

# CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY



**ST HILDA'S**  
CE HIGH SCHOOL

WISDOM

HOPE

COMMUNITY

DIGNITY

EQUALITY

Date Policy prepared: September 2025

Date agreed and ratified by governing body: 6<sup>th</sup> November 2025

Policy reviewed by: AH/AS

Date for next review: November 2026  
(unless required sooner due to legislation change)

Value			The Policy		
Wisdom	Hope	Community	Dignity	Equality	Diversity
<p>This policy is designed to develop excellent standards in the education, care and protection of vulnerable people in all that we do.</p> <p>To create an ethos and educational environment that is person centred and has the views and needs of the child/young person at its heart along with their families/carers.</p> <p>To encourage a strong focus on high aspirations and on improving outcomes for children and young people with SEND which will enable them to succeed in their education and make a successful transition into adulthood.</p> <p>The guiding principal of the policy is to treat each other fairly and reasonably, with respect and courtesy at all times, no matter what the circumstances, consistent with our school values.</p>					

## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

### **Rationale**

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. We are committed to delivering an aspirational careers programme which meets the needs and ambitions of all students. We want our students to be empowered to make informed and rational judgements about their futures, so they are prepared for the next phase of their educational journey and ultimately, the workplace. We strive to ensure that our students can access information and guidance that connects learning to the future. It motivates our students by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. We aim to widen students' horizons, challenge stereotypes and raise aspirations. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities

Students have an entitlement to independent careers guidance from Years 7 to 13. The independent and impartial careers guidance provided:

- Is presented in an impartial manner, showing no bias towards a particular institution, education or work option;
- Includes information on the range of education or training options open to all students;
- Is guidance that will promote the best interests of the students to whom it is given.

### **Context**

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8- 13 have access to independent, accurate and impartial information advice and guidance. Schools are free to decide for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers.

A further addition to the Technical and Further Education Act 2017 states that schools in England "must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships."

We are committed to delivering a full Careers Programme to fulfil our legal obligations under Section 42A and 42B of the Education Act 1997. The information will be delivered in careers lessons, assemblies and by independent training providers who attend our careers events.

We aim to comply with the new legislation under the Skills and Post 16 Education Act of 2022 to provide a careers education that aligns with the updated Gatsby Benchmarks.

## Commitment

St Hilda's CE High School is committed to providing all students in Years 7-13 with a programme of careers and enterprise related activities. The details of our programme will be published on the school website and can be viewed by students, parents and carers as well as employers, partners and education/careers providers. The programme is guided by the Gatsby Benchmarks for ensuring best practice.

## Aims

Careers Education and Guidance in St. Hilda's High School is a progressive journey from Year 7–13. As part of a broad and balanced education, it helps individual students to build the skills, knowledge and values needed for the management of their lifelong learning and career development and to manage the transitions from one stage of their education, training and work to the next.

## Objectives

- To ensure every student develops the skills and positive attitudes needed to be successful in their adult and working life;
- Provide the students with a comprehensive understanding of opportunities that are realistically available to them in continued education at 14+, 16+ and 18+. including approved technical education qualifications or apprenticeships;
- To equip students with the necessary decision-making skills to manage those same transition so that they can use this knowledge to consider their development;
- Provide students with impartial and independent advice about options that are available to them;
- Provide equal opportunities of access to careers advice and guidance so that we can promote equality of opportunity, embrace diversity, challenge stereotypes. and to ensure all students, who require any extra assistance and guidance reach their potential, such as SEND students or students eligible for pupil premium.;
- To foster links between the school, local businesses and further/higher education establishments;
- To enable pupils to experience the world of work and develop transferable skills, for example; communication, independence; resilience; personal learning and thinking skills.
- To develop in students an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally.

## Learning Outcomes

Students should be able to:

- Assess their achievements, qualities and skills;
- Present this information as appropriate;
- Use this information for personal development;

- Set career and learning targets. Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work;
- Recognise the value and impact their activities at school can have on their future.

