





THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

 	Name of School	The Cooper' Company and Coborn School
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	Who Reviewed this policy?	Mrs K Palmer
	Careers Link Governor	Mrs Caroline Day
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School Careers Policy (Including Statement of Provider Access)

Contents:

Introduction	p.3
Intent Statement	p.3
Implementation: Management	p.4
Implementation: Staffing	p.4
Implementation: The Programme, Provider Access Legislation and Gatsby Benchmarks	p.4
External Partnerships	p.5
Resources	p.5
Links with other policies	p.6
Monitoring and review	p.6
Appendices	

Appendix 1: Statement of Provider Access	p.7
Appendix 2: Audit/Evidence against Gatsby Benchmarks	p.9
Appendix 3: Curriculum Map for CEIAG	p.14
Appendix 4: Strategic Development Plan for CEIAG	p.18

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and employability skills, The Coopers' Company and Coborn School seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

The school has always had a strong reputation for the quality of its careers provision, led by a dedicated Head of Careers. As a school, we believe in the importance of:

- Providing a planned programme of activities for all students in Years 7 – 13 to help them to plan and manage their future careers.
- Providing CIAG which is impartial, unbiased and is based on their needs.
- Ensuring that the CEIAG programme follows local, regional and national frameworks for good practice and other relevant guidance; as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.
- Working in partnership with the local authority, employers and apprenticeship providers to ensure all students access education, employment or training at the relevant transition points.
- Ensuring the provider access legislation is delivered to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

Intent Statement

As a school we are passionate about providing curriculum breadth. Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver outcomes, and raise aspirations, ensuring that no students are identified as NEET at the end of Year 11 or Year 13.

The careers programme is designed to meet the needs of the students at The Coopers' Company and Coborn School to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The intent of our programme is:

- To help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values.
- To help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages.
- To help ensure that, wherever possible, all young people leave the school with employment, further education or training.

CEIAG at Coopers' Coborn aims to provide students with the skills, knowledge and understanding that leads to a positive career guided by the six learning areas in the Career Development (CDI) Framework and the Gatsby Benchmarks:

The six learning areas of the CDI Framework are:

- Grow through life by learning and reflecting on yourself, your background and your strengths.
- Explore the full range of possibilities open to you and learn about recruitment process and the culture of different workplaces.
- Manage your Career actively, make the most of opportunities and learn from setbacks.
- Create opportunities by being proactive and building positive relationships with others.
- Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your family and community.
- See the bigger picture by paying attention to how the economy, politics and society connect with your own life and career.

The eight Gatsby Benchmarks of Good Career Guidance are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each young person
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

Implementation: Management

Responsibilities are spread between the Deputy Headteacher with oversight of CEIAG, the Head of Careers, the Careers Administrator. They plan, coordinate and evaluate the careers programme. They also plan and implement work experience for Y10 pupils and work shadowing in Year 12.

Implementation: Staffing

All staff contribute to CEIAG programme through their roles as tutors and subject teachers. Form Tutors deliver careers focussed lessons. Heads of Year liaise with the Head of Careers to address needs of all students, including support from teachers and external agencies. Careers information is available from the Head of Careers and via the school website.

Implementation: The Programme, Provider Access Legislation and Gatsby Benchmarks

The careers programme comprises of careers focussed lessons, career guidance activities, employability learning, including work experience in KS4 and KS5, the annual Careers Convention, assemblies and insight events hosting a range of educational and employment providers. All students will have at least two meaningful encounters with employers at each key stage. KS4 and KS5 student and parent access to Unifrog resources.

All students receive at least one careers interview with a Level 6 qualified adviser during KS4. An individual 'Careers Action Plan' is created for each student. These are recorded, shared with students and monitored via Unifrog. The Head of Careers is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after Year 11/Year13 are given further support in groups or as individuals to provide the best possible guidance. All students in Year 9 and Year 11 are also given 1-2-1 interviews by members of the School's Senior Leadership Team at critical transition points (Beyond 14 and Beyond 16). Additional intervention is provided by specialist practitioners from Prospects and The Shaw Trust to support students with SEND (Special Educational Needs or Disabilities) or at risk of becoming NEET (Not in Education, Employment or Training).

