



CEIAG Policy

(Careers Education, Information, Advice and Guidance)

Written by	Adopted by Governing Body	Review Date
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1. Introduction

Careers, Education, Information, Advice and Guidance (CEIAG) refers to a range of activities and interventions that help young people to make the right choices. This includes impartial advice and guidance at key transitional times for young people and access to up-to-date information on careers and other issues affecting their well-being and staying on in learning.

CEIAG should help students develop skills, attitudes and abilities, which will enable them to be effective in a variety of adult occupations and roles. Effective provision allows stereotypes to be challenged and supports the active promotion of equality and diversity within our community.

Effective CEIAG raises aspirations and enables students to make informed decisions about the number of opportunities available. It can equip young people to meet challenges positively and to learn throughout life, which is why it is a crucial part of the school's curriculum.

Baysgarth School has a number of duties in relation to careers guidance, this includes the following:

- An obligation to provide independent careers guidance from Years 7 to 11 (statutory guidance is from 8 to 13).
- Providing all young people with a stable and structured careers programme.
- Ensure there is an opportunity for a range of education and training providers to access all students.
- Use the Gatsby Benchmarks to improve careers provision through regular self-assessment and evaluation.
- Appoint a named person to the role of Careers Leader
- To publish details of the careers programme for young people and their parents/carers.

Our careers provision is based on a partnership role with parents/carers and students.

The CEIAG Policy should be read in conjunction with:

- (DfE Careers guidance and access for education and training providers December 2018).
- Safeguarding and Child Protection Policy
- Equality and Diversity Policy
- Data Protection Policy

2. Aims

The aims of the CEIAG policy are to ensure Baysgarth School provides outstanding careers education, information, advice and guidance in order to ensure that each student has high aspirations and is fully prepared for their next steps in learning, training or employment beyond their time with us.

3. Curriculum Provision

The CEIAG curriculum is interwoven through the school's curriculum and holistically its aims are:

- To develop the skills in students which will help to make informed and realistic choices for their future.
- To enable students and parents/carers to be aware of the alternatives and opportunities open to them at different stages of their life and to raise aspirations.
- To encourage understanding and experience of the world of work through work related learning (WRL) and enterprise activities.
- To encourage students to investigate career opportunities both locally and nationally and through direct experience of the world of work, work related learning and enterprise activities.
- To encourage students to implement their career plans.
- To challenge stereotypes and celebrate equality and diversity in society.

4. Career Guidance Lessons and Appointments:

Careers guidance and advice is delivered in a myriad of pathways, through our tutor programme 'Learning for Life', our induction process, in assemblies, and is integrated into our ICE programme (Identity, Culture and Ethics). In addition in Year 9 we have the Gateway Curriculum, a curriculum which is specifically designed with key employability skills at the heart of the planning.

The school employs a full-time Employability Mentor that works in partnership with the school's Career Lead. In addition, the school works alongside the local Enterprise Co-ordinator, part of the Greater Lincolnshire LEP, in addition to working with local industries and other establishments in the area.

Careers information and guidance is mapped across the year ensuring the school meets all statutory guidance (see appendix below).

The Learning for Life (tutor programme) includes a half-termly theme of Career Spotlights increasing the awareness of future careers. In addition the school aspires to provide 2x Employer talks across for each year group each year.

In Year 8 all pupils are given guidance regarding their options process and supported to understand how study options can support future aspirations. Opportunities are provided for students to experience taster sessions of different subjects in order to facilitate their choices.

In Year 9 students complete our Gateway curriculums in their option subjects. This curriculum has a focus on developing student understanding of employability skills. The school uses 7 of the 8 skills from the Skills Builder Hub, with the inclusion of Resilience in place of 'Adaptation'. These skills are explicitly taught in lessons and assessed to improve student understanding and skills.

During Year 10 students will begin to have their allocated careers interview. Pupils are shown how to obtain information about careers from the sources which are available. They are given guidance regarding college, and apprenticeships and approaches to interviews. Throughout Year 11 careers advice and guidance intensifies and pupils are guided through the post 16 application procedure.

Opportunities are taken to encourage pupils to meet with people from a variety of career backgrounds. Assemblies are utilised to ensure that all local providers are able to communicate directly with students. Specific events for targeted careers are provided for students on an interest basis.

5. Student Entitlement

Baysgarth School endeavours to ensure an equitable programme and experience for every student based on DfE guidelines and statutory requirements.

The careers curriculum is overseen by a member of the Senior Leadership Team (SLT) and is supported by a dedicated member of staff who specialises in careers education.

We aspire to provide:

- Access to a range of activities that inspire them, including employer talks, careers fairs, motivational speakers, college and university visits.
- Links with local employers, to help boost attitudes and employability skills, and learn about the range of roles and opportunities available.
- Towards meeting the new government's ambition of 5 days worth of meaningful work experience encounters within each key stage.
- Meaningful encounters with employers, helping all students learn about what work is like or what it takes to be successful at work.
- Access to advice on options available at Post-16 including apprenticeships and entrepreneurialism, and opportunities available from other post-16 providers.
- Face to face advice and guidance to build confidence and motivation.
- Coordinated support from external agencies including the local authority where students are vulnerable, have special educational needs or are at risk of becoming Not in Education, Employment or Training (NEET).
- Information about the local Labour Market.
- Careers interviews in Years 10/11 with targeted interviews in younger years.
- Tutor time activities that promote awareness of a wide range of career opportunities and progression routes.
- A Gateway curriculum in Year 9 that actively teaches and develops employability skills, whilst exploring career pathways in that subject area.
- Tailored support for all Statemented and Education Health Care Plan (EHCP) students through progression and transfer reviews, and individual meetings for all students in Year 9 and above.
- Creation of the culture passport for every student to ensure they capture experiences and opportunities which help them demonstrate their employability skills.

