



Name:	Careers Education, Information, Advice & Guidance (CEIAG) Policy
Approved by:	Teaching and Learning Committee
Policy Created:	Sept 2024
Date of review	Sept 2025
Update Approved:	Sept 2025
<i>All policies are available to stakeholders either on the school website or upon request from the school office.</i>	

Vision and aims.

Our vision is for all of our students, regardless of background and circumstance, to make outstanding progress and achieve grades which will open the door to the future of their choice.

We want our students to be curious and develop a thirst for knowledge; we want them to be resilient and to value effort; we want them to understand that sometimes failure is an essential part of the learning process and to recognise that developing a positive, 'can do' attitude will help them to set and achieve aspirational goals.

All students have an equal entitlement to high quality Careers Education, Information, Advice and Guidance (CEIAG) that helps to prepare them, for choices and transitions affecting their future education, training and employment.

Through our Careers Education, Information, Advice and Guidance programme our aim at Blessed Thomas Holford is for our pupils and students to:

- develop positive attitudes and enquiring minds towards study and work
- be able to evaluate their own strengths and weaknesses and realise how to build on their strengths and develop their weaknesses
- be able to evaluate their own likes and dislikes and see themselves as individuals who do not need to follow the crowd
- be able to fully engage in their own career planning
- leave Blessed Thomas Holford with a range of transferable skills that will enable them to be successful in their future career planning (e.g. each pupil will leave Year 11 with a current CV that they have planned and developed themselves; they will know how and where to access websites and information about future career paths and choices; they will know what is expected of them in an interview situation)
- understand opportunities at key transition points (such as leaving school, college, university, changing jobs) and be able to make effective and appropriate decisions at these points and put these decisions into action
- be able to access clear, relevant and impartial careers information, advice and guidance appropriate to their personal needs throughout their time with us
- be able to achieve personal and economic wellbeing throughout their lives
- be motivated and enthused so that they can realise their full potential



PURPOSE

The staff at Blessed Thomas Holford School, recognise that we have a statutory duty to secure access to independent careers guidance for pupils and students aged 13-18 (The Education Act, 1997) and to give learners access to impartial Careers' Information, Education and Guidance. It is committed to providing a planned programme of impartial Careers Education and Information, Advice and Guidance (CEIAG) and Enterprise Education for all learners in Years 7-13, in partnership with external professional providers; and to provide extra support, as required, for learners with additional needs.

Blessed Thomas Holford School endeavours to follow best practice guidance from expert bodies such as Ofsted, Department for Education and The Careers and Enterprise Company. We work closely with the GMCA Careers Hub team, the local authority careers team and have an Enterprise Advisor offering expert industry advice on the shaping of our careers programme.

This policy aims to meet the 8 Gatsby Charitable Foundation's Benchmarks, as set out in '[Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff](#)' published in January 2023. As a school, we have been working towards implementing the Gatsby Benchmarks since 2018.

POLICY

1.	Development This policy has been developed and will be reviewed biannually in discussion with, students, governors, advisory staff and other external partners. It will be updated based on statutory guidance.
2.	Pupil and student needs and entitlement
2.1	The careers programme is designed to meet the needs of students at Blessed Thomas Holford School. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school. Activities are embedded in the curriculum and based on a partnership with students and their parents/carers.
2.2	Pupils will be encouraged to develop enterprise skills, learning to take risks and solve problems resulting in a creative and innovative outcome.
3.	Implementation
3.1	Management The Assistant Headteacher manages the careers programme and is responsible to the Headteacher. This area is supported by a Careers Coordinator and member of the School Governing body. The programme is also supported by the GMCA Careers Hub (formerly Bridge Team) and their Enterprise Advisor network.
3.2	Staffing All staff contribute to CEIAG through their roles as form tutors and subject teachers. Specialist sessions are delivered by the Personal Development education team. The CEIAG programme is planned, monitored and evaluated by the Careers Leader (Assistant



