



Mount Carmel RC High School

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

Lead contact: Chris Barratt
Raising Aspirations Coordinator
careers@mountcarmelhigh.co.uk

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Next Review: June 2026



Rationale

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Mount Carmel believes it has a responsibility to provide careers education in Years 7 -11 and to give students access to careers information and impartial guidance.

The purpose of the Careers Education Information Advice and Guidance (CEIAG) Programme is to provide a curriculum which will encourage the development of self-confidence, positive attitudes, determination and other qualities which will enable pupils to achieve satisfaction in the world beyond secondary school. Through this programme the pupils will have opportunities to develop decision making skills with regard to interests, subjects and jobs, and will also be provided with opportunities to develop an awareness of the "World of Work."

Statement of Intent

It is intended that throughout the programme pupils will be provided with information and practical experiences which will raise their aspirations, challenge stereotypes, increase their cultural capital, and ultimately help them to make positive decisions for their future as well as encouraging a culture of lifetime learning.

Commitment

Mount Carmel is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7-11, in partnership with the Careers & Enterprise Company (CEC) and our school Enterprise Advisor. Mount Carmel follows the statutory guidance from the Department for Education (2018) which recommends that schools work toward the Gatsby Foundation's Benchmarks for Good Careers Guidance, including the November 2025 updated Benchmarks.

Development

This policy was developed and will be reviewed in discussion with teaching and pupil welfare staff; the CEC, advisors, pupils, parents, governors, advisory staff and other external partners. This policy for CEIAG support is itself underpinned by a range of key school policies especially those for Every Child Matters, teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE/RE Education, work related learning and enterprise, and more.

Objectives

The careers programme is designed to meet the needs of all students. It is differentiated and personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development. Pupils are entitled to CEIAG which meets professional standards of practice and which

is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with pupils and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Chris Barratt, Raising Aspirations Coordinator, is the school's named careers lead and may be contacted by telephone: 01254 233458, or by email: careers@mountcarmelhigh.co.uk. He holds a Level 6 Postgraduate Certificate in Careers Leadership and a Level 7 Masters degree in Careers Guidance. The RA Coordinator works closely with Pastoral Leaders across all year groups, the Senior Leadership Team, and the SENCo, and reports to the Assistant Headteacher responsible for CEIAG and the designated school governor.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered through drop-down days, assemblies/talks and in lessons across the curriculum. The CEIAG programme is planned, monitored and evaluated by the RA Coordinator in consultation with the school's Enterprise Coordinator from CEC, the Enterprise Advisor, and with feedback from Pupil Leaders such as the School Council. Careers information and literature is available from the RA Coordinator's office or from the designated Careers section of the Learning Resource Centre.

The CEIAG programme includes careers education sessions, careers guidance activities (group work and individual interviews), information and research activities, a local careers fair, mock interviews, visits to and by local post 16 providers, provider attendance at parents' evenings, and work-related learning programmes (including one week work experience in Year 10). CEIAG is delivered within the curriculum, both in specific topics in the PSHE curriculum, and within all subject areas as part of the Scheme of Learning. Work Experience preparation and follow-up takes place in assemblies and tutor groups, while Educational Visits also regularly include a CEIAG portion for which preparation and follow-up activities are delivered in class.

Assessment

The intended career learning outcomes for students are broadly based on the Gatsby Benchmarks and are more specifically focused by the needs and aspirations of individual pupils as determined by pupil feedback throughout their school journey. These are assessed through pupil voice at key decision points including the end of year 11; and after curriculum days, feedback in class, discussion at department meetings and from local post 16 providers and parents.

Reports on pupil performance are made after key CEIAG activities such as mock interviews and Work Experience. Every pupil can access a report with their Careers Profile and information about the CEIAG activity they have taken part in during their time at Mount Carmel upon request, this information is logged in the Tracker tool on Compass+, a Careers and Enterprise Company Resource.

Partnerships

Partnerships with local employers are developed and maintained through the work experience programme and supported by the CEIAG Coordinator. An annual Partnership Agreement is negotiated between the school and the Education Business Partnership (North West) which provides work experience placements and related insurance cover, as well as mentoring programmes for targeted students. Mount Carmel also work closely with Lancashire Future U, the Lancashire Skills Hub, and Amazing Accrington. Other links are developed and maintained with local post-16 providers and employers who work closely with Mount Carmel and the CEIAG Coordinator. Post-16 providers have a number of opportunities to attend school and access pupils for the purpose of informing them about future pathways, including technical education qualifications or apprenticeships, and the school continues to meet the legal obligations commonly known as the “provider access legislation” and formerly the “Baker Clause” under Section 42B of the Education Act 1997. A copy of our full provider access policy can be found on the careers section of the school website.

Resources

Funding is allocated in the annual school budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Sources of external funding are actively sought.

Staff Development

Staff training needs are identified in conjunction with the school CPD Coordinator. The school will endeavour to meet training needs within a reasonable period of time.

Monitoring, review and evaluation

The Partnership Agreement with the Lancashire Education Business Partnership is reviewed annually. The Programme is reviewed annually by the CEIAG Coordinator in collaboration with the Careers & Enterprise Company using the Gatsby Benchmarks for Good Careers Guidance to identify areas for improvement. Regular reports are submitted to the Senior Leadership Team and governors’ review and maintain developments annually. Action research evaluation of different aspects of CEIAG is undertaken regularly.