



## Careers Education Advice and Guidance (CEAIG) POLICY

Policy Leader	<b>Mrs V Willacy</b>
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Date to Review	December 2025



## **CEAIG POLICY**

### **Mission Statement**

*“Love one another as I have loved you” (John, 15)*

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

## **CEAIG Policy**

In January 2023 the DfE published an update to the new statutory guidance for [Career Guidance in schools](#). *The aim is to make sure that all schools have a Careers Leader and that young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by qualified and experienced individuals.*

This statutory guidance has been restructured around the 8 Gatsby Benchmarks outlined in the [Good Career Guidance report](#). The benchmarks serve as a framework for world-class careers provision.

*Christ the King Catholic High School is committed to working towards all 8 Benchmarks so that every student can have the information, skills and experiences to prepare them for life beyond school.*

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

Headteacher Mr S Corless is the SLT lead for Careers Guidance. Mrs V Willacy is the Careers Lead. Mrs C Watson is the Link Governor for Careers.

The school is part of the Lancashire Enterprise Advisor Network and works in partnership with an Enterprise Coordinator and Enterprise advisor from a leading employment sector.

Our comprehensive programme of Careers Guidance begins in Year 7 and is coordinated by our Career Leader.

The aim of Career Guidance is to raise our students' aspirations, broaden their horizons, challenge stereotypes and empower them to make well informed, realistic, decisions at all key transition points in learning and work. School will ensure that it is presented in an impartial manner and promotes the best interests of the students.

The role of the Careers Leader is to facilitate career learning, planning and development by leading and managing Careers Education, Information, Advice and Guidance (CEIAG) in the school. The Careers leader advises senior managers and governors, facilitates the contribution of colleagues and partners, develops the careers programme, organises resources and ensures that students have access to impartial IAG within school and independently.

### **Careers**

There is a planned programme of curriculum activities and learning experiences. The purpose is to help young people develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. The main aims of the programme are:

- Self-development  
To enable young people to understand themselves and the influences on them, build a track record of their experiences and achievements and develop their capabilities.
- Career exploration  
Enable young people to identify, investigate and evaluate opportunities in learning and work.

- Career management  
Support young people to make and adjust plans to manage career choices, changes and transitions.
- Employer Engagement  
Inspire young people to progress in learning and work through meaningful engagement / encounters with the local business community.

Christ the King has strong links with external agencies including colleges, universities, training providers and local businesses which contribute to:

- Raising aspirations and increasing motivation – helping young people to identify educational and occupational goals
- Demonstrating the relevance of the knowledge and the skills learnt in subjects to future opportunities in learning and work
- Developing skills for effective learning – reviewing achievements, setting targets, planning and taking action
- Demonstrating the links between living, learning and earning
- Improving literacy – developing information and communication skills
- Developing student's employability skills
- Work Experience – meaningful encounters with employers

Careers also supports strategies for social inclusion and widening participation by:

- Building self-confidence and self-reliance
- Promoting positive attitudes to learning
- Improving progression
- Reducing drop-out
- Opening new doorways

Currently Christ the King Catholic High School delivers Career Guidance by a combination of methods:

- Special events and extra-curricular activities (e.g. options evenings, industry events, careers days, work experience, assemblies, visits and taster days).
- Extended Learning Days.
- Drop in sessions and advice clinics.
- Careers activities can take place in tutorials and enrichment programmes.
- Cross Curricular
- Via Life Skills/PSHE lessons

*Please see Appendix 1 for our school **provider access statement**.*

## **Information Advice and Guidance**

School has a statutory duty for securing impartial IAG for students in Year 7 -11 and also provide access to independent IAG.

Christ the King aims to provide students with a range of good quality, up to date, impartial IAG on all post 14 opportunities. The school has a Guidance Centre where students can access impartial IAG and resources.

