



POLICY NAME: Careers Information, Education and Guidance (CIEAG)

REVIEWED: Spring 2026

REVIEW PERIOD: Annual

SIGNATURE: Assistant Headteacher



Version Control 1

Responsibility for Policy:	<i>Assistant Headteacher (T Greenhalgh)</i>
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Minor Revisions:	
Major changes	
Full re-write	

1. Introduction

1.1 Rationale:

Kirkby High School has a statutory duty to provide unbiased careers and enterprise information and guidance to all of its students as they progress through the school. Students need the right advice, in the right place, at the right time – backed up by the experiences with employers and educators that make a difference. The advice and experiences need to take place in all years from year 7 to year 11.

All young people need a planned programme of activities to help them choose the correct career pathways. They should receive information and support that has been planned and considered in advance with a view to ensuring that they are able to manage their careers and sustain employability throughout their lives.

1.2 Commitment:

Kirkby High School is committed to providing a planned programme of careers, information, advice and guidance for all students in Years 7-11, in partnership with a provider of independent and impartial advice (presently Careers Connect). Kirkby High School endeavours to follow the guidelines set out by the DfE, QCA and Ofsted, including the 2023 updates to the Provider Access Legislation to include two encounters “with approved providers of apprenticeships and technical education” in each both Key Stage 3 and Key Stage 4. In particular, much of its present programme of CEIAG has been developed to reflect the aspirations of the DfE document “Careers strategy: making the most of everyone’s skills and talents” (published 4th December 2017). Kirkby High School is committed to meeting 100% of the assessment areas of the Gatsby Benchmarks as outlined by the OFTSED inspection handbook 2022.

1.3 Development:

This policy was developed and will be reviewed in discussion with the Career Connect Personal Advisers and other relevant partners.

1.4 Links with other policies:

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, PSHE Education, work-related learning, enterprise, equal opportunities and diversity, gifted and talented, LAC and SEND.

2. Objectives:

2.1 Students' needs:

The careers programme is designed to meet the needs of students at Kirkby High School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. This includes the structured prioritisation of SEND and at risk of NEET students in all year groups for careers advice and guidance.

2.2 Entitlement:

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

3. Implementation:

3.1 Management:

The Careers, Information, Advice and Guidance Coordinator organises and administers the careers programme and is responsible to the Assistant Head Teacher. The CEIAG Coordinator will direct and monitor the Careers interview programme, working closely with the Career Connect PA team as well as the Careers Advisor.

3.2 Staffing:

The CEIAG programme is planned, monitored and evaluated by the Assistant Head Teacher and the CEIAG Coordinator. They have responsibility to ensure:

- All staff contribute to CEIAG through their roles as form tutors, Heads of Year and subject teachers.
- Specialist sessions are delivered by pastoral team in conjunction with the Career Connect PA where necessary.
- Specialist sessions are delivered by the Careers Advisor
- Career Connect PAs provide independent and impartial CEIAG.

- Careers information is available in the CEIAG which is maintained by the CEIAG Coordinator, Careers Connect PA.
- Additional careers information is made available via the school network and/or website.

3.3 Curriculum:

The Careers programme includes careers lessons as part of the school's Personal Development Programme, career guidance activities (group work and individual interviews), assemblies and the Year 9 Options Programmes. Meaningful encounters with the world of work and post-16 education providers are systematically scheduled into the curriculum. Students will encounter careers within each academic subject every half term, as well as receiving a bespoke curriculum in support of the Year Ten work experience programme through Personal Development lessons.

3.4 The Gatsby Benchmarks:

The Gatsby Benchmarks were set up by the Gatsby Charitable Foundation and have brought together the best national and international research to ensure high quality CEIAG provision.

These are in the form of eight Benchmarks, as set out below.

The Gatsby Benchmarks

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 students, parents, teachers, governors and employers.
2. Learning from career and labour market information. Every student, 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 best use of available information.
3. Addressing the needs of each student. Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. 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. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees. Every student 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 activities including visiting speakers, mentoring and enterprise schemes.

6. Experiences of workplaces. Every student 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.

7. Encounters with further and higher education. All students 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.

8. Personal guidance. Every student should have opportunities for guidance interviews with a career 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.

