



St Joseph's Roman Catholic High School

Careers Education Information & Guidance (CEIAG) Policy

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do

Approved by Governors:

Date for Review: October 2026

Version Control

Current Version	Previous Version	Summary of Changes Made
October 2025	-October 2024	Introduction to careers(yr7) Introduction to Apprenticeships (7/8)
		Oxford University trip (10/11)
		Explore Your Future in Health (yr8)
		Next Step assemblies
		Medical Mavericks careers workshops
		Aspirations programme Bolton School RAY programme Bolton 6th Form

Policy Impact Statement

Policy:

This Policy has been implemented:

Fully	
Partially	Y
Occasionally	
Not at all (give reasons why)	

What revisions need to be made:

To the Policy?	
To its implementation?	

GOSPEL VALUES

The term 'Gospel values' is commonly used in Catholic schools and other Catholic institutions; however, unless the term is unpacked and a common understanding formed of what true Gospel values are, there is a danger that what should be an objective Christian foundation, will itself become a random list of subjective values.

Whilst other 'values' may be found within the four Gospels and New Testament writings, it is the Beatitudes which: *"...depict the countenance of Jesus Christ and portray his charity"*. Gospel values cannot therefore be values chosen subjectively from the vast corpus of the Old and New Testaments but are objective values revealed to us through Christ's proclamation. Such objective values are to be found rooted in the Beatitudes, the proclamation of Christ's Sermon on the Mount. The Beatitudes also *"...reveal the goal of human existence, the ultimate end of human acts"*⁴⁶ and as such are the objective 'values' given by Christ himself.

Whilst not definitive, those Gospel values based on the Beatitudes which underpin this policy include:

"Blessed are the poor in spirit, for theirs is the Kingdom of heaven"

Values: **Faithfulness & Integrity**

"Blessed are those who mourn, for they shall be comforted"

Values: **Dignity & Compassion**

"Blessed are the meek, for they shall inherit the earth"

Values: **Humility & Gentleness**

"Blessed are the pure in heart, for they will see God"

Values: **Purity & Holiness**

Rooted in the teaching of Christ, these Gospel values constitute the targets and outcomes of the educational enterprise for St Joseph's as a Catholic school.

RATIONALE:

St Joseph's RC High School is committed to ensuring Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At St Josephs, a planned progressive lifelong learning programme of activities supports them from year 7 - 13 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and help them to follow a sustainable career path.

COMMITMENT:

St Joseph's RC High School is committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in years 7 – 11. St Joseph's RC High School endeavours to follow the National Framework for CEG 11 – 19 in England (DfES, 2003) and other relevant guidance from DCSF, QCA and Ofsted as it appears. Working towards the Inspiring IAG Award, and The Gatsby Benchmarks for Good Career Guidance which recognises the high quality provision of CEIAG in the school.

Our careers strategy is shaped by the 8 benchmarks outlined in Professor Sir John Holman's report as the key elements of high quality practice:

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

Careers Education, Information, Advice and Guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A young person's career reflects the progress they make in learning and work. St Joseph's fully believes that all students need a programme of activities to help them choose options and career pathways that are right for them through our statutory responsibility.

DEVELOPMENT:

The policy was developed and is reviewed yearly by the Careers Leader based on current good practice guidelines by DfES/Ofsted, CEG Framework/The Gatsby Benchmarks for Good Careers Guidance

AIMS:

St Joseph RC High School Careers Education and Guidance policy has the following aims:

- Build a strong and sustainable careers programme
- Contribute to strategies for raising achievement, especially by increasing motivation
- Support inclusion, challenge stereotyping and promote equality of opportunity
- Encourage participation in continued learning including higher education and further education
- Develop enterprise and employment skills through links with industry
- Contribute to the economic prosperity of individuals and communities
- Address the needs of all our students through appropriate differentiation
- To focus students on their future aspirations through 1-1 careers guidance
- Involve parents and carers

ROLES/RESPONSIBILITIES:

Mr T McCabe	Head Teacher
Mrs V Sherrington	CEIAG Governors
Mr M Singleton	CEIAG Line Manager
Mrs D Hancock	CEIAG Lead
Mrs D Hancock	Careers Advisor
Mrs H Horridge	SENCO

ENTITLEMENT STATEMENT:

Careers Education and guidance (CEG) is an important component of the 14-19 Curriculum and at St Joseph's RC High School, we fully support the statutory requirement for a programme of careers guidance in Years 7 – 11. School, you are entitled to receive a programme of careers education, advice, information and guidance which help you develop and inform by:

