



## Career Guidance Programme at The Trinity Catholic School (Years 7-13)

### Introduction

At The Trinity Catholic School, we are committed to equipping students with the skills, knowledge, and confidence to navigate their future careers. Our comprehensive Careers Education, Information, Advice, and Guidance (CEIAG) programme supports students from Years 7 to 13, reflecting our values of **faith, love, and respect**. The programme is aligned with the **Gatsby Benchmarks** and the **Careers Development Institute (CDI) framework**, ensuring an excellent standard of careers provision for all students.

### Aims and Commitments

Our CEIAG programme aims to:

- **Inspire Ambition:** Encourage students to set high aspirations and explore diverse career pathways.
- **Empower Decision-Making:** Provide students with accurate, up-to-date information to make informed choices about their futures.
- **Promote Inclusivity:** Offer tailored guidance that meets the needs of every student, including those with special educational needs (SEND) and disadvantaged backgrounds.
- **Prepare for the Future:** Equip students with the employability skills and experiences necessary to succeed in the workplace.

We are committed to:

- Delivering impartial, independent careers advice.
- Embedding careers education across the curriculum.
- Ensuring students have meaningful encounters with employers, employees, and further education providers.
- Supporting all students in accessing high-quality work experience opportunities.

The Trinity Catholic School is committed to:

1. **Meeting the Gatsby Benchmarks:**

We use the eight Gatsby Benchmarks as a framework to ensure our careers provision is world-class:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance for all students

2. **Adhering to the CDI Framework:**

Our programme is designed to develop the key skills outlined by the Careers Development Institute, including self-awareness, decision-making, and career management.

3. **Providing Tailored Support:**

We ensure that students with special educational needs and disadvantaged backgrounds receive targeted guidance and support, in collaboration with our SEND department and external partners.

4. **Collaborating with External Partners:**

Partnerships with local businesses, higher education institutions, and organizations such as the East Midlands Careers Hub enable us to offer real-world insights and experiences.

## Key Priorities

Our priorities reflect our dedication to ensuring students are well-prepared for life beyond school:

- **Personalised Guidance:** Provide every student with access to one-to-one career interviews, focusing on their individual aspirations and needs.
- **Work Experience:** Facilitate meaningful work experience placements for students, particularly in Year 10 and the Sixth Form.
- **Employer Engagement:** Develop strong partnerships with employers to offer insights into the world of work.
- **Curriculum Integration:** Link curriculum subjects to real-world careers, emphasizing the importance of skills and knowledge across disciplines.
- **STEM Promotion:** Encourage engagement with Science, Technology, Engineering, and Mathematics (STEM) subjects to open doors to a range of future careers.
- **Online Resources:** Provide students with access to career platforms such as **Unifrog** and resources from the **National Careers Service**.

## Outcomes

Our Careers Guidance Programme aims to achieve the following outcomes for all students:

- **Informed Decisions:** Students will be well-informed when making subject choices and planning their career paths.
  - **Reduced NEET Figures:** Maintain our low NEET (Not in Education, Employment, or Training) rates, ensuring that students transition successfully to further education, employment, or training.
  - **Clear Pathways:** Students will have a clear sense of direction regarding their future education and training options.
  - **Key Skills Development:** All students will develop essential employability skills, including communication, teamwork, and problem-solving.
  - **Employer Insights:** Students will engage with employers, gaining valuable insights into the skills required in various industries.
  - **Real-World Connections:** Students will understand how their studies relate to the workplace, enhancing their engagement and motivation.
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**Head** – All of our students will have access to powerful Careers Curriculum knowledge that will help them make informed decisions fulfilling their future aspirations

**Heart** – Our students will develop their faith through learning about how to serve Christ in the world through a wide range of vocations. They will foster a love for the world through being encouraged to pursue their own passions through career pathways. They will cultivate a respect for all careers through learning about equality of opportunity and challenging stereotypes in the workplace

**Hands** – Our students will apply their Careers Curriculum knowledge through meaningful encounters with employers, experiencing the workplace and making informed decisions that will help them fulfil their future aspirations

