress in their career development from Y11 – Y7 that comply with Gatsby Benchmarks and the CDI framework. Young people should be supported to learn about their strengths, weaknesses, and how to develop realistic careers aspirations and decision making skills, as well as being provided with information about career pathways from external sources combined with independent guidance. Students to have access to Unifrog Careers platform across all years in Tutor/RSE lessons to support careers research. (GATSBY 1-8)	LM	Unifrog Tutors Teachers SLT Employers Careers Hub Cornwall Council Governors	July 2026	Compass Assessment Feedback from Students and Parents SLT, Teachers and governors feedback Careers Hub Leading Edge Partner Schools Curriculum Assessment
2. To develop a progressive and stable careers programme Careers programme is structured and developed around the eight Gatsby Benchmarks, DFE statutory guidance and underpinned by learning outcomes. It is aligned to wider school priorities and regularly monitored by SLT and board of governors. Careers policy including Providers Access Legislation is accessible on school website. (GATSBY 1)	LM SJ SRO AF	Governors Andy Fraser – Careers Link SLT – SJ, SRO	Nov 2025	Policies published on website Feedback from students /parents/teachers/SLT/ Governors and Careers Hub
3. Management of work experience programme in Year 10 with a target of 100% participation. To work towards the development of Modern Work Experience from September 2026 enabling 2 weeks of work experience from KS3 and KS4. Enable every student to develop aspirational employment experience to prepare them for adulthood. To develop self-awareness of their strengths, employment skills, and insight into the world of work. Support for students, parents/carers and employers to facilitate engagement, Working with Education Business Partnership and employer networks to ensure best practice is maintained.	LM	EBP Gavin Stephens Janine Bisson Y10 Tutors Y10 HoY SLT	July 2026	100% participation Completion of Work Experience Log-Books evidencing progress Student and Parent feedback Report Teacher Employer visits Employer feedback

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(GATSBY 1, 2, 5, 6)				
4. Careers Lead to provide individual guidance interviews to every Y11 with additional support for SEN, PP or those identified as vulnerable or at risk. Careers Lead to deliver personalised careers support to enable to address the needs of each young person. Working with SENCO and appropriate agencies to enable YP to achieve their potential. To provide careers IAG for students on option choices, future aspirations, LMI, supporting students to overcome barriers to achieving their potential including arranging taster and transition support. (GATSBY 3, 8)	LM Y11 Team	LM – Level 6 Careers Adviser SENCO CD, VR Early Help Hub, MARU Post 16 providers Careers Hub Your Future Kernow HE providers	Feb 2026 July 2026	Every student to have an offer of an educational placement or apprenticeship for September 2026. Annual Destination Data Student and parents feedback
5. Careers Lead to facilitate transition support for targeted students: with an EHCP, SEND, CIC, Educated otherwise or at risk of NEET in conjunction with SENCO and Your Future Kernow. Targeted support for students with additional needs for vulnerable or disadvantaged pupils. (GATSBY 3,8)	LM	SENCO CD Your Future Kernow (Formerly CSW) Cornwall Council	July 2026	Transition to a learning outcome Post 16 Links with college staff/CSW for on-going support post 16 Student and parents feedback. Annual Destination Data
6. To provide employer and training provider encounters: Facilitate student learning on apprenticeships with training providers and employers meet Provider Access Legislation. To ensure students have access to good quality, up to date information about future pathways to help inform career pathways. Students in Y7-11 to have at least one meaningful encounter with an employer each year, through a range of opportunities: careers fair, assembly programme, visiting speakers, RSE lessons and/or bespoke careers activities. (GATSBY 2, 4, 5)	LM	Employer visits Careers Fair Employer/Training Provider Assemblies Training Providers FE Provider Visits EBP support Armed Forces Careers	July 2026	Student feedback Employer feedback SLT /staff feedback Compass Plus Assessment
7. Linking curriculum learning to careers: All subject teachers linking curriculum learning with careers. Subject teachers to highlight the progression routes for their subject and the	LM HoF SLT	SLT Cornwall Careers Hub Heads of Faculty	July 2026	Faculty audit Student feedback