Year 11 Students who are identified as being at risk of becoming NEET are supported during year 11 to access "next steps" through the TTK (Targeted Toolkit) local authority programme. KS5 pupils at risk of becoming NEET are regularly identified and have additional meetings with Head of Careers, after which appropriate interventions are agreed and implemented. The support is arranged by the relevant Head of Year and implemented well before any student at this risk is due to leave the school.

For an in-depth overview of our programme and how we evidence the programme against Gatsby benchmarks, please see [Appendix 2, p.9](#)

For a curriculum map which evidences the key activities for each year group, please see [Appendix 3, p.14](#)

External Partnerships

The Head of Careers networks with local authority, Local London Careers Hub, Enterprise Advisor other careers and educational professionals to ensure that opportunities are acknowledged and shared with parents, students and staff.

Firm links have been established with apprenticeship providers and a range of employers, particularly through the provision of work placements; KS4 and many KS5 pupils undertake work placements, integral to their courses. Employers visit the school to run work-related activities with pupils and to speak to pupils about a range of employment sectors.

We have significant exposure to school leaver programmes, links with alumni, the Coopers' Company and City of London and job and apprenticeship information is shared with pupils about available opportunities

In addition, employers offering apprenticeships visit the school to facilitate work-related learning and speak to pupils about opportunities within their companies and sectors.

Strong links also exist with Universities and Further Education colleges, who often come into school to speak with pupils. Any provider wishing to request access should contact the Head of Careers (please see [Appendix 1 Provider Access Policy, p.7](#)).

An annual partnership agreement is negotiated between the school and BEP Trident to provide a safe and robust work experience programme for students in year 10.

Resources

Funding is allocated in the annual budget-planning round in the context of whole-school priorities and particular needs in the CEIAG area. The Deputy Headteacher/Head of Careers with oversight of CEIAG is responsible for the effective deployment of resources. Where relevant, 16-19 Bursary Funding or Pupil Premium Funding is used to support students in this area.

Links with other policies:

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially:

- Curriculum and Assessment Policy

Monitoring, review, evaluation and development of CEIAG

This policy is reviewed every two years and is approved by the Governing Body.

Forms of informal monitoring within school are:

- Developmental activity is identified annually in the SIDP and the Head of Careers works towards a Strategic Action Plan.
- Feedback on the effectiveness of the CEIAG programme is sought through focus groups and questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.
- Provider Access legislation meets requirements.

The following provision is reviewed by the Head of Careers and the Deputy Headteacher with oversight of CEIAG:

- Annual review of partnership activities with BEP and Local London Careers Hub East.

Appendix 1:

Statement of Provider Access: Policy Statement

Introduction:

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

Pupil Entitlement:

All pupils in years 7 - 13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.
- Two meaningful employer encounters for KS3/4, which are mandatory and are additionally offered to KS5

Management of Provider access requests:

Procedure

A careers provider/employer/apprenticeship provider wishing to request access should contact:

Mrs Kate Palmer, Head of Careers
Telephone: 01708 250500
Email: kpl@cooperscoborn.co.uk

Opportunities for access:

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and /or their parents/carers. Please see Appendix 2 and Appendix 3 for more information.

Premises and facilities:

The school will make large spaces, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Careers or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Head of Careers.