	<p>Headteacher) in consultation with the Senior Leadership Team and our Teaching and Learning Committee. Careers information is available on the school website and via GMACS with Xello for students to use. These resources are maintained by the Careers Leader and external professionals.</p>
3.3	<p>Curriculum</p> <p>The careers programme includes: lessons delivered through Personal Development; off timetable days, guidance interviews with our Internal Advisor; interviews with external providers (Mploy); work experience; trips and visits, including UCAS convention, university and skills fair; careers talks; Careers Fairs, assemblies and alumnae connections. Students are regularly asked to evaluate activities via Pupil Voice and appropriate changes are made following their feedback. .</p>
3.4	<p>Assessment and accreditation</p> <p>In line with 'Careers guidance and access for education and training providers' statutory guidance 2023, the Gatsby Charitable Foundation's Benchmarks are used to develop and improve careers provision. The recommended compass online self-evaluation tool is used at the end of each term to assess progress.</p>
3.5	<p>Partnerships</p> <p>An annual SLA with Connexions / MPLOY is negotiated between the school and Trafford Local Authority / MPLOY, which identifies the contributions that will be made by the Connexions service to ensure that impartial advice and guidance is given to students on post 16 and 18 pathways. This SLA is reviewed annually by the Careers Leader and Headteacher.</p> <p>We work in partnership with the GMCA Careers Hub and our local Enterprise Coordinator to connect with a network of businesses, education leaders and careers professionals to provide our students with an excellent quality careers programme. Links are continuously being developed with employers and businesses locally to support our career events. Alongside this, we work with a volunteer Enterprise Adviser, who provides expert industry insights to help continually shape our careers programme and strategy.</p>
3.6	<p>Providers Access Legislation</p> <p>New PAL was published in January 2023 via Dept for Education (see here), our Providers Access Policy statement can be found here. Blessed Thomas Holford School endeavour to meet the legislation via our rota of careers events which includes provider encounters covering apprenticeships and technical education options from yr8 upwards.</p>
3.7	<p>Resources</p> <p>Funding is allocated in the annual budget planning round in the context of the whole school priorities and particular needs in the CEIAG and enterprise areas. The Careers Leader is responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.</p>
3.8	<p>Staff Development</p> <p>Staff training needs are identified in conjunction with the Assistant Headteacher responsible for CPD. CPD is offered to key staff.</p>
3.9	<p>Monitoring, review and evaluation</p>



4.0

The programme is reviewed annually by the Careers Leader and Headteacher. Evaluation of all aspects of CEIAG and enterprise education is undertaken regularly. CEIAG is reported to the Council of Governors annually. We measure and assess the impact of our careers programme in the following ways:

- Destination measures for Y11 & Y13
- Student voice and parent/staff feedback
- Employer feedback and other visiting partners
- Work experience evaluation
- Compass self-evaluation tool
- Working with the Enterprise Adviser Network
- External accreditation

Access to Careers Records:

Blessed Thomas Holford Careers team use the Compass+ platform as a Careers Leaders planning tool – to record, track and monitor our full programme of careers events. This allows us to reach many of the elements of Gatsby Benchmark 3 'Addressing the needs of each student.' Parents or carers who wish to see their children's record of attendance at careers events can request to see a copy via email to our careers team on careers@bthcc.org.uk

Our students will also begin using their own Careers software called Xello/Kudos from September 2023 onwards, and will log in via the [Greater Manchester Apprenticeship and Careers Service](#) website to research careers, skills and post 16 / 18 opportunities – on this platform they will have the responsibility to add their careers experiences and reflect on them.

This policy should be read in conjunction with other policies which the policy for CEIAG supports:

- CEIAG Provider Access Policy
- Teaching and Learning
- Assessment, Recording and Reporting
- Looked After and Previously Looked After children
- Special Educational Needs and Disability Equality

Responsibility

Responsible Staff	Mr S Goldrick, Assistant Headteacher Miss N Johnson, Careers Advisor
Approving body	Teaching and Learning Committee