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relevance of the knowledge and skills developed in their subject. Careers Leader to work with Faculty Heads and SLT to develop promotion of careers as part of the schools development programme. Raising awareness of career opportunities through bespoke career activities and employer networking opportunities. (GATSBY 4)		Teachers Enterprise Adviser Employer links		Improved motivation for learning
8. Encounters with Further and Higher Education. To work in partnership with education providers to facilitate student learning and career choices. Careers Lead to arrange meaningful FE and HE visits to colleges and universities. Every student to have the opportunity to visit a local university in Y9 and at least two Further Education colleges in Y10. To facilitate student access through careers fairs, assemblies and bespoke careers events including Cambridge University. Supporting the development of the Brilliant Club Scholars Programme with Y10 to inspire and enrich student potential. (GATSBY 7)	LM	Penwith & Truro College Cornwall College Group Exeter Uni Falmouth University Next Steps South West CSMS/NEXUS Downing College	July 2026	Participation in College visits Student evaluation Attendance on University visits Engagement in learning post 16 Compass assessment
9. To support the collection and management of careers data of MBA pupils to inform personalised support To collect intended destinations of Y11 students and post 16 aspirations. To keep records of students participation in career programme. To work with DFE guidelines for best practice of destination data to measure the quality of careers provision. This to inform development and continuous improvement of careers. (GATSBY 3)	LM	Compass Plus Cornwall Council Together for Families Careers Hub Penwith & Truro College Cornwall College'	July 2026	Destination data from LA/Local colleges who have Data Sharing Agreement Percentage of students in learning outcomes Participation in school alumni
10. To improve performance in role as Careers Leader and engage with appropriate training. To maintain membership of CDI as Level 6 Career Development Professional and contribute to the Cornwall Careers Hub to update careers knowledge for best practice and to be able to deliver independent and impartial careers IAG. (GATSBY 2, 8)	LM	Careers and Enterprise Co. Careers Hub Co-ordinator: Sarah Ableman Partner Career Leads CDI Performance Review	July 2026	CPD development 25 hours CPD recorded on CDI register in addition to MBA Statutory Training Sharing good practice

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Section 2 - Summary of provision for Years 7 - 11

Group	Careers and work-related education activities	Careers information, advice and guidance
KS3 Year 7- Year8	<ul style="list-style-type: none"> • Year 7-8 Careers lessons (intro to careers programmes through Unifrog for careers exploration, exploring interests, future aspirations, green careers) • Development of aspirations, self-awareness and personal development through a varied and inspiring programme of RSE lessons, assemblies and tutor based activities. • Access to opportunities to learn from employers and FE providers • Introduction to Apprenticeships -assembly and workshop (Yr 8) • Careers Club as Mixx Activity 	<ul style="list-style-type: none"> • Access to 1:1 information, advice and guidance with MBA Careers Adviser through referral by YP, HoY, staff or parents • Employer visits. • Assembly visits from inspirational guest speakers • External providers delivering STEM sessions
Year 9	<ul style="list-style-type: none"> • Year 9 Careers lessons through Unifrog (exploring skills, careers quiz, decision making skills, LMI, money matters) • Year 9 Option Choices and Careers Support • Careers guidance appointments for students requiring support as required • Targeted Careers Guidance for students with EHCP, SEN, PP or other vulnerable groups • Access to employers, FE and training providers through Careers Fair 	<ul style="list-style-type: none"> • Access to 1:1 information, advice and guidance with MBA Careers Adviser through referral by YP, HoY, staff or parents • Careers Fair with access to multiple providers • Whole school support, Tutor support, HoY. LSM's, SENCO, • University Ambassadors from Falmouth, Exeter and Brilliant Club • Network of employer contacts • Enterprise Adviser • Next Steps South West