Safeguarding:

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

Appendix 2: Evidencing against Gatsby Benchmarks

Gatsby 1: A stable careers programme

- The Coopers' Company and Coborn School has a stable, structured careers programme which is embedded in the curriculum and is known and understood by students, parents, staff and governors. It has the explicit backing of the senior leadership team and has an appropriately trained person responsible for it.
- Has a designated careers leader, a careers administrator and SLT link who oversees the careers provision.
- A careers programme which meets the needs of ALL students. A stable and structured careers programme has been developed with a thematic and sequenced approach for each of the year groups. This is as follows:

Year 7: Learning about me

- An introduction into Careers and The World of Work.
- Discovering my aspirations

Year 8: Understanding my career options

- Exploring my interests
- Knowing what career options are available to me
- Learning key employability skills

Year 9: Planning my future beyond 14

- Reflecting on my skills and attributes
- Choosing the best option subjects for me
- Understanding how GCSE options impact on my future career decisions
- Introduction to Further Educations

Year 10: Planning my future beyond 16

- Understanding my Post 16 options
- Personal guidance and action planning for my career beyond 16
- Introduction to Unifrog and learning from Labour Market Information
- Preparing for work experience
- Introduction to higher education

Year 11: Putting my plans into action

- Considering my Post 16 options
- Making informed decision regarding my next steps
- Making my next steps applications

Year 12: Planning my future career Beyond 18

- Understanding my post 18 Options
- Choosing my pathway

- Preparing for work shadowing
- Perfecting my CV
- Introduction to UCAS
- Introduction to Unifrog

Year 13: Moving into my future career

- Consider my Post 18 Options
- Making informed decision regarding my next steps
- Making applications
- Preparing for interview
- Local London Careers Hub East advisor who acts as a critical friend and helps with the ongoing development of a programme that has an impact on students.
- Parents are aware of careers information through the school's information evenings, Parents' Evenings and website
 - Year 8, 9, 10, 11, 12, 13 Information evenings that provides career information and Post 16 provision
 - Parents and students have the opportunity to gain further advice with access to Unifrog and the school website and from the Head of Careers.
 - Dedicated 'Beyond 14', 'Beyond 16' and 'Beyond 18' programmes
- Access to careers information
 - Trips, workshops and skills days offer opportunity to meet various employers from different sectors and in a range of settings.
 - Assemblies and guest speakers delivered at all key stages that link to beyond 14, 16 and 18 pathways.
 - Opportunities to engage with extracurricular online encounters and experiences.
- Provider access information is available via the school website.
- A development plan for the careers programme which sets out plans for each of the individual year groups to fulfil statutory guidance, the Gatsby Benchmarks, the CDI Framework.

Gatsby 2: Learning from careers and labour market information

- Students and parent in KS4 & KS5 have access to Unifrog resources.
- The school's website is a good source of information available for students, parents, staff and employers.
- Our provision incorporates Labour Market Information (LMI) within structured lessons and assemblies ranging all key stages.
- Labour market information is accessible to students and parent via the school website

- Unifrog is responsive to LMI – it is regularly updated with latest LMI to ensure that students in KS4 and KS5 get up-to date information
- Labour Market Information is regularly advertised to students on google classroom and via the sixth form student careers news letter.
- Guest speakers are invited to speak to students (all years) both in person and virtually. Also, on careers visits students get opportunities to discuss various aspects of LMI that allows access to the diverse pathways and job opportunities within any particular organisation.
- Programme of two 'Beyond 18' days in Year 12 with employers speaking directly to students as part of a carousel
- Key stage 4 personal guidance meetings incorporates LMI.

