



Careers Education and Guidance Policy

Drafted By

Mrs L Weaver

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Approved By

Academy Council

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1. Rationale

At The Kidsgrove Secondary School, we are committed to providing a curriculum, which inspires excellence in all its forms and gives all students the opportunity to experience success. This curriculum, which is knowledge and experience rich, encourages depth of study and a life-long love of learning, celebrates British values, and prepares our students with a wealth of transferable skills. As a result, our students will be healthy, happy, well-rounded individuals who contribute positively as citizens in the global society of tomorrow.

Careers education, information, advice, and guidance play an important part in preparing students for the opportunities, responsibilities and experience of life. A programme of relevant activities supports them at key decision-making points such as GCSE Options and in preparation for post 16 Education employment and training.

It will equip them with the skills to make informed decisions, to choose pathways that are right for them, be able to manage their careers and aspire to career wellbeing and happiness. To achieve their potential students must be able to recognise their own strengths, weaknesses and skills set and identify how to develop and upskill in a world where the employment market is changing faster than ever before.

2. Aims

Kidsgrove School's Careers Education, Information, Advice and Guidance (CEIAG) Programme has the following aims:

- To achieve the Gatsby Benchmarks to ensure a high standard of careers provision for all students
- To contribute to strategies for raising achievement through raising aspirations, motivation, and confidence
- To challenge stereotypes and promote the equality of opportunity;
- To reduce the number of students not in employment, education or training in line with local authority guidance;
- To reduce the number of students who drop out of courses or switch courses in education or training;
- To develop enterprise and employability skills;
- To contribute to economic prosperity of individuals and communities;
- To focus students on their future aspirations and goals through work with employers;
- To involve parents and careers throughout the delivery of CEIAG;
- To provide students with up-to-date Labour Market Intelligence (LMI) and key sector growth information.

3. Commitment

The Kidsgrove Secondary School is committed to providing our students with a robust programme of CEIAG for all students from Years 7 – 11 and recognises our statutory requirements.

The Kidsgrove Secondary School is committed to meeting its statutory responsibilities for Careers Education, Information, Advice and Guidance (CEIAG). Our careers provision is informed by current Department for Education statutory guidance, the updated Gatsby Benchmarks for Good Career Guidance and the CDI Career Development Framework. The school also meets its statutory responsibilities relating to provider access, ensuring that students have appropriate opportunities to learn about the full range of academic, technical, vocational and apprenticeship pathways available to them.

We are supported by Changing Education who support us with a Qualified L6 Careers Leader. The focus will be for the Careers Leader to provide our KS4 students with expert careers advice to prepare and support them with their transition to post 16 Education employment and training and to guide them as they prepare for the Y10 work experience programme. As part of our service Level Agreement Changing Education are fully compliant and have their own safeguarding policy that is in line with keeping Children safe in Education. Careers guidance is delivered impartially and confidentially, by qualified professionals who are not employed by the school. This ensures that all students receive independent advice and guidance in line with the Education (Careers Guidance in Schools) Act 2022.

As a school we are working towards offering a gold standard service to our students against the DfE statutory guidance, the Gatsby Benchmarks www.gatsby.org.uk/education/programmes/good-career-guidance).

The Gatsby Benchmarks are:

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. Experiences of workplaces;
7. Encounters with further and higher education;
8. Personal guidance.

The Gatsby Benchmarks have been updated in line with DfE guidance effective September 2025. We regularly review and update our careers programme to reflect these refinements, ensuring a strategic, inclusive, and measurable approach to careers provision

The Kidsgrove Secondary School is committed to providing students with meaningful and progressive experiences of the workplace throughout their time at school. In line with current DfE expectations, our careers programme provides opportunities for students in Years 7–9 to develop their understanding of

workplaces and the world of work, alongside meaningful workplace experiences and placements during Years 10–11. Our Year 10 work experience programme provides students with first-hand experience of a workplace, helping them to develop employability skills, understand workplace behaviours and explore possible future pathways. Workplace experiences are supported by appropriate preparation and opportunities for students to reflect on what they have learnt and how this may influence their future choices.

4. Staffing

The Careers Leader has strategic responsibility for the development, implementation, monitoring and evaluation of the school's careers programme and is supported by the Senior Leadership Team. Mrs L Weaver is the school's named Careers Leader and SLT link for CEIAG, supporting the implementation and development of careers provision across the school.

Appropriate time, resources and professional development are provided to enable the Careers Leader to fulfil this role effectively. The Careers Leader maintains up-to-date knowledge of the changing careers landscape through engagement with the Careers and Enterprise Company (CEC), Changing Education, local colleges, training and apprenticeship providers, employers and other relevant partners. Relevant updates and developments are communicated to staff and used to inform the school's careers provision.

The Academy Council provides strategic oversight of careers provision, with a nominated link member taking a particular interest in CEIAG and supporting leaders to evaluate the quality and impact of the programme.

Careers provision is regarded as a whole-school responsibility. Subject teachers, tutors and other staff contribute to CEIAG by helping students understand how curriculum learning, knowledge and skills connect to future education, training and employment. Careers education is delivered explicitly through the school's Personal Development Curriculum and is further supported through subject curricula, enrichment opportunities, employer encounters, visits and experiences of the workplace.

The effectiveness of careers provision is reviewed through feedback from students, staff and other stakeholders. This feedback, alongside wider monitoring and evaluation, is used to identify strengths and areas for development, inform future planning and contribute to relevant priorities within the School Improvement Plan.