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	<ul style="list-style-type: none"> • University visit for all students to raise future aspirations • Careers Club as Mixx Activity • Next Steps South West delivering bespoke sessions 	<ul style="list-style-type: none"> • Cornwall Hospitality Collective
Year 10	<ul style="list-style-type: none"> • Work Experience Preparation– introductory assembly, job-search skills, support in securing placements. • Year 10 Work Experience Parents Information Evening • Careers guidance appointments for students requiring support as required • Targeted support for students with EHCP, SEN, PP or other vulnerable groups • College Taster days July 2026 • Access to careers programmes for careers exploration through Unifrog in RSE and Tutor • Access to employers, training providers, FE and HE providers through Careers Fair • Providing Information on Apprenticeship Pathways • Introduction to Armed Forces Careers workshops developing employment skills • Brilliant Club Scholars Programme • Health & Safety in the Workplace Lessons and Assembly • Work Experience placement 6th July 2026 week 	<ul style="list-style-type: none"> • Tutor support with preparation for work experience. • Individual careers information, advice and guidance for students with school Careers Adviser with targeted support for SEN/PP/at risk of NEET. • Support from Teaching staff, HoY, LSM's, SENCO, support staff, • Employer advice and guidance through Careers Fair • Network of employer contacts • Access to additional support from Enterprise Adviser • PHD Tutors on the Scholar Programme
Year 11	<ul style="list-style-type: none"> • Individual Careers interviews for every Year 11 student • Targeted and transition support for students with an EHCP, PP and 'at risk' including college visits/tasters 	<ul style="list-style-type: none"> • Individual careers information, advice and guidance for all Y11 students by Careers Adviser in school • Tutor Team, Curriculum Teachers and Year Team Support

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	<ul style="list-style-type: none"> Assemblies from local FE, 6th Form and Apprenticeship providers – Post 16 Transition Apprenticeship group work and support Access to employers, FE and HE providers through Careers Fair to support Post 16 choices CV Writing and Mock Interviews Support with College Applications Bespoke career programmes including Extended Work Experience 	<ul style="list-style-type: none"> Transition support and guidance for students with SEND, PP and other vulnerable groups from Careers Adviser Support from external agencies such as EHH, CSW, School Nurse, Further Education Providers Mock Interview preparation in Tutor Time Interview skills support from Rotary Club, Jobcentre and employers Providing IAG at Parents evenings
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Section 3 - Calendar of main activities and events

CEIAG Careers Plan 2025-2026

Students are tasked with a variety of activities to encourage self-awareness, self-development and self-improvement as a learner

Year 7 CEIAG Activity	Date	Providers	CDI Framework and Gatsby Benchmarks	
RSE Lessons – Living in the Wider World What are my Skills and Qualities (Unifrog) Self-Esteem Budgeting Stereotyping Personal development and target setting	2025- 2026	RSE Teachers DLW, Unifrog	Grow throughout Life Explore possibilities See the big picture	Gatsby: 1, 3
Careers Exploration National Careers Wk Tutor and Curriculum Support – Y7 Assembly as part of NCW	2 nd – 6 th March 2026	Y7 Tutors and Subject Teachers Lindsay Masters Careers Lead	See the big picture Explore possibilities Managing Career	Gatsby: 1, 2, 3, 4,
Exploring possibilities dream job— identify skills and benefits of career aims Careers and the Future - Identify how employment market is changing	March-May 2026	Y7 Tutors Unifrog	Explore possibilities See the big picture Balance life and work	Gatsby: 1, 3