- Supporting you to make well informed realistic choices
- Providing access to up-to-date and unbiased information on future learning, training, careers and labour market information - equipping you with information on current opportunities;
- Promoting a culture of lifelong learning, in which you can set yourself ambitious goals which will advance your interests and passions.
- Providing access to on-line career platform to help you stock take your careers journey for help with research and evaluation
- Supporting your development of self-awareness, independent thinking and career management skills need for your future
- To have access to career focused sessions every year through enrichment days and Lifelong learning days
- Helping you to understand and develop the decision-making process
- Offering support from our experienced and knowledgeable guidance team
- Providing you with a wealth of inspirational IAG opportunities, activities and experiences which will inform, motivate and encourage you to aim high and fulfil your personal aspirations.
- developing your interview skills and improve your confidence
- providing you with post 16 organisation visits, employer encounters and workplace experience

OBJECTIVES:

St Joseph's RC High School

Have a concise plan of engagement in Careers Guidance for all students to ensure that they work hard and strive to be the best they can be.

Meet the eight Gatsby Benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018.

Gain the 'Quality in Careers Standard' accreditation, the nationally recognised award for Careers Guidance in English Secondary Schools.

Provide effective and impartial information, advice and guidance to prepare students for life in the wider world, making them aware of roles and responsibilities.

Raise aspirations by ensuring all students have knowledge of routes into further education, higher education and apprenticeships (of all levels).

Guarantee every student is offered careers personal guidance to meet their needs at the different stages through their school journey. This will reflect the school's equality and diversity policy to ensure that every student is treated fairly.

Engage and participate with local employers and training providers in order to provide multiple learning opportunities about the world of work and skills required. Both academic and vocational routes are explored and are available to students regardless of career choices.

To guarantee Labour Market Information and Intelligence is available to ensure students (and parents) are aware of local and national opportunities as well as trends, to ensure they are informed to make the best decisions.

All staff at the school have an awareness of linking curriculum learning to careers and are able to demonstrate the relevance of subjects to students when considering a future career. Particularly relevant is that STEM subject staff should highlight the increasing need for STEM subjects to access a wide range of future career paths, making sure the information does not stereotype in any way.

To ensure all students are aware that the attainment of English and Maths GCSEs are crucial elements of any future study programme they may undertake and an expectation from all employers.

To support work experience opportunities for KS4 students as required, either in accordance with their studies or on an individual basis as deemed appropriate to the student.

To constantly strive to improve NEET (Not in Education Employment or Training) figures by providing an effective careers programme,

To actively track the progress of Pupil Premium and students from disadvantaged backgrounds to ensure that they access all of the careers information, advice and guidance to enable them to make the relevant decisions to their career goals.

To adapt information, advice and guidance as necessary to meet the needs of any vulnerable students and offer appropriate alternatives as deemed necessary.

Vulnerable Groups

NEET – students identified as at risk of NEET are provided with early support. Ensuring these students have at least one personal guidance meeting with our Careers Advisor, and are prioritised when opportunities such as college taster days and personal statement workshops arise.

SEND (Special Education Needs or Disability) - SEND students are supported through a range of provisions depending on need. They will be included in whole year events and given extra help including 1:1 careers interview to help them progress to post 16.

AoPE(Award of Personal Effectiveness) – AoPE students embark on a complete programme of careers education including work experience, mentoring, interview practice, help with transitions, personal statement workshops and individual 1:1 careers guidance meetings.

EAL (English as Additional Language) - EAL students are offered 1:1 advice on their post 16 options and support throughout their education to engage with careers information. Students are supported with college applications and interviews, where deemed necessary

Alternative Provision – St Joseph's provides a safety net for students unable to cope with mainstream lessons. Students have opportunities to engage with work experience and various alternative provision plans.

MANAGEMENT AND DELIVERY:

The careers programme is managed by the careers leader who is responsible to the Assistant Head Teacher. The careers leader is responsible for planning and implementing the programme across the curriculum.

Work experience/Alternative provision (extended work placements) is an integral part of the CEIAG programme and is implemented by Mrs D Hancock who works closely with Managers of Learning for each year group. The CEIAG programme is planned, monitored and evaluated by D Hancock in consultation with The Bolton Connexions Careers Service who provides a bespoke service of Key Steps Careers IAG Quality Assurance. Information, Advice and Guidance will be available in the Careers office, which is maintained by CEIAG Lead Manager and Level 6 qualified Careers Adviser Mrs D Hancock, who upholds the standards of the Career Development Institute

EQUALITY AND DIVERSITY:

St Joseph RC High School provides Careers education to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career routes that develop their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

STAFF DEVELOPMENT:

All staff have a part to play in contributing to careers guidance through their own roles as tutors and subject teachers. Careers is embedded into the curriculum wherever possible, with this area continually reviewed with close interaction with Head of Faculties and tutors. CPD training and availability of easy to understand resources are critical to ensure staff have the ability and confidence to support the careers programme in many varied ways, such as leading employability skill sessions, direct mentoring to help raise aspirations and define careers goals, and supporting students during their college application process

PARENTS/CARERS:

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

FUNDING & RESOURCES:

Funding is allocated through the school budget on an annual basis, subject to priorities and particular needs within CEIAG.

