



Sapientia Education Trust

CAEIG Policy Wymondham College

Vision:

At Wymondham College, our vision for careers education lies at the heart of our mission: *to enable young people to become happy, successful, and useful citizens who aim for excellence in all they do and find fulfillment in life*. We believe that exceptional careers guidance is transformative — empowering students with the confidence, knowledge, and skills to navigate their future pathways with clarity, purpose, and ambition.

Our strategic approach is founded on a carefully structured careers curriculum that fully aligns with the Gatsby Benchmarks across all year groups. Through our “Wymondham College Futures” programme, we provide a coherent, progressive journey in careers education — one that evolves from Year 7 through Year 13. As students mature, they develop increasing sophistication in their career management skills, decision-making, and self-awareness.

We are proud of our extensive partnerships that enrich and strengthen our provision. Collaboration with the Anglia Careers Hub ensures access to resources and professional development, while our network of over 30 employers, universities, and training providers offers students authentic insights into a broad range of career pathways. These partnerships are instrumental in broadening horizons, challenging stereotypes, and raising aspirations.

Parental engagement is central to our approach. We actively involve parents through regular updates on careers activities, and opportunities to join guidance interviews alongside their children. This three-way partnership between student, school, and home creates a powerful foundation for informed and confident decision-making.

Our commitment to inclusivity underpins everything we do. We provide tailored support for vulnerable learners and students with SEND, offering personalised guidance and carefully planned transitions to ensure every student enjoys equal access to opportunity and success.

What truly distinguishes our careers provision is its seamless integration into every aspect of college life. Careers education is not an isolated strand, but a consistent presence — embedded across the curriculum, celebrated in assemblies, visible in displays throughout the campus, and reinforced through our pastoral systems. This holistic approach ensures that career development becomes a natural and inspiring part of every student’s Wymondham College experience.

Ultimately, our vision is realised when our students leave us as confident, well-informed, and resilient individuals — able to articulate their strengths, recognise their opportunities, and thrive as they pursue their chosen paths beyond school.

Quality in careers:

While Wymondham College is not currently pursuing the Careers Mark, we are firmly committed to achieving and maintaining the Quality Mark for Careers Guidance. This commitment reflects our dedication to delivering a high-quality, evidence-based programme that meets national standards and continually evolves to meet the needs of our students.

To fulfil the requirements of the Quality Mark, Wymondham College ensures that:

- A structured and clearly documented careers programme is in place, setting out the intent, implementation, and impact of our provision.
- A comprehensive Careers Plan is published on the College website, providing a visual overview of the student journey through careers education, including a flow diagram and year-by-year breakdown of activities.
- Systematic evaluation of the programme's effectiveness is undertaken through a range of measures, including impact assessments and annual reviews.
- Feedback is securely and consistently collected from students, parents, local employers, and staff to inform continuous improvement.
- Leadership and accountability for careers are clearly defined, with the staff member responsible for careers either being part of, or line-managed directly by, the Senior Leadership Team.
- Careers education is embedded within the College's vision, values, and delivery model, demonstrating its integral role in personal development and student success.

In addition to these core standards, the College further strengthens its commitment by:

- Ensuring that careers education, information, advice and guidance (CEIAG) is regularly highlighted during whole-staff INSET and professional development sessions.
- Providing a dedicated, visible space for careers information which students can easily access and identify.
- Embedding careers learning within the curriculum, PSHE, and form time activities, ensuring that all students engage with explicit and meaningful career-related learning.

(For further reference, see: [Good Career Guidance](#) and [Ofsted Inspection Guidance](#))

Framework:

Our careers programme at Wymondham College is structured around the Gatsby Benchmarks of Good Career Guidance, providing a robust, evidence-based framework that ensures all students develop the knowledge, skills, and confidence to make informed choices about their futures.

1. A Stable Careers Programme

Wymondham College delivers a well-structured, progressive careers programme led by our qualified Careers Leader, with strong strategic oversight from the Senior Leadership Team. The programme is reviewed annually for impact, shared with stakeholders, and published on the College website to ensure transparency and consistency.

2. Learning from Career and Labour Market Information (LMI)

Students and parents have regular access to accurate, up-to-date information about labour market trends, employment opportunities, and future study pathways. This is integrated through the *Unifrog* platform, parent communications, and careers events, helping students make well-informed decisions in a changing economy.

3. Addressing the Needs of Each Student

Our careers provision is personalised to meet the diverse needs of every student. We track individual progression from Year 7 to Year 13, ensuring equality of opportunity and targeted support for vulnerable learners and students with SEND. Tailored interventions, mentoring, and additional guidance ensure that no student is left behind.