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What is a Work-Life Balance – explore how to manage life and wellbeing				
Inspirational Employer Engagement: BAE Systems Education Programme 2025 BBC Careers Tour 2025	20 th Nov and 2 nd Dec 2025	BAE Systems in partnership with the RAF & the Royal Navy BBC Bitesize Careers Tour	Explore possibilities See the big picture Create opportunities	Gatsby: 2, 4, 5, 6
Year 8 CEIAG Activity	Date	Providers	CDI Framework and Gatsby Benchmarks	
RSE Lessons – Living in the Wider World Your skills, your team, your future (Unifrog) Employability Skills Talks – meeting employers to find out about employability skills Working and managing your money (Unifrog) Ambition and Aspiration and Career Goals Entrepreneurs Prejudice and Discrimination	2025-2026	RSE Faculty DLW Unifrog Employers	See the big picture Manage your carer Balance life and work	Gatsby: 1,2 3, 4, 5
What are my Interests Superhero CVs Careers and the Climate Challenges and Rewards of Work	Jan -June 2026	Y8 Tutors Unifrog	Explore possibilities See the big picture Balance life and work Manage career	Gatsby: 1, 2,
Inspirational Employer Engagement: BAE Systems Education Programme 2025 BBC Careers Tour 2025	20 th Nov and 2 nd Dec 2025	BAE Systems in partnership with the RAF & the Royal Navy BBC Bitesize Careers Tour	Explore possibilities See the big picture Create opportunities	Gatsby: 2, 4, 5, 6
Careers Exploration – Tutor and Curriculum Support Assembly as part of National Careers Week	2 nd -6 th March 2026	Employers Y8 Tutors, Subject Teachers Lindsay Masters – Careers Lead	See the big picture Explore possibilities	Gatsby: 1 2, 3, 4,8
Girls in Engineering Day – Insight into STEM based careers	June 2026	Lindsay Masters Truro School	Explore possibilities. Grow throughout life	Gatsby: 2,4,5, 8
Apprenticeship Insights – Y8 assembly and follow up apprenticeship workshops	June 2026	Truro and Penwith College Apprenticeship Team, Next Steps South West	Create opportunities Grow throughout Life	Gatsby: 1, 2, 5, 6
Year 9 CEIAG Activity	Date	Providers	CDI Framework and Gatsby Benchmarks	

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Careers Fair – engaging and informative activities from a wide range of employers and education providers	28 th Nov 2025	Employers from a range of occupations reflecting current Labour Market, Further Education and Higher Education providers Tutor and Curriculum Support	Explore Possibilities, Manage Career, Create Opportunities, See the Big picture	Gatsby: 1, 2, 3, 4, 5, 7 8,
Inspirational Employer Engagement: BBC Careers Tour 2025	2 nd Dec 2025	BBC Bitesize Careers Tour	Explore possibilities See the big picture	Gatsby: 2, 4, 5, 6
Careers Exploration – Tutor and Curriculum Support Assembly as part of National Careers Week	2 nd – 5 th March 2026	Y9 Tutors, Subject Teachers Unifrog Lindsay Masters – Careers Lead	See the big picture Explore possibilities	Gatsby: 2, 3, 4, 8
Making Informed Decisions sessions & What comes after school Careers sessions to support KS3 Options	Feb-March 2026	RSE, Curriculum Teachers and Y9 Tutors	Manage Career, Explore possibilities,	Gatsby: 1, 2, 3, 4, 8
Tutor Focused Lessons: Who am I? - reflect on likes and interests What does success mean to me? - reflect on their own skills and personal development, Taking control of your career journey – reflect on how to develop their career journey Money Talks- Apprenticeship Vs HE	Feb - June 2026	Year 9 Tutors	Grow throughout life Explore possibilities See the Big picture Balance life and work	Gatsby: 1, 2, 3, 4, 8
University Visit for all of Year 9 Learning about Higher Education & Student Life Inspirational pathways for all	13 th to 15 th May 2026	Sarah McMullough - Falmouth University University Student Ambassadors	Explore possibilities, Manage career, See the big picture	Gatsby: 2, 3, 4, 5, 7,
Year 10 CEIAG Activity	Date	Providers	CDI Framework and Gatsby Benchmarks	
Work Experience Preparation – Assembly, Tutor and Careers support including Work Experience Parents Information evening	14 th October 15 th October -July 2026	Lindsay Masters – Careers Lead Y10 Tutors, Y10 Head of Year	Explore possibilities Manage career Create opportunities	Gatsby: 1, 2, 3, 5
Careers Fair – engaging and informative activities from a wide range of employers and education providers	28 th Nov 2025	Employers from a range of occupations reflecting current Labour Market, Further Education and Higher Education providers	Explore Possibilities, Manage Career, Create Opportunities,	Gatsby: 1, 2, 3, 4, 5, 7 8,

