



Thinking Schools Academy Trust
“Transforming Life Chances”

Careers Education Information and Advice
Guidance Policy (CEIAG)



This Policy was adopted	9 th March 2021
The Policy is to be reviewed (Bi-annually)	March 2023
Statutory	Yes
Source	TSAT / School

1.0 CAREERS STRATEGY AND RATIONALE

A planned programme of careers and inspiration activities is a vital component in preparing young people for the world beyond Plymouth High School for Girls. We aim to raise aspirations, challenge stereotypes, maximise students' academic and personal achievements and encourage them 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 needs and intelligence.

Plymouth High School for Girls is committed to providing its students with a planned programme of careers education for all students in years 7-13, information, advice and guidance that is impartial and confidential and prepares students for the challenges of adult and working life.

2.0 AIMS

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. The staff and Governors at Plymouth High School for Girls recognise that career planning is not limited to one stage in life. For this reason, careers education and guidance aims to develop career management skills which students can draw on at each stage in their career planning. We fully endorse the DFE's 'Careers strategy: making the most of everyone's skills and talents' (December 2017) and the 8 Gatsby benchmarks:

The Gatsby Career Benchmarks: a world-class standard for schools and colleges

1. **A stable careers programme.** Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. **Learning from career and labour market information.** Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. **Addressing the needs of each student.** Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. **Linking curriculum learning to careers.** All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. **Encounters with employers and employees.** Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. **Experiences of workplaces.** Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. **Encounters with further and higher education.** All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. **Personal guidance.** Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

3.0 DELIVERY AND CONTENT

Careers Information and Advice is provided through dedicated lessons to provide informative guidance to assist in the development and future career directions of students. Advice and guidance is provided through group workshops, enterprise events, individual interviews, college and university visits, and presentations by prospective employers. Brochures, leaflets and other forms of printed material are provided and additional advice through subject teachers.

The Careers Programme at Plymouth High School for Girls is distinguished by the personalised nature of the support given to each student. All students can request a careers appointment with the Careers Leader who is a qualified, Careers Development Institute, (CDI) Registered Independent Careers Advisor. All careers advice and guidance given is person-centred, impartial, unbiased and confidential (within legal confines) and meets professional standards of practice. During arranged events including 'Parents Evenings' and 'Options Evenings', careers information and advice is made available to students, parents and carers. The Careers Advisor is central to providing guidance to students on pathways beyond school and those students who are unsure of their destination after Year 11 are given further support in groups or as individuals to provide the best possible guidance. In addition, the Careers Advisor provides an important contribution to the planning, design and delivery of all aspects of our careers education including PSHE and Parent Meetings, allowing for current labour market intelligence to inform these processes. All students are able to request a careers interview at any time during their school education by emailing the Careers Advisor.

The Careers Centre is stocked with key publications suitable for a range of ages and abilities, with advice on hand from the Careers Leader & Advisor. The Careers Centre is located in the annex and is easily accessible to students and staff. Materials are audited annually to ensure information is up-to-date and accurate and relevant to meet with the students' requirements.

Further information is available on the school's website displaying current careers advice for all year groups and contains web links to reliable careers websites.

Students in Years 7-13 are entitled to:

- have access to their careers' advice records to support their career development.
- have the opportunity to learn the different STEM subjects to help them gain entry to, and be more effective workers within, a wide range of careers (by the age of 14).
- at least one experience of a workplace, additional to any part time jobs they may have (by the age of 16).
- have one further workplace experience additional to any part time job they may have (by the age of 18)
- have a meaningful encounter with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers – including opportunities to meet both staff and students (by the age of 16)
- at least two visits to universities to meet staff and pupils (by the age of 18)
- receive guidance interviews with a career's adviser by the age of 16, and the opportunity for a further interview by the age of 18
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- understand how to make applications for the full range of academic and technical courses available.

At points across the school year, a variety of employers and external providers are invited into Plymouth High School for Girls to talk about different careers.

4.0 PROVIDER ACCESS STATEMENT

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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.

5.0 ACCESS OPPORTUNITIES

Our provision includes various opportunities for students to access a range of events. These are mainly integrated into the school's careers programme and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate.

6.0 PROVIDER ACCESS PROCEDURE

A provider wishing to request access should contact Heather Longford via the school contact details.

Local providers are invited to key relevant events. In addition, external providers interested in coming into school should speak to Heather Longford, our named Careers Leader to identify the most suitable opportunity.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

7.0 RESOURCES AND FACILITIES

Once visits have been agreed, the school will provide appropriate rooming to facilitate the visit, along with any equipment requested by the provider, where it is available.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Centre which is managed by Heather Longford. The Careers Centre is available to all students at lunch and break times.