D Hancock is responsible for identifying the budget and for the effective deployment of resources.

Sources of external funding are actively sought.

MONITORING/REVIEW/EVALUATION:

Use Unifrog to record destination Data,

Measures and Tracking – track pupils up to three years after their leaving date through college data
On GCSE results we ask our Year 11 pupils to complete the Data consent form for Post 16 destinations Information gathering and sharing. This information is also used to update careers programme
Mapping of all career/Enterprise activities across school curriculum through Compass Plus
Quality in Careers Standard.
Gatsby Compass + Tool
Feedback from pupils & parents, staff through verbal, questionnaire 1:2:1 careers consultations

Definitions

- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- Careers Leader - the member of staff responsible for leading and coordinating the Careers curriculum in school

Policy Statement Provider Access

Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

Statutory requirements

Academies are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

In addition, the Baker Clause, an amendment to the above, stipulates that schools must allow colleges and training providers access to every student in years 8- 13 to discuss non-academic routes that are available to them. It is expected that by doing so this will help address the UK's productivity challenges and address skills shortages experienced across several sectors of the economy.

Rationale and pupil entitlement

At St Joseph's RC High School, we will use Gatsby Benchmarks as a framework of best practice to develop and improve our careers provision to ensure that we not only fulfill legal duties of providing opportunities for a range of education and training providers to access all students in year 7 to year 11 but to also have CEIAG programs that meet the needs of an ever changing cohort. All of our students are entitled:

Two encounters for pupils during the 'first key phase' (**year 8 or 9**) that are mandatory for all pupils to attend

Two encounters for pupils during the 'second key phase' (**year 10 or 11**) that are mandatory for all pupils to attend

1. 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;
2. 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;
3. To understand how to make applications for the full range of academic and technical courses, including T-Levels and Higher Technical Qualifications.

Further detail of our CEIAG plan is available on our website

Management of provider access requests

Procedure

A provider wishing to request access should contact

CEIAG leader/adviser Donna Hancock

Telephone: 01204 697456

Email: dhancock510@st-josephs.bolton.sch.co.uk

Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into our school to speak to students and/or their parents/carers:

CEIAG Priorities:

St Josephs are keen to develop local employer links to support the curriculum and promote industry awareness and pathways to local employment opportunities.

Safeguarding

Our policy on safeguarding, which can be found on our website, sets out our approach to allowing providers into our academy as visitors to talk to our students

Education and training providers will be expected to adhere to this policy.

Premises and facilities

St Josephs will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre located off the English block, which is managed by the school's careers adviser. This facility is available to all students at lunch, break times, before and after school.

Monitoring arrangements

St Joseph's arrangements for managing the access of education and training providers to our students is monitored by Donna Hancock CEIAG Lead

This policy will be reviewed by Donna Hancock annually. At every review, the policy will be approved by the governing board & Senior Leadership Team.

Appendix

Providers who have been invited into St Joseph's R C High School to date include:

Runshaw College
Wigan & Leigh College
Bolton 6th Form College
St John Rigby
Alliance Learning
Bolton College

Destinations of previous pupils from St Joseph's R C High School include:

Runshaw College
Bolton 6th Form
Wigan & Leigh
Bolton College
Alliance Learning

	Autumn	Spring	Summer
Year 7/8	Introduction to careers(yr7) Introduction to Apprenticeships	Work shadow day(yr8) Careers Fair(yr8) Introduction to Apprenticeships	Enrichment Day

		Options workshop Explore Your Future in Health (yr8)	
Year 9	Apprenticeship Assemblies	Careers workshops	Enrichment Day
Year 10	Alliance Learning (Apprenticeships) assemblies Medical Mavericks careers workshops WEX launch Aspirations programme Bolton School RAY programme Bolton 6 th Form	Oxford University trip	Work Experience College Taster days Apprenticeship assemblies Next Step assemblies
Year 11	Full programme of year 11 assemblies and drop ins covering different pathways delivered by different provider's colleges, training providers Next Step Assemblies 1:1 careers meeting Apprenticeships workshop Careers Fair	Hopes, Dreams Aspirations, Interviews College interviews	Next Step assemblies