Gatsby 3: Addressing the needs of each young person

- Data capture of Post 16/18 destinations is used to inform students of most suitable institutions to attend.
- School actively analyses its NEET/destinations data every year, both at Beyond 16 and Beyond 18 and analyses key trends and implications for future CEIAG. For example, we buy into the Gold UCAS package so we can analyse trends in our university destination data
- Each Key Stage 4 student will attend at least one personal guidance meeting with a qualified advisor and receive a bespoke action plan.
- All students in Year 9 and Year 11 are met with individually by a member of the school's SLT to provide 1-2-1 advice and support on next steps. Intended destination data is recorded. Students who are identified as being at risk of becoming NEET are monitored and appropriate intervention takes place to ensure post 16 plans are in place to avoid NEET.
- Careers support, assemblies/parents' evenings in years 8 – 13 as well as options evenings in year 9 and 11. This includes information of post 16 choices and apprenticeship information.
- Specialised 'Transitions Talk' at Careers Convention every year, led by Deputy Head.
- Use of some programme providers – such as Investment 2020 and BEP link to provide opportunities for students which meet the needs of our student body.
- Partnership with BEP and Local London Careers Hub East ensures Year 10 and Year 12 work experience is addressed to students needs.
- Head of Careers attend all critical Parents' Evenings and transition points completing 1-2-1 intervention with students/parents.
- Meet the Tutor Evening in year 12 – a specialised event to ensure triangulation on CEIAG between school, student and home.
- Targeted support for SEND/vulnerable and disadvantaged students. Local Authority and Shaw Trust mentoring programmes are utilised - TTK year 11 (potential NEET). • Support and resources for all backgrounds including gender and diversity groups.

Gatsby 4: Linking curriculum learning to careers

- Guest speakers from STEM related subjects promote the value of STEM careers.
- Virtual and in person trips to employers.
- Guest speakers and Alumni promote routes into industry linked to curriculum subject areas.
- Curriculum subject teachers highlight career opportunities and pathways linked to their subjects within class based activities and industry focussed visits.
- Displays are visible throughout the school building linking curriculum subjects to careers.
- Extensive school trips and visits programme these also include online encounters – links curriculum to real world and employability options

Gatsby 5: Encounters with employers and employees

- Year 8 careers week allows our students to speak directly with industry experts.
- The annual Careers Covention hosts over 50 exhibitors, including employers, apprenticeship providers, further and higher education providers and Alumni. This event is open for KS4 and KS5 and parents.
- Unifrog, Speakers for Schools and Springpod are promoted to KS4 and KS5 students to engage in extra curricular insight events.
- The Medic programme in KS5 ensures students encounter a range of clinical and non clinical professionals.
- Insight event are regularly held in the sixthform highlighting pathways into a range of sectors.

Gatsby 6: Experience of workplaces

- Our partnership with BEP Trident work experience programme ensures that students have at least one meaningful experience within the work place at KS4.
- The Work shadowing programme in Year 12 ensures students encounter at least one meaningful experience of the workplace at KS5
 - Visits to institutions in the City of London are organised in partnership with investment 2020.
- Unifrog, Speakers for Schools and Springpod are promoted to KS4 and KS5 students to engage in virtual work experience programmes and MOOCs.

Gatsby 7: Encounters with further and higher education

- Year 11 transition evening with a post 16 educational and training providers.
- Year 10 further education taster days.
- Year 12 attend Ucas Fair.
- Access to career platforms such as UCAS Hub and Unifrog provides online resources covering post-16 applications, universities, apprenticeships and school leaver programmes.
- Close working relationship with UEA (University of East Anglia) and Queens College, Cambridge and Wadham College, Oxford through key events and all parents given information on Student Finance in talk at the Careers Convention.
- Visits and virtual tours to various universities allows students further meaningful encounters.
- The careers lead work with students from year 9 – 13 to prepare them for access to university and elite institutions. This is tailored learning programmes, visits to universities and through university lecturers and staff visiting the school. For example, all year 12 students visit UEL prior to making their UCAS application.
- Specialised Oxbridge Advisor – meeting the needs of the most able students – relationship with link college – Wadham College and Queens College
- Year 12 students have access to the EPQ which often links to their future pathways
- Year 12 students engage on MOOC's e.g. Future Learn. These on-line courses provide them with employability skills and ability to research future pathways

Gatsby 8: Personal Guidance

- All KS4 student will have a personal guidance meeting with a level 6 qualified adviser.
- Targeted support for SEND/vulnerable and disadvantaged students. Local Authority/ Shaw Trust mentoring programmes.
- 1-2-1's with Senior Leadership Team at Beyond 14, 16 and 18 stage.
- Specialised Oxbridge advisor available on site.
- Aspiring Medics programme in place with visiting industry experts to advise on application process.
- Apprenticeship workshops delivered by providers and apprentices.
- The school website