5. Student Careers Entitlement

Every student will have access to impartial careers information, advice and guidance appropriate to their individual needs. By the age of 16, every student will have the opportunity for a personal guidance meeting with an appropriately qualified Careers Adviser, with additional or earlier guidance provided where individual need is identified. Guidance will support students to explore their aspirations, understand the full range of education, employment and training pathways available to them and make informed and ambitious decisions about their next steps.

The Careers programme is designed to meet the needs of students at Kidsgrove School. It is adapted and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The programme on offer will enable students to understand themselves, their interests, likes, dislikes and what they are good at and how this affects their choices and decision making.

The programme will also ensure students have a rounded careers experience ensuring their learning in school is relevant and linked to future prospects, connecting key areas of the curriculum to the world of work. The programme allows relevant exposure to employers and working life to develop employability and enterprise skills and impact on decision making. Students will have regular access to relevant and up-to-date Labour Market Information (LMI) throughout the careers programme. This will include information about local, regional and national employment trends, growth sectors, skills needs, opportunities and different routes into employment. Students will be supported to understand and interpret LMI so that they can use it alongside their interests, strengths and aspirations when making informed decisions about subjects, qualifications and future pathways.

Careers education and guidance at The Kidsgrove Secondary School is inclusive and accessible to all students. The school recognises that some students may require additional or personalised support to enable them to make informed and ambitious decisions about their futures. This may include students with SEND, disadvantaged students, looked-after and previously looked-after children, students at risk of becoming NEET and others who may face barriers to progression.

The careers programme actively challenges stereotypes and seeks to raise aspirations by ensuring that students are exposed to a diverse range of careers, employers, education providers and role models. Reasonable adjustments and targeted support are provided where appropriate to ensure that all students can participate meaningfully in careers activities, experiences and guidance.

Through the careers programme, students will be supported to:

- Explore the different pathways and opportunities available to them at key decision-making points;
- Understand the qualifications, skills and experience required for different careers;
- Develop the employability and transferable skills needed for working life;
- Identify their strengths, interests and aspirations;
- Develop clear and ambitious plans for their future; and
- Make effective applications for further education, higher education, apprenticeships, training and employment.

Curriculum:

The careers curriculum provides a planned and progressive programme from Year 7 to Year 11. It is informed by the CDI Career Development Framework and supported by the Gatsby Benchmarks. Careers learning is delivered through the Personal Development Curriculum and is complemented by assemblies, employer encounters, guest speakers, visits, taster sessions, individual careers guidance, workplace experiences, enrichment opportunities and links within subject curricula.

Careers modules:

Themes by Year group

Year 7 – Self Awareness

Year 8 – Linking subjects to job

Year 9 – Career Exploration

Year 10 – Employability Skills & Preparing for Work

Year 11 – Preparing for Work and Post 16 options

6. Parents and Carers

Parents and carers are recognised as important partners in supporting students' career development and decision-making. The school will provide families with timely information about post-16 pathways, careers opportunities, labour market information, apprenticeships and key transition points. Feedback from parents and carers will also be used, where appropriate, to inform the ongoing development and evaluation of the careers programme.

There is a careers section on the school website which has been developed to help parents to become more involved. The CEIAG Lead, Mrs L Weaver, is available to speak to parents via e-mail or phone and is also available at Parents Evenings and Open Evenings.

The Careers Advisor from Changing Education is also available to speak to parents via e-mail or phone as required and will attend Y10 and Y11 parents' evenings and Y9 options evenings. Providers from local further education settings will also attend these events.

We actively involve parents and carers in the careers programme through regular communication, information sessions, attendance at career events, and opportunities to discuss pathways with the CEIAG Lead and Careers Advisor

7. Employer, Education and Training Provider Engagement

The Kidsgrove Secondary School is committed to ensuring that students understand the full range of education and training options available to them, including academic, technical, vocational and apprenticeship routes. In accordance with Provider Access Legislation, students are provided with meaningful opportunities to meet and hear directly from providers of technical education and apprenticeships at appropriate points during their education.

The school publishes a Provider Access Policy on its website which sets out the arrangements through which education and training providers can request access to students. Encounters are planned as part of the wider careers programme to ensure that students are able to compare pathways and make informed decisions about their next steps.

8. Monitoring, Reviews and Evaluation

The careers programme is monitored and evaluated throughout the academic year to ensure that it continues to meet the needs of students, reflects current statutory guidance and supports the school's strategic priorities. Progress against the Gatsby Benchmarks is reviewed regularly, including through Compass+, and is used to identify strengths and priorities for further development.

The school maintains appropriate records of students' careers experiences, personal guidance, aspirations and intended destinations. This information is used to identify students who may benefit from additional careers guidance or targeted support. Year 11 intended and actual destinations are monitored to support successful transition into education, employment or training.

The impact of careers provision is evaluated using a range of evidence, including student, staff, parent and employer feedback; participation in careers activities, employer encounters and workplace experiences; careers guidance records; student career readiness; Gatsby Benchmark progress; and intended and sustained destination data.

Findings from monitoring and evaluation are used to inform the school's Careers Development Plan and, where appropriate, wider School Improvement Plan priorities. An annual review of CEIAG provision is undertaken by the Careers Leader to evaluate overall effectiveness, celebrate strengths and identify priorities for the following academic year.