### Aims of our Careers Curriculum:

- To provide our students and parents with powerful knowledge so that they can access and understand labour market information and learn how to develop employability
- To provide our students opportunities to reflect on their own personal strengths and encourage them to pursue their own interest whilst also being a witness to Christ in the world of work
- To provide our students with the opportunities to encounter employers and training providers and apply their school curriculum knowledge to the workplace

### Who we work with:



**COMPASS**  
CAREERS BENCHMARK TOOL

unifrog

**Progress**  
Careers

### The Gatsby Benchmarks:

1 A STABLE CAREERS PROGRAMME	2 LEARNING FROM CAREER AND LABOUR MARKET INFORMATION	3 ADDRESSING THE NEEDS OF EACH PUPIL	4 LINKING CURRICULUM LEARNING TO CAREERS
5 ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES	6 EXPERIENCES OF WORKPLACES	7 ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION	8 PERSONAL GUIDANCE

### Our commitment to meeting the Benchmarks:

**Benchmark 1:** Our Careers Curriculum is evaluated termly against the Gatsby benchmarks. We are members of the D2N2 Careers Hub. Our Careers and Enterprise adviser meets with use regularly to review our curriculum, using the Compass Tracking Tool

**Benchmark 2:** Students learn through a curriculum of lessons, assemblies encounters with employers. We send a half-termly Careers-themed newsletter to students and parents.

**Benchmark 3:** We commit to offering targeted support to our most vulnerable students. SEND, EAL, PP and LAC students receive additional workshops early/priority guidance from our Careers Adviser.

**Benchmark 4:** Teachers link curriculum learning to careers both within and beyond the classroom. This occurs during lessons, Parents Evenings and our extra-curricular clubs. Will be introducing a Careers Week for the first time in academic year 2023-24.

**Benchmark 5:** All students have opportunities to encounter employers through assemblies, our Careers Fair and work experience weeks (Y10 and Y12)

**Benchmark 6:** All students in Y10 and Y12 are supported in attending a 5-day work experience placement

**Benchmark 7:** Students in Year 12 will have visits to and from Universities, including a UCAS fair. Year 13 visit Oxford University. Year 10 will have a visit from Nottingham College

**Benchmark 8:** We partner with D2N2 to deliver independent Careers guidance. Every student has access to a Careers Adviser. KS4 and KS5 students receive 1:1 guidance from the Careers Adviser.

Action – what are we doing?	When?	Led by	Monitored by	Gatsby Benchmark
<b>Whole School</b>				
Identify critical cohorts to ensure students with SEN and other students who require additional support are prioritised for personalised external and inter support	ongoing	TPI; JA; KA	SLT; Progress Careers	1, 3
Careers newsletters for Parents, students and staff containing information on labour market information, careers curriculum information and upcoming careers events in school and in Nottingham	termly	TPI	SLT/Local Governing Body	1,2,3,4
Update school webpage and sway with careers information and links to additional support	ongoing	TPI; LG	SLT/LGB	1,2,3,4
Representation by Careers Advisor at all KS4 and KS5 parents evening and Y9 options evening	ongoing	JA	SLT; Progress Careers	2,3,4,5,7,8
National Apprenticeships Week – all years interacting with employers through assemblies and workshops. All form groups delivering content on apprenticeships	w/c 9 <sup>th</sup> February 2026	ERE/JSE/TPI/PC/FTs	ER/TPI/JSE	2,3,4,5,6,7
National Careers Week – all years studying careers-related content across the curriculum	w/c 2 <sup>nd</sup> March 2026	All departments	SLT	2,3,4,5,6,7
British Science Week	w/c 16 <sup>th</sup> March 2025	Science and Maths department	SLT	2,4,5
Future Skills Questionnaire – all years	ongoing	TPI	SLT	3,8
Virtual work experience opportunities Y7-10	Summer term	Form tutors	TPI/JSE	6
All individual student Careers activities logged on Compass+	ongoing	TPI	TPI/JSE/ERE	3,8
Curriculum areas organising trips to give students experiences of the workplace	ongoing	Curriculum leads	TPI	3,4,6
All Students have additional opportunities to utilise the benefits of unifrog	ongoing	Form tutors	TPI/JSE	2,3,4,8