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Inspirational Employer Engagement: BBC Careers Tour 2025	2 nd Dec 2025	BBC Bitesize Careers Tour	Explore possibilities See the big picture	Gatsby: 2, 4, 5, 6
What type of Career is best for me Employment Rights and responsibilities Interview Skills	Oct – May 2026	RSE Faculty Unifrog Resources	Manage Career	Gatsby: 1, 2, 3
Reflecting on Career Journey, What is the Labour Market	Oct-April 2026	Y10 Tutors Unifrog Resources	Grow throughout life Manage Career	Gatsby: 1, 2, 3, 8
Careers Exploration – Tutor and Curriculum Support Assembly as part of National Careers Week	2 nd -6 th March 2026	Y10 Tutors , Subject Teachers Lindsay Masters – Careers Lead	See the big picture Explore possibilities	Gatsby: 2, 3, 4,8
Introduction to Apprenticeships and Mock Assessment Apprenticeship Workshops	April-June 2026	Truro and Penwith College, Cornwall College Next Steps South West, RSE Teachers	Manage career Explore possibilities Create opportunities	Gatsby: 1, 2, 3, 6,
Armed Forces Team Challenges – insight into Armed forces careers and personal development challenges	May-June 2026	Army Elite Team and/or Royal Navy Careers Natasha Pulley – Warrant Officer Royal Navy	Grow throughout life, Explore possibilities	Gatsby: 2, 3, 4, 5
Health & Safety in the Workplace and Preparation for Work Experience Week 6th – 10th July 2026	April-July 2026	Lindsay Masters –Careers Lead Cornwall EBP Resources and lessons Work Experience Preparation Assembly RSE H&S Lesson Plan	Manage career, Balance life and work,	Gatsby: 1, 3, 5, 6
Penwith College Experience Day – opportunity to explore Post 16 options and try out courses	30 th June 2026	Emma Kelly, Lucy Maggs Penwith College	Grow throughout life Explore possibilities Create opportunities	Gatsby: 1, 2, 3, 4, 7
Cornwall College Experience Day – opportunity to visit and try out post 16 courses	3 rd July 2026	Martin Tregenza Cornwall College	Grow throughout life Explore possibilities Create opportunities	Gatsby: 1, 2, 3, 4, 7
Brilliant Club Scholars Programme-developing G&T students (min 55% from targeted groups)	March – July 2026	Simon Jack – Assistant Principal Eve Sergeant – Brilliant Programme Officer The Brilliant Club.Phd Tutor	Manage career Create opportunities Grow throughout life	Gatsby: 2, 4, 7, 8

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to follow a degree level tutorial and raise academic potential		Russell Group University Ambassadors		
Work Experience Week – all students to take part in a weeks work placement with an employer aimed at inspiring and developing career aspirations	6-10 July 2026	Education Business Partnership Local and national employers Lindsay Masters- Careers Lead Teaching Staff for work exp visits	Grow throughout life Explore possibilities Balance life and work See the big picture	Gatsby: 1, 2, 3, 4, 5, 6,
On-going Virtual Work Experience Medicine/Dentistry Conferences	All year	Medic Mentor, Allied Healthcare Mentor Speakers4Schools	Explore possibilities	Gatsby: 2, 3, 4, 5, 6,
Year 11 CEIAG Activity	Date	Providers	CDI Framework and Gatsby Benchmarks	
Careers meetings on Post 16 choices for all Y11 students – with additional support for YP with add’n needs including YP with EHCP, YP in care, care leavers, or attending alternative provision.	Sept 2025 June 2026	Lindsay Masters - Careers Adviser Hayley Wood – Career Consultant for Your Future Kernow SENCO – Claire Drew Y11 Team	Manage Career Explore possibilities Create opportunities Grow throughout life	Gatsby: 1, 2, 3, 4, 8
Assembly Presentations from FE Colleges, 6th Form Providers and Apprenticeship Providers	Sept – Feb 2026	Penwith & Truro College Cornwall College Group Camborne School of Maths and Science Helston CC, Armed Forces Careers	Explore possibilities See the big picture	Gatsby: 1, 3, 4, 5, 7,
Careers Fair – engaging and informative activities from a wide range of employers and education providers	28 th Nov 2025	Employers from a range of occupations reflecting current Labour Market, Further Education and Higher Education providers	Explore Possibilities, Manage Career, Create Opportunities, See the Big picture	Gatsby: 1, 2, 3, 4, 5, 7 8,
Post 16 Preparation – Students complete CV’s and covering letters in prep for Mock Interviews. Support with Post 16 College applications	Sept-April 2026	Lindsay Masters RSE Faculty Y11 Tutors	Balance Life and Work See the big picture Explore possibilities	Gatsby: 2, 3, 4,

