

## Careers Education, Information, Advice and Guidance Policy for Mulberry UTC

Approval Body:	Local Governing Body
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Implementation Date:	November 2025
Review Date:	November 2026
Policy Version:	7

### Version control

Version	Reviewed	Changes since last version
2	November 2020	<ul style="list-style-type: none"> <li>Replaced reference to Directors of Progress with Heads of House.</li> <li>Inclusion of reference to the Mulberry STEM Academy.</li> <li>Inclusion of an addendum to indicate adjustments to the methods of delivery of some careers education as a result of restrictions imposed due to the COVID pandemic.</li> </ul>
3	November 2021	<ul style="list-style-type: none"> <li>Added reference to Alison Taylor as Director of Progress.</li> <li>Amended addendum to reflect current situation in relation to Covid-19 related restrictions.</li> </ul>
4	November 2022	<ul style="list-style-type: none"> <li>More explicit reference to the role of the Careers and Progression Officer</li> </ul>

5	November 2023	<ul style="list-style-type: none"> <li>• Roles and responsibilities have been updated to reflect our current structure</li> <li>• Covid addendum removed</li> </ul>
6	October 2024	<ul style="list-style-type: none"> <li>• LMI reference added to Aims</li> <li>• Updated statutory requirements included in commitment</li> <li>• Implementation section has been updated in line with current provision.</li> <li>• Monitoring, Evaluation and Review section has been amended in line with current procedures</li> </ul>
7	October 2025	<ul style="list-style-type: none"> <li>• Reference to amendment to statutory guidance added to Commitment</li> <li>• Amendment in chronology of events in table added to Implementation</li> </ul>

## **Introduction**

At Mulberry UTC, Careers Education, Information, Advice and Guidance (CEIAG) is delivered as part of the Personal Development programme as well as through the wider curriculum. It is supported by a programme of work-related events, organised by the Assistant Principal in charge of CEIAG in consultation with other members of Extended Leadership Team, including the Directors of Learning.

## **Rationale for CEIAG**

At Mulberry UTC, it is expected that all students should leave the school and move on to either further or higher education, apprenticeships or training or other career opportunities. This policy therefore recognises that the provision of effective careers education, information and guidance is an essential part of the preparation of all students for the opportunities, responsibilities and experiences of adult life.

The school recognises that its provision should help students to be more self-aware and to be informed about continuing education and training and about possible career paths. It should enable them to manage transition to new roles and situations throughout their life and help them to achieve their aspirations. The CEIAG policy is linked to the 'Gatsby' criteria for measuring quality of careers education and provision.

## **Aims**

The aims of careers education, information advice and guidance are:

1. For students to develop themselves through careers, employability and enterprise education
2. For students to learn about careers and the world of work (including Labour Market Information).
3. For students to develop their career management and employability skills.
4. To help students to select destinations appropriate to their skills and ambitions
5. To ensure all students progress to high quality education, employment and training.

## **Objectives**

- Students' needs

The careers programme is designed to meet the needs of students at Mulberry UTC. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

- Entitlement

Students are entitled to careers education and guidance that meets professional standards of practice and is person centred, impartial and confidential. The programme on offer at Mulberry UTC promotes equality of opportunity and inclusion.

## **Commitment**

Mulberry UTC is committed to providing a planned programme of careers education for all students 14-19 and information, advice and guidance in partnership with relevant organisations.

Mulberry UTC endeavours to follow the principles enshrined in the statutory guidance released by the Department of Education. Specifically, the Education Act 2011 inserts a new duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for pupils in years 7-13. It states that careers guidance must be presented in an impartial manner and promote the best interests of the pupils and that this must include information on all options available in respect of 16-18 education or training, including apprenticeships and other work-based education and options. The government updated the Careers Guidance and Access for Education and Training Provider in August 2022. The Careers Guidance and Access for Education and Training Providers publication includes how schools/academies must appoint personal with the appropriate skills, commitment and backing from the senior leadership team, ensure that students from Year 7-13 (10-13 at Mulberry UTC) are offered independent careers guidance and that there is an opportunity for a range of education and training providers to access pupils to inform them of technical education qualifications and apprenticeships and that every school is using the Gatsby Benchmarks to develop a careers programme. The Mulberry UTC CEIAG policy audits provision against these benchmarks to ensure outstanding provision for all.

The government further updated the Careers Guidance and Access for Education and Training Providers statutory guidance in January 2023. The amendment strengthened the existing duty by specifying that all school and UTCs must provide a minimum of six provider encounters for pupils in Year 8-13 (four provider encounters at the UTC for Years 10-13).

As Mulberry UTC caters for students from Year 10-Year 13, two encounters would take place during the following key phases:

- Year 10-Year 11 (minimum of two encounters)
- Year 12-Year 13 (minimum of two encounters)

## **Development**

This policy was developed and is reviewed biennially through discussions with teaching staff, students, parents, governors and other external partners (e.g. Tower Hamlets Education Business Partnership, Mosaic Princes Trust).

