



**Careers Education, Information, Advice, and Guidance  
(CEIAG) Policy**

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## Kents Hill Park School Careers Education, Information, Advice, and Guidance Policy

### **ADOPTION AND AMENDMENTS TO: CEIAG Policy**

Written May 2020 by A Baxter

<b>Section</b>	<b>Governors' Meeting or Committee</b>
Whole Document	LGB 9 <sup>th</sup> February 2021
Whole Document	LGB 16 <sup>th</sup> March 2022
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Whole Document	LGB via GH May 2024
Whole Document	LGB 1 <sup>st</sup> May 2025
Next review: 2025/2026	

## Careers Education, Information, Advice, and Guidance (CEIAG) Policy

### Rationale

The DfE issued guidance (updated January 2023) that places clear duties relating to independent careers guidance and provider access to schools. The Government's strategy sets out a long-term plan to build a world class careers system aimed at helping young people and adults choose the career that is right for them.

The careers strategy sets out that every school and academy providing secondary education should use the Gatsby Charitable Foundation's benchmarks to develop and improve their careers provision. These benchmarks (see below) are not statutory but define all elements of an excellent careers programme:

Benchmark	Summary
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 pupils, parents, teachers and employers.
2. LEARNING FROM CAREER AND LABOUR MARKET INFORMATION	Every pupil, 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 the best use of available information.
3. ADDRESSING THE NEEDS OF EACH PUPIL	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. 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. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of career pathways.
5. ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES	Every pupil 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 opportunities including visiting speakers, mentoring and enterprise schemes.

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<b>6. EXPERIENCE OF WORKPLACES</b>	Every pupil 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.
<b>7. ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION</b>	All pupils 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
<b>8. PERSONAL GUIDANCE</b>	Every pupil should have opportunities for guidance interviews with a Careers 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. They should be expected for all pupils but should be timed to meet their individual needs.

We recognise that effective careers education, information, advice and guidance (CEIAG) contributes to raising aspirations, improving motivation and overcoming barriers to success. Kents Hill Park School has a critical role to play in preparing our young people for the next stage of their education or training and beyond.

Our expectations are high, including for our most vulnerable and those with special educational needs and disabilities, so that every pupil is challenged appropriately and acquires the knowledge, skills and attitudes for lifelong learning that employer's value. This will help every young person to realise their potential and enhance their employability. Kents Hill Park School is committed to not just fulfilling its statutory requirements in this area but to providing pupils with exceptional support and guidance throughout their time at school. Pupils have access to careers information, advice and guidance every year from the time they start through a range of opportunities.

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make choices right for them, and to help them to manage their careers throughout their lives. Careers guidance refers to a coherent programme of activities that inform, inspire, and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future.

### **Commitment**

Kents Hill Park School is committed to ensuring excellence in Careers Education, Information, Advice, and Guidance (CEIAG) by providing a planned programme of careers

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education for all pupils in EYFS-11, including impartial information, advice and guidance (IAG).

Kents Hill Park School endeavours to fulfil the statutory duty by adhering to the 8 Gatsby Benchmarks as outlined in the Government's Careers Strategy. Additionally, the school accesses support offered by The Careers and Enterprise Company through (South East Midlands Local Enterprise Partnership (SEMLEP) and works closely with WorkTree and Proactive in providing the best experiences for our pupils.

### **Development**

The Careers Programme at Kents Hill Park School is developed and reviewed annually through discussions with teaching staff, pupils, parents, governors, advisory staff, and other external partners.

### **Partnership with Parents/Carers**

Parents/carers are integral to successful careers support and provision, and therefore will be regularly informed about activities in school via Social Media, email and resources issued directly that are designed to assist them in supporting their child. Parents and carers are encouraged to support their child with their career development and we welcome parental involvement.

Additionally, information events for parents/carers are held in school at key decision points. Finally, there is a dedicated area within the careers section of the school website to support parents/carers.

### **Aims**

The Careers Programme is designed to meet the needs of all pupils at Kents Hill Park School. It is differentiated and personalised to ensure progression through activities that are appropriate to pupils' stage of career learning, planning and development.

The staff and governors at Kents Hill Park School recognise that career planning is not limited to just one stage in life. For this reason, CEIAG aims to develop life skills that pupils can draw on at each stage of their careers planning. The CEIAG programme is continually evaluated to improve its effectiveness.

The broad aims of the programme are for our pupils to:

- Develop themselves through careers, employability and enterprise.
- Learn about careers and the world of work.
- Develop their career, employability and enterprise skills.

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### **Entitlement**

Pupils are entitled to CEIAG that meets professional standards of practice and is person-centred, impartial, and confidential. It will be integrated into pupils' experience of the whole curriculum, and will be based on a partnership with pupils and their parents/carers. The programme will promote equality of opportunity, and will be fully inclusive.

The careers programme includes careers education sessions delivered through Assemblies, PHSRE lessons, off timetabled days, and specific subject careers lessons. The careers programme also includes inputs from, and visits to, universities, apprenticeship providers, further education colleges and employers for pupils, employability events, work experience in Year 10 and various other trips. In addition, individual or small group career guidance meetings are arranged for all pupils at key transition points. This service is also available on request to pupils in all other year groups. A comprehensive overview of each year groups' Careers programme is available on the school's website.