8.0 JOB ROLES FOR CEIAG STAFFING

Senior Leadership Manager with overall responsibility for CEIAG is Mr Alan Jenkins

Careers Leader is Heather Longford

Governor with responsibility for oversight of CEIAG is Catherine Lewin

Careers Research, Advice and Opportunities Schedule

Year 7 CIEAG Entitlement	Self Awareness/ Development	Career Exploration	Career Management	Employability Skills	Entrepreneurial Skills	Parent Engagement	Employer Encounter	Provider Encounter	Interpretation of LMI	Financial Management	Workplace Values	Raise Aspirations	Setting SMART Goals	Post 16 Options	Post 18 Options	Building Resilience	Back-up plan explained
All about me (how I have changed)	✓	✓		✓	✓							✓				✓	
Types of Work Research using websites eg Kudos Cascaid, Careerpilot & NCS	✓	✓	✓	✓	✓				✓			✓	✓			✓	
Skills and Qualities	✓	✓		✓	✓							✓	✓			✓	
Curriculum Enrichment Week	✓											✓				✓	
PSHE Lesson	✓									✓						✓	
PSHE Lesson delivered by employer	✓	✓		✓	✓		✓			✓	✓	✓				✓	
Subject specific career exploration	✓	✓		✓	✓				✓	✓	✓	✓	✓			✓	✓
Enterprise Day	✓	✓		✓	✓			✓		✓	✓	✓	✓	✓	✓	✓	
Expectations Evening	✓	✓				✓				✓		✓				✓	
Curriculum Enrichment Week	✓											✓				✓	
National Careers Week Activities	✓	✓		✓						✓		✓				✓	
Parents Evening - subject teachers & tutor	✓	✓				✓				✓		✓	✓			✓	
Sharing of careers information via newsletter/facebook/website	✓	✓				✓				✓		✓					

Year 8 CIEAG Entitlement	Self Awareness/ Development	Career Exploration	Career Management	Employability Skills	Entrepreneurial Skills	Parent Engagement	Employer Encounter	Provider Encounter	Interpretation of LMI	Financial Management	Workplace Values	Raise Aspirations	Setting SMART Goals	Post 16 Options	Post 18 Options	Building Resilience	Back-up plan explained
All about me (how I have changed)	✓	✓		✓	✓							✓				✓	
Education routes for post-16	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
Alternative routes for post - 16 (eg apprenticeships)	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
Local career opportunities (LMI)	✓	✓		✓	✓				✓	✓	✓	✓				✓	
Options Research using websites eg Kudos Cascaid, Careerpilot & NCS	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	
Skills and Qualities	✓	✓		✓	✓							✓	✓			✓	
PSHE Lesson delivered by employer	✓	✓		✓	✓		✓			✓	✓	✓	✓			✓	
Subject specific career exploration	✓	✓		✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
Enterprise Day	✓	✓		✓	✓			✓		✓	✓	✓	✓	✓	✓	✓	
WEX placement in reception/admin team	✓	✓		✓							✓	✓	✓			✓	
Expectations Evening	✓	✓				✓				✓		✓				✓	
Curriculum Enrichment Week	✓											✓				✓	
National Careers Week Activities	✓	✓		✓						✓		✓				✓	
Parents Evening - subject teachers & tutor	✓	✓				✓				✓		✓	✓			✓	
Sharing of careers information via newsletter/facebook/website	✓	✓				✓				✓		✓					