4. Linking Curriculum Learning to Careers

Careers education is embedded across the curriculum, with all subjects highlighting real-world applications and career pathways linked to their discipline.

5. Encounters with Employers and Employees

Students benefit from multiple, meaningful encounters with employers through activities such as career talks, enterprise workshops, mentoring sessions, and employer-led projects. These experiences broaden aspirations, challenge stereotypes, and develop key employability skills.

6. Experiences of Workplaces

All students are supported and encouraged to gain first-hand experience of the workplace through work experience placements, virtual internships, and shadowing opportunities. These experiences enable students to apply their learning, develop professional behaviours, and gain valuable insight into working life.

7. Encounters with Further and Higher Education

Throughout their time at Wymondham College, students engage with a wide range of education and training providers, including universities, colleges, apprenticeship organisations, alumni and specialist institutions. These encounters — through visits, fairs, and talks — ensure students understand the full spectrum of post-16 and post-18 options.

8. Personal Guidance

Every student receives individual, impartial careers guidance from a qualified careers adviser at key transition points. Additional guidance is available for those requiring further support, ensuring that all students leave with a clear sense of direction and confidence in their next steps.

Objectives:

By the end of Year 9

Students will have developed a strong foundation of self-awareness, enabling them to identify their strengths, interests, and emerging aspirations. They will understand how personal qualities, decisions, and opportunities influence future pathways.

Objectives:

- To enable students to reflect on their skills, qualities, and interests, and recognise how these relate to future career choices.
- To help students understand how decisions—such as GCSE subject selection—can influence long-term opportunities.
- To develop awareness of a broad range of career sectors, including enterprise, digital, and STEM-related fields.
- To encourage students to challenge stereotypes and misconceptions about education and work.
- To ensure students can access independent and impartial advice regarding their Key Stage 4 options.
- To introduce students to career exploration tools such as Unifrog, and help them begin recording interests and achievements.
- To develop teamwork and communication through participation in enterprise activities.

By the end of Year 9, students will have the confidence to make informed decisions about their GCSE subjects, an initial understanding of the world of work, and a sense of direction regarding their personal aspirations.

By the end of Year 11

Students will have deepened their understanding of education and training opportunities beyond Key Stage 4 and developed essential employability and decision-making skills. They will be able to identify and pursue appropriate post-16 pathways.

Objectives:

- To ensure students understand all post-16 pathways, including A Levels, vocational qualifications, and apprenticeships.
- To help students develop practical employability skills, such as writing CVs, completing applications, and preparing for interviews.
- To increase students' confidence through meaningful encounters with employers and employees.
- To enhance understanding of workplace expectations through structured careers events and, where possible, work experience.
- To support students in identifying their strengths, ambitions, and the qualifications or experiences required for their goals.
- To provide targeted support and personal guidance for students with additional needs or requiring extra assistance.

- To ensure all students can access impartial advice from a qualified careers adviser at key decision points.

By the end of Year 11, students will have identified a suitable post-16 destination and developed the self-belief, knowledge, and employability skills necessary to succeed in their next phase of learning or training.

By the end of Year 13

Students will be prepared to make confident and well-informed choices about their post-18 destinations. They will demonstrate the independence, professionalism, and adaptability required for higher education, apprenticeships, or employment.

Objectives:

- To ensure students are aware of the full range of post-18 opportunities, including higher education, apprenticeships, gap years, and direct employment.
- To provide detailed information, guidance, and support for university applications, including Oxbridge, Medicine, and other competitive routes.
- To support students in securing work experience relevant to their career interests and future study.
- To strengthen employability through mock interviews, CV development, and guidance on professional use of social media.
- To facilitate employer and alumni engagement through talks, mentoring, and workplace visits.
- To promote independent research and informed decision-making through the Floreat Programme and digital careers platforms.
- To ensure each student receives personal, impartial careers guidance to refine and finalise their post-18 plans.

By the end of Sixth Form, students will leave Wymondham College as confident, self-aware individuals with clear aspirations and well-defined pathways to achieve them — fully equipped with the skills and resilience to thrive in higher education, apprenticeships, or the world of work.