### **The Careers Leader will provide support for the students and school with the provision of:**

Impartial IAG about careers/education/employment/training/LMI

Face to face individual guidance interviews for students in Years 9, 10 and 11 with Education Business Partnership (EBP)

One to one support/guidance interview to assist in the production of action plans and to support students to achieve their goals

Recording of Action Plans/meetings onto SIMS/ Staff Shared area

Group guidance sessions via tutorial

Lunchtime advice clinics

Internal workshops

Educational visits

Annual Career/IAG events

### **School provides student's access to Independent IAG in a variety of ways:**

- 1-1 IAG meetings with Education Business Partnership advisors.
- Promotion of the National Careers website/helpline and other useful websites on Firefly via the school website.
- Outside agencies visiting PSHE classes.
- Annual Careers/IAG events in school.
- External visits to a wide range of FE, HE, Training Providers and Employers.
- School will work with local FE, training partnership and Lancashire County Council to monitor and record post 16 destinations.

### **To assure quality of provision/impact:**

The Career Leader will maintain proficiency with CPD in order to update knowledge and skills. In addition, the school is a member of the Career Development Institute (CDI) and will adhere to the institutes' [code of ethics](#).

Christ the King is a member of the Lancashire Careers Hub. In addition regular meetings with the Lancashire Enterprise co-coordinator /advisor and Career Leaders are held to share good practice.

## Monitoring

- Success will reflect in the positive destination data. Annually monitoring, recording and reviewing of destination data and NEET figures
- Evaluation of Career Guidance provision
- Termly Governor Reports
- Gatsby Compass Evaluation/Tracker - Record all Career Guidance activities on the online tool provided by Gatsby to evaluate if the 8 benchmarks have been achieved.

## Review

The Careers/IAG Policy will be reviewed Autumn Term 2025

## Appendix 1



# Christ the King Catholic High School: Provider Access Policy

## Introduction

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

## Pupil entitlement

All pupils in years 7 to 13 are entitled:

- *to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;*
- *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.*

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).**

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- *share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers*
- *explain what career routes those options could lead to*
- *provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)*
- *answer questions from pupils*

## Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the **making it meaningful checklist**.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

## Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

Speakers for Schools	Lancashire Police	UCLan ambassadors
Preston College & apprenticeship team	Lancashire Teaching Hospitals/NHS	BAE Systems
Runshaw College	Leyland Trucks	Forbes Solicitors
Newman College	Department for Work and Pensions	NHS – Estates and Facilities
Royal Navy	UK National Nuclear Laboratory Ltd	Venturi Healthcare
Lancs Forum	Lancashire Fire and Rescue	Hays Travel
PNE Community and Education Trust	Taylor's Estates	Prison Service Care Co-ordination
NLTG	Persimmon Homes	Apollo Care
KMPG	Lantei Ltd.	Atomos
Future U	Hurt Plant	North West Ambulance Service
Learn Live	Sodexo	Edison Pope
Myerscough College	World Travel Lounge	Hello Beautiful

## Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

- Please see our destinations report via the school website.

## Management of provider access requests

A provider wishing to request access should contact the **Careers Leader, Mrs V Willacy** at [careers@ctk.lancs.sch.uk](mailto:careers@ctk.lancs.sch.uk) or 01772 252072. All visitors must be familiar and adhere to the school's safeguarding and child protection policy which can be found on the school website.

## Opportunities for access

The school offers the six provider encounters required by **law** and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Typical CEIAG activities can be found below for Year 7 – 11 students:

Year group	Autumn/winter term	Spring term	Summer term
7	Careers Fair STEM project BAE Roadshow	National Careers Week (NCW) assembly Enrichment Day 2 – STEM challenge	Enrichment Day 3 – Looking after the environment CPSHE lessons
8	Careers Fair STEM project BAE Roadshow	NCW assembly Enrichment Day 2- Maths trading	Enrichment Day 3 – External visits CPSHE lessons
9	Careers Fair Girls in Construction project (ongoing) BAE 3D printing workshop	NCW assembly Parents evening Options interviews and talks Enrichment Day 2 – Pathway mapping/communication	Enrichment Day 3 – Employer carousel CPSHE lessons University visit
10	Careers Fair NHS visit Enrichment Day 1 – Moving on from school/careers in construction (Harris)	NCW assembly Mock employer interviews Enrichment Day 2 - Careers carousel	Enrichment Dat 3 – finance College Taster Days Work experience CPSHE lessons
11	Careers Fair NHS visit College open events Enrichment Day 1 - Future U finance workshops	NCW assembly College visits Parents evening Enrichment Day 2- Apprenticeship workshop	