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Mock Interviews – students take part in interview scenario in preparation for college and job interviews	16 th December 2025	Rotary Club Penzance Jobcentre Plus, Armed Forces Database of employer contacts	Grow throughout life Explore possibilities Manage career	Gatsby: 1, 2, 3, 5
Apprenticeship Workshop – Support with finding work, CV's, applications	Jan – April 2026	Training Providers including Truro & Penwith College and Cornwall College. Lindsay Masters – Careers Adviser	Create Opportunities Explore possibilities Balance life and work	Gatsby: 1, 2, 3, 5,
Insight into Oxbridge / leading Universities – assembly presentation and follow up advice sessions	Nov – Jan 2026	Downing College Cambridge University Exeter University Outreach Team	Explore possibilities See the Big Picture	Gatsby: 2, 3, 4, 7,
On-going Virtual Work Experience Placements or Mentoring Support	All year	Medic Mentor / Futures for All. Plymouth Uni Outreach Team STEM Mentoring	Explore possibilities	Gatsby: 2, 3, 4, 5, 6,

Section 4 - Agreements with providers

Name of provider	Contact information	Services to be provided	Financial agreement	Notes
Your Future Kernow (Together for Families, Cornwall Council)	Hayley Wood hayley.wood@cornwall.gov.uk Barnaby Ridge Barnaby.ridge@cornwall.gov.uk	Independent CEIAG for EHCP, SEN, vulnerable students in care or educated otherwise as they move into post 16 education.	Funded work under Local Authority contract	Contract initiated April 2025 replacing CSW Group
Careers Hub Cornwall and Isles of Scilly Careers and Enterprise	Carrie Holmes – Careers Hub Lead Sarah Ableman Enterprise Co-Ordinator Sarah.Ableman@cornwall.gov.uk	Support with all aspects of careers Engagement with Enterprise Advisers Support with Compass Plus and Compass Assessments Support with meeting GATSBY benchmarks	No cost	National careers system in England overseen by CEC
Education Business Partnership	Gavin Stephens – WEX Team Leader 01872 322222	Supporting Work Experience programme Annual WEX conference, Approving all placements.	Annual fee for services	Renewed annually

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Unifrog	Katherine Wilson – Account Manager katherine@unifrog.org Mitch Purnell - Area Manager mitch@unifrog.org	Careers Software Programme for Y7 – 11 Supporting RSE and Tutor based activities	Annual subscription fee	Renewed Annually
Penwith College	Emma Kelly – Education Outreach Lucy Maggs – Director of Quality 01736 335000	Careers Fair, College visits, Parents Evenings Transition Support Publicity	No cost	Ongoing
Truro College	Lisa Briscoe – Director of Student Exp. Helena Newton - Secretary	Transition Support, College visits, College Experience Days, Careers Fair, Marketing	No cost	Ongoing
Cornwall College	Martin Tregenza School & Events Co-Ordinator Tel: 07977 365270 / 01209 616389 Jess Burton Pre 16 School Co-Ordinator	Transition Support, College Experience Days College visits, Careers Fair Marketing, Parents Evenings Green Futures Workshops	No Cost	Ongoing
Armed Forces Careers Office, Redruth	Dale Randle – Royal Navy Tony Hands/ Alex Simpson- Army Careers Tel: 01209 215785	Careers visits, Mock Interviews Support with curriculum led activities	No cost	
Enterprise Adviser	John Challenger Engineering Consultant jgallenger@btinternet.com	Links with Institute of Chemical and Mechanical Engineers. Supporting STEM activities and STEM focused workshops.	Employer Enterprise Adviser	
Jobcentre – Dept for Works and Pensions	Sarah Crutchley 07503739400 Charmaine Scrace 07747758 272 Schools Advisers	Mock interviews, Employability skills Careers Advice, Links with employers	No cost	Reviewed annually
Falmouth University	Sarah McMullough –Outreach Officer sarahmccullough@falmouth.ac.uk Aby Underhill Cary – Senior Leader E: aby.underhillcarey@falmouth.ac.uk	University Visits, Workshops, activities and presentations from Y9-Y11	No cost If a partnership school	Data Sharing Agreement reviewed annually