Appendix 3: Curriculum Map		
Autumn Term		
Year Group	CEIAG Planned Activity	Pupil/ Parent Learning Outcome
13	UCAS Application Support	<ul style="list-style-type: none"> Higher Education applications are completed before deadlines
13	Job Seekers Support	<ul style="list-style-type: none"> Applications are completed before deadlines Preparation for Interview/ assessment Centre Updating CV & cover letter
10	Personal Guidance Launch Assembly	<ul style="list-style-type: none"> Understanding and preparing for a 1-1 personal guidance meeting with a qualified advisor
10	Personal Guidance 1-1 Meetings	<ul style="list-style-type: none"> Discussing future careers ideas and bespoke action planning
12	Pathways Launch Assembly	<ul style="list-style-type: none"> Introduction to Medics, Oxbridge, University and Job Seekers programmes Pathways are chosen
11	Post 16 Options Assembly	<ul style="list-style-type: none"> Understanding post 16 options and information about local open event dates
10	Work Experience Launch Assembly: Students and Parent Event	<ul style="list-style-type: none"> Understanding the work experience programme process
8	Careers Week: Employer Engagement Event	<ul style="list-style-type: none"> Learning about routes into a range of careers sectors, including apprenticeships
KS4 & KS5	Careers Convention: Student and parent event	<ul style="list-style-type: none"> Learning about routes into Further Education, Higher Education, Apprenticeships and a range of careers sectors
11	Vocational and Technical Qualifications Assembly: Student and Parent Event	<ul style="list-style-type: none"> Understanding what Vocational and Technical Qualifications are and are they the right choice for you
8	Careers Tutorial Programme: Understanding My Career Options	<ul style="list-style-type: none"> Exploring my interests Knowing what career options are available to me Learning key employability skills
12	Work Shadowing Launch Assembly	<ul style="list-style-type: none"> Understanding the work experience programme process
12	CV Workshop	<ul style="list-style-type: none"> Creating a CV to apply for work shadowing opportunities
9	Options Assembly Launch	<ul style="list-style-type: none"> Understanding the subject options process and deadlines
9	Careers Tutorial Programme: Planning my future beyond 14	<ul style="list-style-type: none"> Reflecting on my skills and attributes Choosing the best option subjects for me Understanding how GCSE options impact on my future career decisions Introduction to Further Educations

13	Mock Mini Multiple Interviews	<ul style="list-style-type: none"> Understanding the process and preparing for university medical interviews
11	TTK	<ul style="list-style-type: none"> Support in making post 16 applications and understanding options
11	A-Level Fayre	<ul style="list-style-type: none"> Understanding what A-level qualifications are and if they are the right choice for you
11	Beyond 16 Interviews	<ul style="list-style-type: none"> Careers action plan revised, ensuring appropriate post 16 applications

Spring Term		
Year Group	CEIAG Planned Activity	Pupil/ Parent Learning Outcome
9	Post 16 Options Assembly	<ul style="list-style-type: none"> Understanding post 16 options and the impact GCSE options can have on future choices
9	Beyond 14 Interviews	<ul style="list-style-type: none"> Action planning to ensuring appropriate GCSE options choices
10	Personal Guidance 1-1 Meetings	<ul style="list-style-type: none"> Discussing future careers ideas and bespoke action planning
11	Apprenticeship Workshop with Guest Speakers	<ul style="list-style-type: none"> Understanding apprenticeship qualification levels Creating a Find and Apprenticeship account
12	Beyond 18 Day 1: Student and Parent Event	<ul style="list-style-type: none"> Creating a Ucas account Understanding the University application process
12	Careers Tutorial Programme: What does the Future Hold for me?	<ul style="list-style-type: none"> Understanding university options Understanding apprenticeship options Understanding how to choose courses
10	Introduction to Higher Education Assembly	<ul style="list-style-type: none"> Understanding about University life
10	Introduction to Apprenticeships	<ul style="list-style-type: none"> Understanding about apprenticeship levels Understanding about what sectors offer apprenticeships Knowing where to search for apprenticeship opportunities
Whole School	National Apprenticeship Week Tutor Activities	<ul style="list-style-type: none"> Understanding apprenticeship opportunities, levels, routes and application process
7	Careers Tutorial Programme: Learning about me	<ul style="list-style-type: none"> An introduction into Careers and The World of Work Discovering my aspirations