- Support in personal statement writing in Year 10.
- Mock job interviews in Y10.
- Record systems to allow students to reflect on their experiences.

6. Responsibilities

The CEIAG Programme and work experience is planned and implemented by the nominated member of SLT and involves working closely with the staff, students, parents/carers and the wider community. This area is supported by an Employability Mentor.

The Senior leader with responsibility for CEIAG will be responsible for the:

- management and co-ordination of the various aspects of work-related learning.
- the range of activities in each key stage.
- monitoring and evaluation of the CEIAG activities.
- procurement of independent careers advice.
- quality assuring the information and guidance given to students.
- equity of provider access.
- development of staff's knowledge within the world of work.

All staff contribute to CEIAG through their roles as Tutors, Subject Teachers, Heads of Faculty, Learning Managers, Careers Professionals and Heads of House.

Heads of Faculty and Classroom Teachers will support students' career development by:

- Providing relevant information and discussion in lessons and assemblies to help students make informed decisions about their future.
- Option subjects providing a Gateway curriculum project that explores the jobs and occupations linked to the subject.
- Providing opportunities for trips and visits to put the subject and how it can be utilised into practice.
- Ensuring that their schemes of work contribute to work-related aims identifying the types of activity at relevant points in the schemes of work;

Students can access CEIAG through one-to-one interviews, workshops and enrichment activities.

7. Provision of External and Independent Careers Guidance

Independent and impartial careers advice and guidance is provided via our qualified careers professional who is a permanent member of staff. Also, a range of CEIAG computer-based programmes and websites are available to students and parents/carers.

8. Provider Entitlement

Providers (Apprenticeship Providers, Employers, Colleges and University Technical Colleges (UTCs) etc.) can access students to promote their programmes in a variety of ways including:

- Careers talks and visits organised through curriculum areas or as year groups.
- Careers & Pathways Fair – large event where all providers can access parents/carers and students. .
- Whole school careers themed events.

9. Other Formal and Informal Partnerships

The school has a range of formal and informal partnership arrangements including with post-16 apprenticeship providers, UTCs, colleges, employers, Higher Education (HE) and training providers. The school is also fortunate to be linked to Wren for work experience and employment opportunities.

10. Staff Development

All staff have access to regular developments in careers pathways through faculty Continuing Professional Development (CPD) and sharing of best practice. Updates and relevant information are shared with staff through briefings and the school bulletin.

Specific needs are identified in conjunction with the SLT member with responsibility for CPD and is reviewed on an annual basis

11. Equal Opportunities

The careers education and guidance delivery satisfies the requirements of the school's Equal Opportunities Policy. All students, regardless of their race, class, gender, faith or special educational needs, have the same access to our resources, wherever possible. Additional guidance and support is provided to all disadvantaged students. Potential NEETS are identified as soon as possible and plans put in place to support a successful transition post-16.

12. Monitoring and Review

The Governing Body will receive an annual report from the Headteacher and will review the policy every two years.

Signed: _____ [Chair of Governors]

Date: _____

Signed: _____ [Headteacher]

Date: _____

Appendix 1: Careers Education Plan Curriculum Activities and Progression

	Aut 1	Aut 2	Spr 1	Spr 2	Sum 1	Sum 2
Whole school Events	National T-Level Week	Green Careers Week	National Apprenticeship Week	National Careers Week	Careers Fair (8-10)	
	Work experiences will be added to the careers programme across the year.					
Learnin g for Life - Career Links	Career Spotlights - Each half-term we have a designated career in which we review, consider a day in the life of, and looking at pathways into that career. The spotlight also aims at challenging stereotypes and looking at different roles within organisations such as					
	Years 8-10 - Pathways and Employability skills session - Getting the most from enrichment			Career Fair for Years 8-10		
				Learning for life - Recapping on jobs sectors (matching exercise)		
Year 7	Why are GCSEs important? Link to pathways - Assembly	PAL encounter 1	What are job sectors and which sectors are growing in my area? Assembly	Career Talk 2 - Assembly		
		Career Talk 1 - Assembly				
Year 8	Understanding pathways - year group	How to pick your option subjects -	What are job sectors and which sectors	Career Talk 2 - Assembly	ICE - Managing budgets -	

	assembly	making links to future aspirations - Assembly	are growing in my area? Assembly		exploring average pay and bills	
	Explore - Thinking about future aspirations with a recap on job sectors	PAL encounter 2			ICE - Exploring different roles within the workplace and different working patterns.	
		Career Talk 1 - Assembly	Alumni Talk - What is an apprenticeship like?			
Year 9	Gateway Curriculum - option subjects deliver unique projects serving as a bridging curriculum in preparation for GCSE content. Teaching employability skills is a key feature of this unique learning experience				ICE - Explore - Careers and Aspirations	
	Gateway Introduction Assembly - understanding key employability skills (make link to entry requirements also being important)				ICE - Employability rights	
			Alumni Talk - What is an apprenticeship like?			
Year 10	1-1 Career Meetings					
	Understanding entry requirements and Pathways and to start exploring careers and local colleges and providers - assembly	PAL encounter 3		Interview workshop - working with local employers		ICE - What makes some jobs more attractive than others? Exploring factors such as contracts, salary, risks, working patterns etc
		Career Talk 1 - Assembly		Career Talk 2 - Assembly	2x College Taster Days	

Year 10

						CV writing practice
Year 11	1-1 Career Meetings / Application Support					
	Exploring Careers and Next Steps - Explore session part of induction sessions	PAL encounter 4				
	Applying for College / Apprenticeships - Assembly to discuss deadlines and a reminder of entry requirements	Career Talk 1 - Assembly				