Careers Education Information Advice and Guidance Policy 2026-2027

Principle

Careers education, information, advice, and guidance (CEIAG) makes a major contribution in preparing young people for the opportunities, responsibilities, and experiences of life in order to help them to make a successful transition to adulthood.

This includes supporting young people to achieve their full potential; empowering young people to plan and manage their own futures; providing comprehensive information on all options; raising aspirations; promoting equality, diversity, social mobility, and challenging stereotypes, whilst enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives. Schools also have a statutory duty to secure independent and impartial careers guidance for Years 8-13.

This policy sets out the Northleigh's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offers. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Introduction

For many students finding a pathway to Northleigh has not been an easy journey and leaving can be an extremely daunting and potentially insurmountable barrier, so providing information, advice, and guidance as to the next steps is vital. Our wellbeing mentors are the key personal to working with our students to find out what their career interest might be and obtaining information to make informed decisions. If students do have a career preference, then the correct subject opinions will need to made for GCSE's, if these are required. Parents/carers also have a key part to play in relation to taking students to other provision open evenings.

Aims

Northleigh is committed to:

- achieving a range of outcomes for young people, including the careers and work-related outcomes.

• maximising benefits for students by using a whole school approach involving parents, carers, employers, and other relevant local agencies.

Programme

Students are entitled to careers education, information, advice, and guidance that is impartial and that is confidential. This will be integrated into their experience whilst at Northleigh.

It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development and is tailored, as required, to meet the needs of any individual.

All students in years 8-13 are entitled:

• To find out about technical education qualifications and apprenticeships opportunities;
• To hear from a range of local 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.

Partnership and Providers

Northleigh works with a range of partners to deliver the careers programme, including employers, higher and further education providers, parents and external careers provision.

Year 7/Key Stage 3

● Students are encouraged to identify their personal strengths and skills and develop confidence and have high expectations of themselves.
● Students are introduced to careers resources, informed and encouraged on how to use them.

Year 8/Key Stage 3

● Students build on personal strengths and begin to link skills to specific careers enabling realistic and informed decisions at transition stages.
● Students are introduced to the world of work and how it is constantly changing.
● Students are encouraged to think about what they might like to achieve after school.
● Students learn about money management.
● Students think about links to careers when choosing their GCSE options.

Year 9/Key Stage 3

● Students are encouraged to reassess personal strengths with a focus on transferable skills. Students are encouraged to investigate/research different jobs and careers locally, regionally, and nationally. Students explore lifestyle, budgeting and a good work/life balance whilst developing economic awareness.
● Students are encouraged to challenge stereotypes within the world of work and traditional job roles. Students are also encouraged to explore - what is a CV, what is a cover letter and why do people applying for jobs need them? (Application Forms)

Year 10/Key Stage 4

● Students begin to explore sixth form options and interview techniques, including the use of social / digital career management skills.
● Economic awareness developed, and students encouraged to think about employability, which careers appeal and to identify and set themselves realistic future goals.
● Students agree personal action plans with wellbeing mentor for the future and identify what specific action is required to achieve goals.
● Students begin CV and cover letter writing.
● Students use online career and employability resources to develop their skills.
● Students should try to complete some form of work experience, where appropriate.

Year 11/Key Stage 4

● Students are helped with post 16 choices and encouraged to consider all their options including further study in 6th Form, Further Education and Apprenticeships, as well as complete their Intended Destination Form.
● Students should use careers interviews to help understand different career pathways and entry requirements and encouraged to make contingency plans, should results be better/worse than expected and set personal targets for development.
● Specific mock interviews for those with a particular career path will be made available.
● Students are encouraged to explore employer expectations.
● Students are encouraged to attend careers talks, fairs, college open days and taster days, where appropriate.
● Students are kept up to date with post 16 deadlines. Students have optional access to independent and impartial advisers through the local authorities. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
● Students are encouraged to continue to gain work experience and perhaps to think about finding part time work during the school holidays, weekends and/or evenings.

Approved by Trustees and to be reviewed in September 2027