7	Employer Engagement Event: Guest Speaker	<ul style="list-style-type: none"> • Learning about routes into a range of careers sectors, including apprenticeships
Whole School	National Careers Week	<ul style="list-style-type: none"> • Understanding career paths, sectors and the application process
12	Careers Tutorial Programme: Introduction to Unifrog	<ul style="list-style-type: none"> • Knowing how to use all Unifrog tools • Continuous development, updating personal unifrog career profile
11	Next Steps/ Transition Assembly	<ul style="list-style-type: none"> • Understanding post 16 options • Understanding how to enrol to College/ Sixth Form • Understanding where to access future careers advice when you leave school
13	Careers Tutorial Programme: Money Matters	<ul style="list-style-type: none"> • Understanding student finance and how to apply • Budgeting for independent living

Summer Term		
Year Group	CEIAG Planned Activity	Pupil/ Parent Learning Outcome
11	SEND Next Steps/ Transition Work Shop	<ul style="list-style-type: none"> • Understanding post 16 options • Understanding how to enrol to College/ Sixth Form • Understand additional support available at post 16 • Understanding where to access future careers advice when you leave school
11	TTK	<ul style="list-style-type: none"> • Understanding post 16 options • Understanding how to enrol to College/ Sixth Form • Understand additional support available at post 16 • Understanding where to access future careers advice when you leave school
10	Further Education Taster Day	<ul style="list-style-type: none"> • Insight into College life • Experience technical, vocational and academic subjects at the next level
12	Beyond 18 Day 2	<ul style="list-style-type: none"> • Understand personal statements • Understand Job applications • Understanding the university application process • Experience of an interview

10	Work Experience	<ul style="list-style-type: none"> • Experience of the workplace
12	Work Shadowing	<ul style="list-style-type: none"> • Experience of the workplace

Appendix 4: Strategy Development Plan for CEIAG			
Specific Action	Impact	Resources and Cost	Mentoring Method/ Evaluation
KS3 programme development	<ul style="list-style-type: none"> Students access a broader careers education programme, including employer engagement opportunities 	<ul style="list-style-type: none"> Head of Careers and Enterprise Advisor collaboration 	<ul style="list-style-type: none"> Compass report
Implement careers tutor programmes across all key stages	<ul style="list-style-type: none"> Careers learning will be sequenced appropriately and underpinned by learning outcomes 	<ul style="list-style-type: none"> Head of Careers to create classroom resources Pastoral teaching staff to deliver lessons Head of Key stage and Head of Year to Liaise with Head of Careers 	<ul style="list-style-type: none"> Staff feedback
Unifrog programme development	<ul style="list-style-type: none"> KS4 & KS5 Student will have embedded knowledge of how to use Unifrog Allows systematic record keeping of the participation of pupils, including action plans Allows record to be shared with pupil KS4 & KS5 Parents will have access to Unifrog resources KS3 Student will recognise the Unifrog brand and link it with Careers Education Teaching staff will know how to advise students to use Unifrog confidently 	<p>Subscription to be renewed Sept 2025</p> <ul style="list-style-type: none"> £6375 - 3 years £4500 - 2 years £3000 - 1 year 	<ul style="list-style-type: none"> Review of student logins Review of student profile progress Review of student engagement Feedback form students Feedback from teaching staff