



Poole High School  
VALUE • INSPIRE • EMPOWER

Twynham Learning  
Equality • Humility • Community



# Careers Education, Information, Advice and Guidance Policy

2025

**Staff Link:** D.Porter

**Governor Link:** Hannah Parry

**Last reviewed on:** Jan 2025

**Next review due  
by:** Jan 2028

**Date: Jan 2025**

**Purpose:**

Our vision statement sets out our aim at Poole High School to ensure that all students are:

- Valued as individuals, each with a unique contribution to make
- Inspired to achieve their best, both academically and practically
- Empowered to succeed in life and make great choices which enrich the lives of others

In support of this vision, careers information, education, advice and guidance practices are in place to equip every student with opportunities to investigate their career aspirations, together with the information needed to help them to set their learning within the context of their preparation for adult life. Careers education is provided to help empower pupils to make informed decisions at key transitional stages in order to choose the pathways that are right for them, inspiring them to develop their knowledge and understanding of the available routes into the world of work and the career options that are open to them.

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's 2023 updated statutory guidance, 'Careers guidance and access for education and training providers', which includes the new Provider Access Legislation (occasionally referred to as the 'Baker Clause').

In line with national best practice, Poole High School aligns its CEIAG programme with the Gatsby Charitable Foundation's *Good Career Guidance* framework. The Gatsby Benchmarks, first published in 2014, nationally adopted in 2018 and since revised in November 2024 under the report *The Next Ten Years*, form the basis and evaluative model of our approach to careers guidance.

Poole High School is committed to ensuring that the eight benchmarks of good practice are in place to support the delivery of an excellent careers programme. The Gatsby benchmarks are:

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

**Aim(s):**

- i. To enable students to make well-informed choices about options available to them in choosing subjects, progression and opportunities to prepare for further learning and the workplace
- ii. To ensure a comprehensive provision, in line with the best and most recent available guidelines, of careers education including work related learning experiences, enterprise opportunities and employability skills development, in order to develop skills for the workplace
- iii. To ensure that parents/carers are well informed so that they can assist their child in making important decisions
- iv. To ensure that all students have access to impartial careers advice and support from external agencies
- v. To track the career aspirations of students, to ensure well-focussed support, advice and intervention

**Objectives:**

- i. To ensure students are prepared for decisions as they approach key transitional periods
- ii. To provide timely information to students, parents and staff regarding provision in school
- iii. To ensure that students, parents and staff have access to high-quality information regarding options, pathways and careers, including up to date labour market information
- iv. To promote equality of opportunity, celebrate diversity and challenge stereotypes
- v. To encourage students to develop transferable skills and qualities that will enable them to adjust to and cope with change such as self-reliance, adaptability, flexibility, reliability and resilience
- vi. To enable students to develop employability skills, including the ability to produce a letter of application and curriculum vitae and conduct themselves well at interview
- vii. To retain independent careers advice through an external, impartial careers advisor
- viii. To evaluate provision regularly in order to improve and update our careers and information processes as necessary

**Principles/values:**

Poole High School sets high expectations and high standards for every student, including for the most vulnerable and those with special educational needs and disabilities. This is seen as crucial in preparing young people for the next stage of their education or training and beyond so that every student is stretched and acquires the attributes employers value.

**Roles and responsibilities 2025/26**

**Link Governor: Hannah Parry**

To review the provision and strategic direction of CEIAG, ensuring that it is fit for purpose, and fulfils latest statutory guidance

**Headteacher: Paul Gray**

To monitor CEIAG provision and delivery across the school

**Member of SLT with responsibility for oversight of CEIAG: Steve Hicks**

To ensure the implementation of CEIAG across the school via line management of those with leadership and management responsibilities.

**Nominated Careers Lead: Debbie Porter**

To design, implement and evaluate the whole-school Careers and Employability Strategy measured against the Gatsby Benchmarks. Responsible for the delivery of the school's programme of career education, information, advice and guidance with the backing and support of governors, the head teacher and SLT link.

**Concluding Notes**

**Partnerships:**

As part of the government's work to support schools and colleges to deliver careers education in England, the government's main partner for schools, The Careers and Enterprise Company, assign each school with an Enterprise Network Advisor under the management and support of the Senior Area Enterprise Co-ordinator.

**BCP Senior Enterprise Co-ordinator: Catherine Beater** (Senior Enterprise Co-ordinator, Education and Improvement Team, Education and Skills, Children's Services)

**Enterprise Network Advisor: Diane Gerrard** (Director, Consultant Employment Relations, Careers & Executive Coach, MCIPD, MSc, ABNLP Trainer)

Poole High School is a member the Dorset Careers Hub under the BCP cluster and has been identified as a lead school for Dorset.

Poole High School provides students with impartial careers advice through the services of agency 'Your Calling Advice & Guidance'. The careers advisor is a L6 qualified advisor and member of the Careers Development Institute.

**Careers Advisor: Mr Aaron Rigby**

The school regularly participates in programmes of enterprise and employability through organisations such as Dorset Young Enterprise and Southern Universities Network. Further businesses and organisations support the delivery of the CEIAG programme through invitation and/or request e.g. local/national employers, Job Centre Plus, universities, local colleges and training providers.

**Monitoring and review:**

- Monitoring via meetings between Link Governor, SLT Line Manager & Careers Leader

- Monitoring by SLT line management via engagement with Quality Assurance Processes and Line Management
- Evaluations carried out through student, parent and staff surveys
- The CEIAG Policy will be reviewed every three years by Governors, SLT member with responsibility for oversight of CEIAG and Careers Leader

**Resources:**

Funding is allocated in the annual budget planning in the context of whole school priorities and sources of external funding are actively sought.

**Links with other policies:**

This policy is underpinned by the school's ongoing policies for teaching and learning, assessment, recording and reporting achievement, disability equality, equal opportunities, pupil premium, health and safety, and additional educational needs linking with the whole school development plan.

**Communication:**

This policy will be primarily communicated to all stakeholders via publication on the school website.

**Sources and references:**

Education Act 1997 (Sections 42A and 45A)

DFE Statutory Guidance "Careers Guidance and Inspiration in Schools" March 2015

DFE "Careers Guidance and Access for Education and Training Providers" January 2023

DFE "Provider Access Legislation" January 2023

The Gatsby Charitable Foundation "Good Career Guidance Report" 2014

The Gatsby Charitable Foundation "Good Career Guidance: The Next Ten Years" 2024

**Governor signature: Jeff Hart**

**Headteacher signature: Paul Gray**

**Approval date: January 2025**

**Next review date: Jan 2028**