### **Our CEIAG programme will:**

- Provide explicit links to the curriculum via careers learning within subject areas.
- Provide totally impartial and up to date information through close working with careers professionals, employers, and Further Education and Higher Education institutions.
- Raise aspirations and promote equality in conjunction with the Trust's Single Equality Policy.
- Challenge stereotyping, and deal with prejudice and discrimination, by celebrating diversity and using skills of assertiveness and negotiation to encourage pupils to widen their careers ideas.
- Reflect the changing nature of today's and tomorrow's world of work.

### **Advice and Guidance**

All pupils have access to an appropriately qualified Level 6 career adviser, registered with the Career Development Institute's register of professionals.

Pupils can request a careers meeting at any point during their time at Kents Hill Park School, but all will have a careers meeting in Year 11, a careers meeting summary (or action plan) is drawn up following each meeting.

In addition, pupils with additional needs will have a 1:1 career meeting with a qualified adviser annually from year 9, again a careers meeting summary (or action plan) is drawn following each meeting.

### **Destinations data**

Pupil destinations data will be collected annually and made available to all on the school website.

### **Leadership and Management**

The Careers Programme is managed by the Careers Leader, who is a member of the School's Senior Leadership Team. The Careers Leader works closely with the Heads of Department, Heads of Year, Tutors, and the School's Careers Advisor to ensure a coherent and joined up approach to CEIAG. All staff have a degree of accountability for careers provision and support, however, the Senior Leadership Team and Local Governing Body have ultimate accountability.

### **Individual Roles and Responsibilities**

Headteacher will ensure that:

- All statutory elements of the curriculum are met.
- The amount of time for teaching the curriculum is adequate and reviewed annually.
- The governing body is informed on the breadth and balance of the curriculum
- This policy is implemented and monitored and the governing body is reported back to.
- A positive learning culture in which all children believe that they can succeed is promoted in school.
- There are high standards of teaching and learning.
- The school is compliant with legislation and enables an annual evaluation of Careers within the school.

Careers Leader will ensure that:

- Guidance is followed in line with an annual appropriate careers audit using the Gatsby benchmark scheme and update when necessary throughout the year.
- Pupil's summative progress is monitored and evaluated across the curriculum.
- Pupils have access to a deep learning careers week.
- Appropriate accredited courses are followed where applicable.
- All long and medium term plans for the subject are kept up to date on the school VLE and Website.
- Pupils have the opportunity for individual, impartial careers guidance interviews with experienced staff at key decision points. These meetings are impartial, designed to be appropriate for the pupil's stage of career planning. They will be provided on a reactive and proactive basis, and will complement the other careers activities in School.
- Subject resources are kept up to date and available for all staff.
- Teaching of careers is relevant across all stages in school
- Pupils have access to encounters with a variety of employers and businesses.
- Relevant FE providers have access to pupils to inform them about the varied career options open to them and courses and qualifications they offer and what each option entails.

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Staff will ensure that:

- Pupils gain an understanding of the world of work and will understand their entitlement to continued learning.
- Pupils know and understand how to access sources of career/post school information and decision making support.
- Assessment informs pupils of their next steps in learning.
- Pupils have access to a variety of opportunities in investigating other careers, e.g self-employment.
- Pupils have an awareness of a variety of paths that they can follow in order to achieve success in a chosen employment area.
- Staff are encouraged to participate in careers related continuous professional development provided via INSET days, online webinars, and external training.

Governing body will ensure that:

- It considers advice from the Headteacher when approving this policy.
- The progress of pupils is monitored and evaluated.
- The breadth, balance and financing of the curriculum is regularly monitored.
- Parents and carers receive regular updates regarding Careers.

### **External Support/Provider Access**

The School accesses support, expert advice, and information from a variety of employers, educational providers, and professional organisations. This is achieved through visits by pupils and staff to workplaces, educational establishments, conferences, workshops, and exhibitions. Additionally, external support is invited into School to contribute to curriculum learning off timetable days, and to the Assembly Programme.

Our policy statement on provider access (available on the school's website) sets out our arrangements for managing the access of providers to pupils at Kents Hill Park 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.

### **Resources**

The main School library has a careers section that is accessible to pupils at break, lunchtime, afterschool, and during Library lessons. There is an additional careers resource on the VLE and school website. Resources are carefully selected to ensure impartiality and value for money. Where appropriate, resources are adapted and developed to ensure best fit with the curriculum. The School website has a dedicated careers area available to pupils and parents/carers containing a wide variety of resources, and sign posting to specialist information, advice, and guidance. CEIAG is funded through allocation from the main School budget, and through additional Pupil Premium funding where appropriate.



### Monitoring, Evaluation and Review

Evaluation has a crucial role to play in ensuring that the pupil's needs are being met and in determining the extent to which the IAG programme is meeting its declared aims and outcomes.

Evaluation of the IAG programme is an on-going and cyclical process and all aspects are regularly reviewed and monitored to inform future policy planning.

Evaluation also includes the views of work experience employers, training providers, governors, pupils and parents. Their views are elicited via, discussions, surveys, meetings and questionnaires.

Pupils, staff, and parents are invited annually to contribute to the development of CEIAG at Kents Hill Park School via surveys and working groups. The Careers programme is an additional document which forms part of this policy and is updated regularly.



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