3.5 CIEAG opportunities for each year group.

At Kirkby High School our students receive the following opportunities to engage with CIEAG in each academic year:

- In Year 7 students are encouraged to consider their skills and personality to better understand the options that they might choose. This is supported by opportunities to engage with apprenticeships, including having access to our excellent careers fayre which is attended by a range of colleges and local employers. Further opportunities will be provided through assemblies to develop their understanding of career pathways, as well as targeted cohorts receiving further aspirational guidance from the INTO University programme. Students will encounter subject specific careers regularly within lessons to see where their learning can take them in the future. Students will have access to meetings with our Careers Advisor, and all students identified as being at risk of becoming NEET (Not in employment, education or training) upon leaving school will have meetings with our Careers Advisor throughout the academic year. Students identified as SEND will also be prioritised for meetings.
- In Year 8, students are given the opportunity to speak to a variety of experts including employers and college staff during our careers fair. There is further guidance and support from Careers Connect at Year Eight Parents Evening where students, parents and carers are offered guidance on future careers. Further opportunities will be provided through assemblies to develop their understanding of career pathways, including A Levels, T Levels and Apprenticeships. Targeted cohorts will receive further aspirational guidance from the INTO University programme, including an aspirational visit to a local university. Students will encounter subject specific careers regularly within lessons to see where their learning can take them in the future. Students will have access to meetings with our Careers Advisor, and all students identified as being at risk of becoming NEET (Not in employment, education or training) upon leaving school will have meetings with our Careers Advisor throughout the academic year. Students identified as SEND will also be prioritised for meetings.

- Year 9 students have access to a Careers Fayre where they have the chance to meet representatives from local colleges and training providers that they can apply to when leaving Kirkby High School which will provide impartial guidance for all students. Our external, impartial Careers Connect service also support students in their options choices, working in small groups to discuss their future career plans and which option choices would be most suitable to each student. All year 9 students will have an opportunity to visit a local university to showcase the range of higher education opportunities and courses that are available, as well as targeted groups working with INTO University to increase aspiration and resilience. We hope this will help to break down barriers to Higher Education and help students realise that university is an option regardless of their current situation. Students will encounter subject specific careers regularly within lessons to see where their learning can take them in the future. Students will have access to meetings with our Careers Advisor, and all students identified as being at risk of becoming NEET (Not in employment, education or training) upon leaving school will have meetings with our Careers Advisor throughout the academic year. Students identified as SEND will also be prioritised for meetings.
- In Year 10 our students access the annual careers fair, where students will have the opportunity to engage with representatives from a variety of colleges and universities as well as understand the various levels of apprenticeships on offer. The Year Ten Work Experience will provide our young people with the opportunity to experience workplaces first hand, and are encouraged to seek a placement which is in line with their career aspirations. SEND students will be given targeted support and guidance with their applications and preparation for Work Experience. All students are also given the opportunity to attend a local college to attend lessons and learn about the courses on offer including A Levels, T Levels and Apprenticeships. All students will have access to an apprenticeships event where they will meet with a variety of local employers who offer apprenticeships. All students will meet with our Careers Advisor to discuss aspirations as well as to have support with Work Experience placement. All students identified as being at risk of becoming NEET (Not in employment, education or training) upon leaving school will have meetings with our Careers Advisor throughout the academic year. Students identified as SEND will also be prioritised for meetings. Targeted groups will work with INTO University to increase aspiration and resilience.
- In Year 11, students will be given the opportunity to receive a 1:1 interview with a member of staff from Careers Connect to discuss their plans for life after Kirkby High School. Here they can map out their career goals and the various routes to that career. All students will meet with our Careers Advisor to discuss aspirations as well as to have support with Work Experience placement. All students identified as being at risk of becoming NEET (Not in employment, education or training) upon leaving school will have meetings with our Careers Advisor throughout the academic year. Students identified as SEND will also be prioritised for meetings. Students will be guided by University and College admissions staff on CV and application writing as well as revision skills. Students will also receive assemblies from higher education providers to support them in making informed choices for their next steps. Year 11 PD curriculum includes CV writing and interview skills. Further to this, students will receive the opportunity to conduct mock interviews to build their resilience and

ready them for future experiences in the world of work. Targeted groups will work with INTO University to increase aspiration and resilience.

3.6 Partnerships:

An annual Partnership Agreement is negotiated between the school and the provider of independent and impartial advice (presently Career Connect) which identifies the contributions to the programme that each will make. As of 2023 a Partnership has been established with the INTO University program as well as Knowsley Youth Chamber.

3.7 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 CEIAG Coordinator in liaison with the Assistant Head Teacher is responsible for the effective deployment of the careers budget. Sources of external funding and resources are used at times whenever these become available, including funding for projects through the Northwood Project.

3.8 Staff development:

Staff training needs are identified as part of the annual review of the CEIAG programme. Funding is provided both from Career Connect and from school funds. The school will endeavour to meet training needs within a reasonable period of time. The Careers, Information, Advice and Guidance Coordinator provides further support and guidance to individual departments to support them in embedding careers information into curriculum.

3.9 Monitoring, review and evaluation:

The CEIAG programme is reviewed and evaluated on a regular basis by the CEIAG coordinator and Assistant Headteacher. Annually the programme is also reviewed to identify areas for improvement, including the analysis of NEET and exit data to ensure that the CEIAG support given to student supports them in achieving excellence. The Partnership Agreement with Career Connect is reviewed annually with a full review of the year taking place at the end of the school year. The results of this are used to inform the Partnership Agreement for the following year.