Work with Futures to ensure students at risk of NEET are supported with their next phase of education or training	ongoing	TPI/CMC/NDA	TPI/CMC	7,8
<b>Year 7</b>				
Police officer delivering an assembly about working as a police officer and building positive relationships within a community	10th September 2025	PC Doherty	PC/SLT	2,4,5
Future Skills Questionnaire	Wc 15 <sup>th</sup> September	Form tutors	PC/SLT	3,8
<i>Visiting author ex-student running a workshop on creative writing</i>	<i>TBC</i>	<i>Ashley Thorpe</i>	<i>English Department</i>	<i>2,4,5</i>
BBC workshop on Media Production	w/c 9 <sup>th</sup> February 2026	TPI	SLT	2,3,4,5,6
<i>Think Big STEM workshops</i>	<i>TBC</i>	<i>Nottingham Forest/Ideagen</i>	<i>SLT</i>	<i>2,3,4,5,6</i>
Careers Assembly for all year 7 students	29 <sup>th</sup> April 2026	TPI	SLT	2,3,4,5
Introduction to Unifrog lesson	Wc 4 <sup>th</sup> May 2026	Form tutors	TPI/JSE	2, 3,8
Careers lessons delivered through our Personal Development programme. Lessons include: What is a career?; What is an entrepreneur? ; Work-life Balance; Careers and the Future	3rd June – 7 <sup>th</sup> July 2026	Year 7 Team	JSE/TPI	1,2,3,5
Nottingham Trent University assembly and workshops on routes into Higher education	June 2026	NTU	JSE/TPI	2,3,7,8
Virtual work experience/Unifrog lessons	June-July 2026	Form tutors	JSE/TPI	2,5
<b>Year 8</b>				
Police officer delivering workshops about working as a police officer	September -October 2025	PC Doherty	PC/SLT	2,4,5
Careers Assembly for all year 8 students	20 <sup>th</sup> March 2026	TPI	SLT	2,3,4,5
<i>Think Big STEM workshops</i>	<i>TBC</i>	<i>Nottingham Forest/Ideagen</i>	<i>SLT</i>	<i>2,3,4,5,6</i>
Future Skills Questionnaire	Wc 9 <sup>th</sup> Feb	Form tutors	PC/SLT	3,8
Careers lessons delivered through our Personal Development programme. Lessons include: What are my interests?; Challenges and rewards of work; What does success mean to me?; Careers and the climate	13 <sup>th</sup> March – 3 <sup>rd</sup> June 2026	Year 8 Team	ER/TPI	1,2,3,5
Introduction to Unifrog lesson	Wc 2 <sup>nd</sup> March 2026	Form tutors	TPI/JSE	2, 3,8