Flow diagram:

[Flow-diagram Careers-Programme-Overview Wymondham-College.pptx](#)

Year by Year activities:

[Wymondham-College-Careers-Programme-25-26.pdf](#)

Stakeholders:

Feedback is gained from all stakeholders for example:

- Parent Voice via Parent & Carer Forum
- External Partner voice via post event evaluation
- Student Voice via post event evaluation, one to one careers interview, Compass + questionnaire Teacher Voice via post event evaluation, CPD feedback

Partners:

These change annually however, our key partners are:

UTCN • Easton College • City College Norwich • Access Creative & Access Sport • Poultec • RAF & British Army • CSF - Community Sports Foundation • BAE • Armed Forces • Marsh McLennan • ASK • Norfolk and Norwich Hospital • Norfolk Community Health Care Trust • Attleborough Academy • Norfolk Constabulary (Safer Schools) • University of East Anglia • University of Cambridge • Paula Devaux • Nelson's Journey • Lovewell Blake • Larkin Gowen

Student entitlement/goals for students:

Through the Wymondham College Careers Programme, every student is entitled to:

- **High-quality careers information, advice, and guidance** at key transition points — including GCSE options, post-16, and post-18 choices.
- **A clear understanding of their own skills, strengths, and interests**, helping them make informed and ambitious decisions about their future.
- **Opportunities to develop key employability skills**, such as communication, teamwork, problem-solving, and resilience, through both curricular and extra-curricular experiences.
- **Personalised support and guidance** to explore career pathways and create a meaningful, individual career plan.
- **One-to-one careers guidance** from a qualified adviser, ensuring impartial and professional advice tailored to each student's needs.
- **Practical help** with applications, personal statements, CV writing, and interview preparation to support successful transitions.
- **Regular encounters with employers, employees, and education providers**, offering real-world insights and inspiration about the world of work and future opportunities.

Monitoring and evaluation:

Parent Communication

Parents are kept informed of careers activity via email and College Life Magazine. They are invited to talks about options during Year 8, 10, 11 and Year 12. Parents' evenings are held annually for each year group, the careers adviser is present for Years 8, 11, 12 and 13.

Parents are welcome to attend careers interviews with their children if requested.

Employers, Businesses, Voluntary Organisations

Individuals and organisations who would like to get involved in careers activities are very welcome to contact the Careers Leader to discuss relevant opportunities. These include mentoring, CV and interview support, careers talks, attendance at apprenticeship evenings.

Measuring and assessing the impact of our careers programme

DfE (Department for Education) Destinations Data which analyses post 16 and post 18 choices looking at the variety of student destinations, retention rates and those not in training, education or employment.

New Anglian Network Enterprise Co-ordinator and Enterprise Adviser - external visitors who works with the College visiting at least once per half term working on attaining the Gatsby Benchmarks and Compass Tools to assess the impact of our careers provision.

Personnel and contact details:

Mr Richard Peat is our independent Careers Adviser. Mr Peat will meet with all Year 10 and Year 11 students for individual one-to-one careers guidance interviews as part of our structured programme of personal guidance.

Based in Norwich, and working in partnership with the Sapientia Education Trust, Mr Peat brings extensive experience from his previous roles with the Norfolk Autism Partnership Board (NAPB), The Open University, and Breckland Council. He holds a Master's degree in Careers Education, Information and Guidance from the University of Warwick, and has a strong background in career counselling, higher education, and staff development.

Sixth Form students receive individual careers guidance from Mrs Margarita Harris, who is currently undertaking her Level 6 Careers Adviser qualification. In addition, students applying early for competitive courses or universities receive specialist support and tailored guidance from Dr F. Cook, our Sixth Form Aspirations and Progression Lead.

These personalised guidance sessions form a key component of our careers provision, offering each student the opportunity to explore future pathways, receive impartial and professional advice, and plan effectively for their next stage of education or training.

Careers Leader in post: Mrs Harris to provide a stable careers programme and internally assess success via a range of sources including student voice, curriculum audit, additional opportunities audit, work scrutiny.

Mr R. Peat (Careers Advisor Senior School) R.Peat@wymcol.org or 01953 609000

Mr F. Cook (Sixth Form Aspirations and Progression Lead) f.cook@wymcol.org or 01953 609000

Mrs M. Harris (Careers Lead and Careers Advisor) m.harris@wymcol.org or 01953 609000

The Trust Careers Lead is: Kirsty Bray (k.bray@setrust.co.uk) her role is to support the schools source and deliver a careers programme that meets the Gatsby Benchmarks, working with external parties as required and coordinating termly meetings of school careers leads to share pertinent and relevant information that can be drawn into each school's careers programme. The

Trust arranges, in conjunction with each careers lead, an annual careers audit and review and a short written report against the Gatsby Benchmarks is produced.

The Trustee with the Careers oversight is: JD (details via clerk to the Trustees, Wendy Maguire: w.maguire@setrust.co.uk)

Review date: annually or as required by statutory guidance updates and/or Ofsted reports.

The last strategy review was October 2025.