## Implementation

The school guarantees impartial and independent advice via:

An independent Careers Adviser, employed by St Hilda's CE High School, maintained schools are obliged to provide independent careers advice as outlined in section 29 of the Education Act 2011;

Independent Careers guidance must:

- Be presented in an impartial manner;
- Feature information on the range of education or training options, including apprenticeships and other vocational pathways;
- Promote the best interests of the students to whom it is given;
- Access for all students and staff to 'Unifrog website and other appropriate sources of guidance;
- Promote the National Careers Service Website and Helpline;
- Promote independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career;
- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.

There is a senior leader with responsibility for CEIAG. All staff have a part to play in the implementation of this policy through their role as teachers, form tutors and as subject specialists. It is reviewed and renewed on a regular basis by the Senior Leader in charge. Students have dedicated CEIAG lessons throughout the year. These lessons are appropriate to the age of the student and they progressively build on skills and knowledge year on year. We are dedicated to delivering outstanding character education to ensure our students are the students of choice by local, national and international employers. We believe this character education strengthens students' desires to achieve and to secure meaningful and sustained destinations. We enrich college students' academic offer with a fully comprehensive range of widening participant opportunities that support their studies and give experience and chances to enhance skills ready for the UCAS process, interview stage and their next steps post 18.

Throughout KS3, 4 and 5, independent learning providers and local colleges, will be invited to attend St Hilda's CE High School, in order to have the opportunity to speak to students/parents/carers/staff. If the organisation cannot attend, then representation will be visible at events in order to advertise local opportunities. St Hilda's CE High School has published a policy statement on provider access and published it on the St Hilda's CE High School website. Refer to Provider access policy.

### **Monitoring, Review and Evaluation**

The Headteacher will ensure that:

- The work of the Careers Leader, independent and impartial Careers Adviser and CEIAG events are supported and monitored ;
  - A member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team;
  - The effectiveness of this policy will be measured in a variety of ways;
  - Feedback from stakeholders;
  - Feedback from external visitors to the school;
  - The NEET figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the Liverpool City Region.
- The governors of will review this policy every year

### **Governor Responsibilities**

The governing body will ensure that the school has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- Based on the eight Gatsby Benchmarks;
- Meeting the school's legal requirements.

The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7 – 13. There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement and meets with the Careers Leader

### **Entitlement**

Every student at St Hilda's CE High School is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school. They are given support to whichever route they choose, whether this occurs at the end of KS4 or the end of KS5. An Entitlement Statement is published on the school website Careers area.

Students will come into contact with Careers, Employability and Enterprise in the following ways:

- Through a variety assembly; National Career and Apprenticeship week and STEM week;
- Through Careers lessons, which are timetabled lessons;

- Parents/carers are welcome to speak to the extended careers team, which includes: their child's form tutor, Head of Year, a member of the sixth form team and SENCo, if they have any questions or concerns about their child's progress and their child's participation in careers events;
- Students, parents/carers are entitled to have access to information about the options processes - provided via letter, on the school website and on information evenings;
- Each KS4 student will have at least one individual careers interview with an independent, qualified careers practitioner by the end of KS4;
- Each KS5 student also receives at least one interview with a member of the St Hilda's College Team, and those with any concerns or queries can either self-refer or be referred for an additional interview with the independent Careers Adviser.

### **Links with the Local Authority:**

The Local Authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 for 16-18-year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate;
- To have in place arrangements to identify those who are not participating.

St Hilda's CE High School works with the Local Authority, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the Local Authority whenever a 16 or 17-year-old leaves an education or training programme before completion.

### **Resources**

Funding is allocated in the annual budget planning. This is planned around the level of funding related to whole school priorities and particular needs in the CEIAG area. The Careers Coordinator is responsible for the effective deployment and monitoring of resources.

### **Staff Development**

Staff training needs are identified and make use of the Training Needs Analysis for CEIAG. The CPD at the School makes every effort to meet training needs within an agreed period of time.

The annual CEIAG improvement plan is connected to the School Improvement Plan and takes account of the CEC's Careers and Enterprise Strategic Plan. It is reviewed termly by the Careers Coordinator and annually by the Senior Leadership Team. The Quality in Careers Standard Award also helps to identify desirable improvements.