Nottingham Trent University assembly and workshops on routes into Higher education	May 2026	NTU	JSE/TPI	2,3,7,8
Virtual work experience/Unifrog lessons	June 2026	Form tutors	JSE/TPI	2,5
Big Bang Fair Trip to Birmingham	June/July 2026	Science/Maths Dept.	JBU/TPI	4,5
<b>Year 9</b>				
Dr Neil Guha GP Assembly and follow up workshops with GPs	September 2025 onwards	Dr Neil Guha and colleagues	TPI/HR	3,5,8
Introduction to Unifrog lesson	Wc 24 <sup>th</sup> Nov	Form tutors	TPI/JSE	2, 3,8
Future Skills Questionnaire	Wc 8 <sup>th</sup> Dec	Form tutors	PC/SLT	3,8
Careers lessons delivered through our Personal Development programme. Lessons include: What comes after school: the main learning pathways; Decision making: choosing what to study at KS4; Taking control of your career journey; What is the labour market and why is it important?	7 <sup>th</sup> January – 26 <sup>th</sup> February 2026	Year 9 Team	ERE/TPI/jse	1,2,3,8
University of Nottingham assembly to whole year group on routes into and life in Higher Education	January 2026	University of Nottingham Outreach	PC/SLT	2,,3,4,7
Police officer delivering workshops about working as a police officer	December 2025	PC Doherty	PC/SLT	2,4,5
BBC workshop on Media Production	w/c 9 <sup>th</sup> February 2026	TPI	SLT	2,3,4,5,6
Nottingham Trent University assembly and workshops on routes into Higher education	February 2026	NTU	JSE/TPI	2,3,7,8
Trip to University of Nottingham	February 2026	UoN Outreach	PC/SLT	2,3,4,5,6,7
Options Assembly – all year 9 students	March 2026	WA	SLT	2,3,4,5
Y9 options week – Parents' Evening and option booklets handed out	April 2026	PC	TPI/WA	3
Careers Assembly for all year 9 students	9 <sup>th</sup> Jan 2026	TPI	SLT	2,3,4,5
Virtual work experience/Unifrog lessons	May-June 2026	Form tutors	JSE/TPI	2,5
STEM speed networking events	July 2026	TPI/JSE	TPI	2,3,4,5,6,7
<i>Think CAREers – NHS performance</i>	<i>TBC</i>	<i>TPI</i>	<i>PC/SLT</i>	<i>2,3,4,5</i>
<i>Premier League Rainbow Laces event</i>	<i>TBC</i>	<i>LSA</i>	<i>TPI</i>	<i>5,6</i>
<i>Kate Whyles Women in STEM assembly</i>	<i>TBC</i>	<i>Kate Whyles</i>	<i>TPI</i>	<i>2,3,5,7, 8</i>
<i>Kate Whyles coding masterclass</i>	<i>TBC</i>	<i>Kate Whyles</i>	<i>TPI</i>	<i>2,3,5,6,7,8</i>

<b>Year 10</b>				
Careers lessons delivered through our Personal Development programme. Lessons include: What type of careers is best for me; Post 16 choices and work experience; Wellbeing in the workplace; How to contact an employer for work experience	13 <sup>th</sup> October – 2nd December 2025	Year 10 Team	ER/TPI/JSE	1,2,3,5,6
Work experience assembly on how students will be supported in securing placements	9 <sup>th</sup> October 2025	TPI	PC/SLT	3,5
Labour market information Unifrog lesson	Wc 17 <sup>th</sup> Nov	Year 10 Team		
Experian visit/Dig Data Day	18 <sup>th</sup> November 2026	ER/TPI/JSE	PC/SLT	2,3,4,5,6
Department for Work and Pensions Apprenticeship Workshop	Wc 9 <sup>th</sup> February	DWP	TPI	2,3,5,8
Year 10 Parents' Careers Meeting online	February 2026	TPI	SLT	2,3
<i>Apprenticeships and assembly in the RAF and small group targeted workshops on employability</i>	<i>TBC</i>	<i>Royal Air Force</i>	<i>ER/TPI/JSE</i>	<i>2,3,4,5,7</i>
Police officer delivering an assembly about working as a police officer	May 2026	PC Doherty	PC/SLT	2,4,5
Year 10 work experience week – all year 10	w/c 29 <sup>th</sup> June 2026	PC/ER/TPI/JSE	SLT	2,3,4,5,6,7
Virtual work experience opportunities in school	May-June 2026	PC/ER/TPI/JSE	SLT	2,3,4,5,6,7
Year 10 Mock interview day	July 2026	JSE/TPI/ERE	JSE/TPI/ERE	3,5,8
1:1 Careers guidance interviews – SEN and priority students	Pentecost term 2026	JA/KA	Progress Careers/SLT	3,8
<b>Year 11</b>				
1:1 Careers guidance interviews – SEN and priority students	Advent and Lent term 2025-26	JA	Progress Careers/SLT	3,8
Careers lessons delivered through our Personal Development programme. Lessons include: What are my employability skills; Post 16 choices and choosing your pathway; Money talks; Apprenticeships vs Higher Education; Is AI a threat to our jobs?	15 <sup>th</sup> September – 11 <sup>th</sup> November 2025	Year 11 Team	ER/TPI	1,2,3,8
Careers Assembly	26 <sup>th</sup> September	TPI	TPI	2,3,4,8
Future Skills Questionnaire	Wc 3 <sup>rd</sup> November	Form tutors	PC/SLT	3,8
<i>Avalara Careers Mentor – targeted group support session and 1:1 interviews</i>	<i>TBC</i>	<i>Conor Kirkland</i>	<i>TPI</i>	<i>2,3,4,5,8</i>



