

# Careers Education, Information, Advice & Guidance (CEIAG)

<b>Date to be reviewed</b>	July 2025
<b>Policy Status</b>	Statutory
<b>Responsible member</b>	Mr G Baxter
<b>Governor</b>	Mr K Callard

This policy applies to all stakeholders on the Henlow Academy site.

# Contents

Item	Page Number
Background and context	3
The Gatsby Benchmarks	3
Aims	3
Objectives	3
Provision	4
Roles and responsibilities	4
Monitoring, Recording and Evaluation	4
Careers and SEND provision	5
Entitlement	5
Partnerships	6
Policy statement for provider access	6

The Henlow Church of England Academy's careers education programme provides our pupils with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

## **1. Background and context**

Henlow Academy is committed to providing all pupils in Years 7-11 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

### **The Gatsby Benchmarks**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

## **2. Aims**

We aim to support pupils to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

## **3. Objectives**

To ensure that pupils:

- Develop the skills and attitudes necessary for success in adult and working life
- Are aware of the range of opportunities which are realistically available to them in continued education and training at 16+
- Are equipped with the necessary decision-making skills to manage those same transitions

- Develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- Use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey
- Benefit from links fostered between the school, local businesses and further education establishments
- Experience the world of work and develop transferable skills
- Wherever possible leave the school to enter employment, further education or training
- Experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- Receive extra assistance and guidance to reach their potential, where this is necessary

#### **4. Provision**

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including explicit lessons provided within the taught PSHCE programme in Years 7 through to Year 11, which is predominantly form tutor led. Careers is also explicitly taught through the enrichment programme.

At Key Stage 3, this includes careers research with an aim to raise pupil aspirations, exploring stereotypes in the workplace, researching the history of the workplace, and developing personal, social and employability skills. Assemblies and a parent and pupil information evening on choosing options are also provided. In enrichment days, Year 7, 8 and 9 pupils develop skills of networking, letter writing, presentations and interviews. Special events are held, for example the yearly careers fair, involving University, apprenticeship and careers representatives, to which Year 7 through to Year 11 pupils and parents are invited.

At Key Stage 4, this includes careers lessons with an aim to raise pupil aspirations, exploring stereotypes in the workplace, researching the history of the workplace, and developing personal, social and employability skills. Assemblies, careers fair and a parent and pupil information evening on choosing post 16 options are also provided. Special events are held, for example the yearly post 16 education evening, involving local colleges, sixth forms and apprenticeship providers to which Year 10 students and parents are invited to. Students receive 1 to 1 careers guidance from a level 6 qualified independent careers advisor and have the opportunity to complete a week long work experience placement or a workplace visit.

## **5. Roles and responsibilities**

All staff contribute to the implementation of this policy through their role as tutors and as subject specialists. Subject specialists embed careers into their subject area. A range of connections between Higher education providers and employers are exploited to support the curriculum through KS3 and KS4.

## **6. Monitoring, Recording and Evaluation**

Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as following the careers fair and work experience in Year 10. Pupils develop a Unifrog profile through which their activities and skills development can be recorded and monitored by staff including the careers coordinator.

## **7. Careers and SEND provision**

Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate. The SENDCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process. The SENDCO supports work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience.

## **8. Entitlement**

Pupils attending the School are in their careers programme entitled to:

- Receive a stable careers programme from Year 7 that continues until they leave school.
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Receive personal advice that helps pupils to achieve their individual careers goal – whether this is Higher Education, an apprenticeship or employment.
- Be equipped with the necessary skills to prosper in HE and employment.
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements.

- Receive up-to-date information about careers and skill-development opportunities.
- Understand how different subjects help keep different options open.
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs.
- Have meaningful and helpful encounters with employers and other education providers.
- Have access to work experience.

Pupils are expected to:

- Fully engage with careers lessons and activities.
- Utilise the available careers resources.
- Reflect upon what has been learnt, careers-related skills, participation and research.
- Identify and set goals for the future.
- Actively participate in workshops, presentations and visits from external employers or providers.
- Attend informative events such as Options Evening and the Careers fair.
- Take advantage of opportunities offered outside school, such as school trips and projects.

Parents are entitled to have:

- The opportunity to contact the independent careers advisor, careers lead and careers coordinator.
- Access to information and guidance through parent information evenings including choosing options, UCAS, work experience and pupil finance.

## **9. Partnerships**

The CEIAG programme is greatly enhanced through links which help to ensure that pupils' learning is current and relevant. We work closely with local employers and employees including previous pupils, parents and other local groups.

A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents. This involvement enhances the provision of work experience placements, careers talks, the careers fair, workplace visits and mock interviews. In addition, we work closely with universities and the local FE College.

We always strive to expand and improve our contacts. Governors are regularly updated on the careers programme and there is an active link within the Headteachers Report.

School also works closely with the South East Midlands Local Enterprise Partnership (SEMLEP).

#### **10. Policy statement for provider access**

Please access our Provider access policy [here](#)