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Brilliant Club Scholars Programme	Eve Sergeant–Senior Programme Officer Tel: 07742 499 281/ 020 3758 3991	Access to aspirational University level programme for Y10	Charged service	Reviewed annually
Penzance and Mounts Bay Rotary Club	Zena Murth – Youth Lead zena@cbthypnosis.co.uk	Mock Interviews	No cost	Reviewed annually
Next Steps South West	Niki Williams – Outreach Officer Mobile: 07500 946459 Email: nikiw@truro-penwith.ac.uk	Introduction to HE Unifrog – Job Sectors Higher and Degree Apprenticeships	No cost	Data Sharing Agreement reviewed annually

Section 5 – Allocation and deployment of resources

Type of provision	Details
Personal Careers Guidance.	Careers Adviser accessible to all students and parents/carers including Y9-Y11 Parents Evenings. Monday – Friday 8.15- 5pm. .
Compass Area Careers Resources	Careers library is accessible to all students for careers support. Regularly updated with current publications. Annual audit of resources. Information resources also being made available on MBA website.
Careers pages on website	Careers information accessible on website.
Digital media	Regular communication with students via Emails – Job of the Week in Student Bulletin. Informed of college open days, apprenticeship vacancies and events, university tasters, etc. Regular updates via Arbor with parents/carers of careers events and information. Regular updates in newsletters IPADS enabled for students to access careers platforms including Unifrog.
Noticeboards and displays	Alumni posters set up in orange zone corridor, Noticeboard outside Compass. Careers posters accessible to faculties and classrooms.
CPOMS/ARBOR	Individual careers interventions recorded on CPOMS and ARBOR to provide systematic record of careers support for every student. Action plans Emailed to students. Parents also invited to have access to action plans.

Section 6 – Evaluation schedule

Evaluation focus	Evaluation methods	When?
Careers Activities	Students evaluation form on careers activities – SLT and teacher feedback.	At time of event

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Work experience –	Student participation. Completion of Log-Book, Student and Parent Evaluation Form. Employer feedback, Teacher visits	July 2026
Employer visits / Trips	Student Evaluation Form Teacher feedback, Trip Pack Evaluation	At time of visit
Students in Years 11 – end of year evaluation	Annual Evaluation of Careers Support of all aspects of careers support over the year Parental evaluation completed	April 26 – to inform Careers Plan for next year
Guidance Interviews – all years	Student feedback, Teacher feedback, Parents feedback Positive Outcomes – behaviour, focus, etc Destination Statistics – number of students NEET	At time of interview Review dates as required Destination report annually
Performance Management 2025-2026	Appraisal with Line Manager	Bi-Annually
MBA Careers Programme	Compass Assessment	3 x Year –End of each term Dec, March, July

Section 7 – Roles and responsibilities

Principal	Simeon Royle
SLT Line Manager Careers	Simon Jack
Board of Governors Careers Link	Andy Fraser
Careers Leader	Lindsay Masters
SENCO	Claire Drew
Safeguarding Lead	Karyn Frayne

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Curriculum Lead for RSE	Danielle Walters
Heads of Year	Paul Teixeira (Y11) Sarah Gill (Y10), Daniel Blease (Y9), Amy Burley (Y8), Danielle Walters (Y7)
Careers Information staff	Year group Tutors, Heads of Year, Heads of Faculty, All Teachers
Finance and support staff	Sue Mander



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