## Implementation

Careers leadership sits within the school's extended leadership team and currently lies with the Assistant Principal in charge of CEIAG. The Assistant Principal is the Careers Leader of Mulberry UTC ensuring that students receive their entitlement to careers education. In addition to this, the Careers Officer, a Level 6 trained career advisor, offers impartial advice and guidance to students at Mulberry UTC alongside supporting with careers administration tasks such as destination collection and work experience placement coordination and approval.

All staff contribute to careers education and guidance through their roles as tutors and subject teachers. The careers programme is planned, monitored and evaluated by the Careers leader. Careers information, including leaflets, posters and university prospectuses, is available in the main library.

Careers education and work related learning permeates the curriculum at Mulberry UTC. All teachers are expected to have a focus on relevance and engagement, subject specific careers guidance and problem solving approaches. This has been factored into both the CPD programme and the appraisal process for all teaching staff. The CEIAG programme is also delivered through Tutor/PHSE lessons and the assembly programme. With specific focus being given to Post 16, Post 17 and Post 18 choices and applications to suit the needs and interests of all students. MUTC collaborate with a wide range of local providers, including New City College, CCCG, New Vic, Goldsmith's University of London, University of Sunderland, ASK apprenticeships, Classroom to Boardroom Foundation, and many more. To support students further, Mulberry UTC have subscribed to the Unifrog platform. Alongside this is a strong pastoral care and guidance team who support with references and application processes to universities or next steps.

In September 2023, Mulberry UTC introduced the MUTC Charter. The Charter acts as both a promise to our students and guidance to teachers to ensure that our unique UTC status is achieved through extensive involvement in meaningful experiences. Opportunities are extensive, frequent and contribute both directly and indirectly to students' aspirations and future destinations. As a UTC, industry links are a critical part of our offer. We aim to develop partnership working with providers wherever possible to allow us to ensure experiences are meaningful, with students being fully involved in activities to promote life-long learning. As well as seeking providers for key speaker sessions, workshops and trips we aim to enhance experiences through collaborative working. We aim to integrate career events into the curriculum wherever possible, to get students involved in solving real life problems and to see the impact of their work through employer set projects and workshops, and to enhance students' knowledge of new technologies relevant to their specialisms through workplace visits.

In line with the Mulberry UTC Charter, we offer a thorough programme of activities for all students from Years 10–13 which we encourage provider links for, including:

- A weekly, age-appropriate career tutor programme following the updated CDI framework, adapted to fit with progression routes for bespoke advice and guidance
- Career interviews with a Level 6 qualified careers advisor
- Regular Industry talks linked to specialisms

- Trips connected to the world of work
- Visits to a range of FE and HE providers
- Post 16 and Post 18 programmes which includes impartial advice and guidance on FE/HE, apprenticeship and employment routes.
- Workshops and projects run by industry specialists
- Work experience placements for Year 10 and Year 12 students alongside industry placements for all T'Level students
- Regular access to specialist suites with up-to-date, industry standard equipment to bring learning to life
- Mulberry Changemakers Projects such as Mulberry STEM Academy, Mulberry Production Art Academy and Global Girls Leading
- Enrichment offers such as Model UN and the Sherrif Challenge

	Year 10	Year 11	Year 12	Year 13
Ongoing throughout the academic year	Weekly career tutor sessions Weekly Industry key speaker sessions Career interviews Trips connecting learning to the world of work Visits to a range of FE and HE providers Mulberry enrichment programmes			
Autumn Term	Standing out from the crowd programme	Post 16 Programme	Standing out from the crowd programme	Post 18 programme
Spring Term	National Apprenticeship Week National Careers Week	National Apprenticeship Week National Careers Week	National Apprenticeship Week National Careers Week Y12 Work Immersion Week Future's Week	National Apprenticeship Week National Careers Week
Summer Term	Work Immersion Week Post 16 Programme		Post 18 Programme	

For provider access, please see our separate Provider Access Policy which is available on the school's website.

## **Monitoring, review and evaluation**

The policy and its implementation is monitored and reviewed at the end of each term. Career related activities are recorded on Unifrog to ensure that students and parents have access to the student's career journey whilst they study at Mulberry UTC. Regular reviewing careers provision against the benchmarks via the Compass report each term with the support of the CEC enterprise link as well as evaluating the success of the MUTC Charter using data from the Unifrog platform, informs the Career Leader of gaps that need to be addressed on both a macro level (e.g. year group) but also on a micro level (specific students). This process ensures outstanding careers education for all.

In addition to this, the CEIAG programme is thoroughly evaluated as part of the SEF and SIP process. Being a UTC, industry links and meaningful career experiences are at the heart of provision and are therefore included at every level of evaluation. This includes learning walks, observations, work scrutiny, stakeholder feedback, the appraisal process and scheme of learning audits. Scrutiny of destinations (ongoing so intervention can be put in place and annually for reporting) is a key measure of the success of the Mulberry UTC careers programme.

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