

Policy Title: Careers Education, Information, Advice & Guidance Policy (CEIAG)	Effective Date:	December 2025
SLT Member Responsible: Assistant Headteacher	Review Date:	December 2026
Governors' Committee Responsible: Quality of Education		

1. Rationale

1.1. The personal and social development of students is the responsibility of every teacher at Sheldon and CEIAG is an integral part of this. We want our students to have high aspirations and to fulfil their potential – ultimately fulfilling our school values of 'Be Kind, Be Brave and Be the best You. In order to do this, students need to be prepared for the choices, changes and transitions affecting their future education, training and lives as adult members of society. We are committed to fulfilling our statutory duties in relation to careers education by a planned programme of Careers support for all students in Years 7-13 including impartial information, advice and guidance alongside a programme of careers learning as part of our Personal, Social and Religious Education (PSRE) and tutor programmes. We track our destinations and provision against the [Gatsby Benchmarks](#), using Compass +.

2. Objectives

2.1 Our CEIAG programme will assist students to:

- 2.1.1. Increase personal responsibility, aspirations, motivation and flexibility. We want our students to be kind, to be brave and to be the best versions of themselves with high aspirations.
- 2.1.2. Make informed decisions and plan with confidence, including choices regarding education, employment and training, ensuring all students are supported in their decisions including SEND and PP
- 2.1.3. Understand a variety of progression routes and have access to reliable, up-to-date information about the wide range of opportunities available in education, training and employment.
- 2.1.4. Gain research skills in relation to careers information.
- 2.1.5. Have an awareness of education, training and employment trends/patterns and the rapidly changing nature of the working environment, including Labour Market Information.
- 2.1.6. Appreciate work-related issues such as equal opportunities, health and safety and the application process.
- 2.1.7. Find out about, and have suitable access to, providers to hear about opportunities they offer, including (but not exclusively) technical education and apprenticeships. This is linked to our Provider Access Arrangements (The Baker Clause). Our Provider Access Policy Statement is published on the school website in accordance with statutory requirements and includes two provider encounters per year for Years 8–13, with at least one being technical/apprenticeship-focused.
- 2.1.8. Provide access to high quality, independent careers guidance through the school's qualified Careers Advisor that ensures students are well-informed when making subject choices and career decisions.
- 2.1.9. Have access to employers, colleges and universities and to experience a working environment, either physically or virtually in Year 10 and Year 12 and also at other times if/when opportunities arise.

3. Monitoring / Quality Assurance

- 3.1. It is the responsibility of the named Careers Leader (Head of PSRE) to monitor CEIAG content and delivery and to support LT in quality assurance of CEIAG as it is the entitlement of every student to receive high quality careers education and guidance.

- 3.2. Teachers of PSRE will be involved in the delivery of careers education and will work closely with the Head of PSRE
- 3.3. Heads of year and tutors will support students and help monitor their career journey and will liaise closely with the Head of PSRE who will also arrange timely and suitable tutor programme work.
- 3.4. Faculty heads will lead faculty teams in the inclusion of positive and diverse role models to support students' understanding of jobs and professions that link to their subject areas and the Head of PSRE will ensure staff receive timely CPD to ensure any advice given is appropriate
- 3.5. Student, parent and employer feedback will inform regular evaluation of the impact of our CEIAG provision.
- 3.6. The LT member with responsibility for CEIAG will oversee the monitoring and quality assurance process.

Further information and our full careers programme is published on the school website and updated annually.