Year 9 CIEAG Entitlement	Self Awareness/ Development	Career Exploration	Career Management	Employability Skills	Entrepreneurial Skills	Parent Engagement	Employer Encounter	Provider Encounter	Interpretation of LMI	Financial Management	Workplace Values	Raise Aspirations	Setting SMART Goals	Post 16 Options	Post 18 Options	Building Resilience	Back-up plan explained
All about me (how I have changed)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Education routes for post-16	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alternative routes for post - 16 (eg apprenticeships)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Local career opportunities (LMI)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Options Research using websites eg Kudos Cascaid, Careerpilot & NCS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Skills and Qualities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CV writing and interview skills workshop with RAF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Subject specific career exploration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The importance of facilitating subjects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Options Assembly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Options Evening	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Enterprise Day	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Curriculum Enrichment Week	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Careers Week Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Parents Evening - subject teachers, tutor & Careers Advisor present	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sharing of careers information via newsletter/facebook/website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1:1 Careers Guidance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PSHE class lessons	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Year 10 CIEAG Entitlement	Self Awareness/ Development	Career Exploration	Career Management	Employability Skills	Entrepreneurial Skills	Parent Engagement	Employer Encounter	Provider Encounter	Interpretation of LMI	Financial Management	Workplace Values	Raise Aspirations	Setting SMART Goals	Post 16 Options	Post 18 Options	Building Resilience	Back-up plan explained
All about me (how I have changed)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Work Experience Introduction to Webview & the Process	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Work Experience Cover Letters	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Work Experience Local Opportunities (LMI)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Work Experience Career Industries	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Work Experience Talking to Employers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Work Experience Week	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Work Experience Debrief & 2nd CV and Interview Skills workshop with RAF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Subject specific career exploration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The Future of Work Lesson - what work will be like in 2030	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Skills Southwest Show	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Expectations Evening	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Curriculum Enrichment Week	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Careers Week Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Parents Evening - subject teachers, tutor & Careers Advisor present	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sharing of careers information via newsletter/facebook/website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1:1 Careers Guidance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Employability Passport	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Year 11 CIEAG Entitlement	Self Awareness/ Development	Career Exploration	Career Management	Employability Skills	Entrepreneurial Skills	Parent Engagement	Employer Encounter	Provider Encounter	Interpretation of LMI	Interpersonal Skills	Financial Management	Workplace Values	Raise Aspirations	Setting SMART Goals	Post 16 Options	Post 18 Options	Building Resilience	Back-up plan explained
CV Completed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Interview Preparation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mock Interview	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Action Plan including reflection on attributes and skills	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Apprentice, Support & Knowledge (ASK) Input	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
The benefits of going to University Assembly - Plymouth University	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6th Form Open Evening	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Interview with Head of 6th Form/member of SLT re Post 16 Options	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Subject specific career exploration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6th Form Taster Sessions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Apprenticeship Week Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Curriculum Enrichment Week	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PSHE Class Lessons	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Careers Week Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Parents Evening - subject teachers, tutor & Careers Advisor present	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sharing of careers information via newsletter/facebook/website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1:1 Careers Guidance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Citizen Service	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Year 12 CIEAG Entitlement	Self Awareness/ Development	Career Exploration	Career Management	Employability Skills	Entrepreneurial Skills	Parent Engagement	Employer Encounter	Provider Encounter	Interpretation of LMI	Interpersonal Skills	Financial Management	Workplace Values	Raise Aspirations	Setting SMART Goals	Post 18 Options	Building Resilience	Back-up plan explained
Option Research - revisit Kudos, Degree Course Descriptions & Spartan Test; reflect on change	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
University Campus Visit	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
You're Hired Day - Finding Plymouths most employable 17 year old	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
£20 challenge	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
University Open Days	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Apprenticeship Exhibition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alternatives to University presentations from Higher Level apprenticeship employers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Higher Education and Apprenticeships Open Evening	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
UCAS Higher Education Exhibition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Career talks from Employers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Apprenticeship Week Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Curriculum Enrichment Week	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Careers Week Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Parents Evening - booked appointments available with subject teachers, tutor & Careers Advisor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sharing of careers information via newsletter/facebook/website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1:1 Careers Guidance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
University Finance Presentation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Personal Statement (University or Apprenticeship preparation)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Project Trust - Gap Year	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
A Star Future - Studying Abroad	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Year 13 CIEAG Entitlement	Self Awareness/ Development	Career Exploration	Career Management	Employability Skills	Entrepreneurial Skills	Parent Engagement	Employer Encounter	Provider Encounter	Interpretation of LMI	Financial Management	Interpersonal Skills	Workplace Values	Raise Aspirations	Setting SMART Goals	Post 18 Options	Building Resilience	Back-up plan explained
Oxbridge Preparation	✓	✓	✓	✓	✓			✓		✓	✓	✓	✓	✓	✓	✓	✓
University Open Days	✓	✓	✓	✓	✓			✓		✓	✓	✓	✓	✓	✓	✓	✓
National Apprenticeship Exhibition	✓	✓	✓	✓	✓			✓		✓	✓	✓	✓	✓	✓	✓	✓
Career talks from Employers	✓	✓	✓	✓	✓					✓	✓	✓	✓	✓	✓	✓	✓
National Apprenticeship Week Activities	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Curriculum Enrichment Week	✓	✓	✓	✓	✓					✓	✓	✓	✓	✓	✓	✓	✓
National Careers Week Activities	✓	✓	✓	✓	✓					✓	✓	✓	✓	✓	✓	✓	✓
Parents Evening - booked appointments available with subject teachers, tutor & Careers Advisor	✓	✓				✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
Sharing of careers information via newsletter/facebook/website	✓	✓				✓				✓	✓	✓	✓	✓	✓	✓	✓
1:1 Careers Guidance	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
Personal Statement completed	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
A Star Future - Studying Abroad	✓	✓	✓	✓	✓			✓		✓	✓	✓	✓	✓	✓	✓	✓