<i>Post-16 pathway assembly – Nottingham College – all year 11 students</i>	<i>TBC</i>	<i>Nottingham College</i>	<i>PC/SLT</i>	<i>2,3,4,7</i>
<i>Interview skills assembly – DWP – all year 11 students</i>	<i>TBC</i>	<i>Department for Work and Pensions</i>	<i>PC/SLT</i>	<i>2,3,4,5,8</i>
Post-16 pathway assembly – Progress Careers – all year 11 students	TBC	JA	Progress Careers/SLT	2,3,4,7,8
Y11 Results Day interviews – all year 11 students	December 2025	SLT	CM	3,8
Y11 Choices interviews – all year 11 students	January 2025	Sixth form	CM	3,8
Routes into apprenticeships assembly – DWP – all year 11 students	w/c 10 <sup>th</sup> February	Department for Work and Pensions	SLT	2,3,4,5,8
<b>Sixth Form</b>				
Careers lessons delivered through our Personal Development programme. Lessons include: Work and Careers; Financial Choices; Media Literacy and Digital Resilience; Choices and Pathways; Employment Rights and Responsibilities	ongoing	Sixth Form Team	CM	1,2,3,7,8
Future Skills Questionnaire Y12	September 2025	Form tutors	PC/SLT	3,8
Oxford Next Gen 2025	September 2025	Sixth form team	CMC	3,7,8
<i>Interview skills workshop for Year 13 – Department for Work and Pensions</i>	<i>TBC</i>	<i>DWP</i>	<i>CM</i>	<i>2,3,4,5,8</i>
<i>Routes into Teaching presentation</i>	<i>TBC</i>	<i>Vanessa Scott, OLOL</i>	<i>SLT</i>	<i>2,3,4,5,7</i>
Future Skills Questionnaire Y13	January 2026	Form tutors	PC/SLT	3,8
Routes into apprenticeships workshops by Department for Work and Pensions	w/c 9 <sup>th</sup> February 2026	Department for Work and Pensions	SLT	2,3,4,5,7,8
<i>RAF – Employability skills workshop</i>	<i>TBC</i>	<i>Royal Air Force</i>	<i>ERE/SLT</i>	<i>2,3,4,5,7,8</i>
<i>Y13 Gel Electrophoresis Trip – Biology students</i>	<i>TBC</i>	<i>DL</i>	<i>Science Department</i>	<i>2,3,4,5,6,7</i>
Work experience week – all year 12	w/c 4 <sup>th</sup> May	Sixth Form Team	CM	2,3,4,5,6,7
Police officer delivering a workshop about working as a police officer	TBC	PC Doherty	PC/SLT	2,3,4,5,7,8
Higher Education activities day	TBC	Sixth Form Team	CM	2,3,4,7,8
Clumber Park A level Biology Trip	TBC	Science Dept	CMC	2,3,4
Nottingham Trent Uni Spectroscopy Masterclass	TBC	Science Dept	CMC	2,3,4,5,6,7

## Monitoring and Evaluation

To ensure the effectiveness of our CEIAG programme, we employ a robust monitoring and evaluation framework:

- **Feedback and Surveys:** Gather regular feedback from students, parents, and employers to assess the impact of careers activities.
- **Destination Data:** Track student destinations post-16 and post-18 to evaluate the success of our guidance.
- **Benchmarking:** Use tools such as the **Compass+ platform** to measure progress against the Gatsby Benchmarks.
- **Governance Oversight:** Our link governor for careers works closely with the Careers Lead and Senior Leadership Team (SLT) to review progress and plan strategic improvements.

## Our Commitment to Excellence

The Trinity Catholic School is dedicated to providing students with the support they need to make confident, informed decisions about their futures. Through our CEIAG programme, we strive to foster ambition, nurture potential, and inspire every student to achieve their best.

For more information, please contact:

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Together, we prepare our students to thrive in an ever-changing world, guided by faith, love, and respect.