



## **Careers Education and Information, Advice and Guidance Policy 2026-2028**

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|-----------------------|----------------|
| Date of approval      | September 2026 |
| Approved by Principal | A Henderson    |
| Approved by Governor  | R Gear         |
| Owner                 | F Havill       |
| Review date           | September 2028 |



## **1. Policy Statement**

St John's provides a planned, progressive and high-quality programme of Careers Education, Information, Advice and Guidance (CEIAG) for all students in Years 7–13. CEIAG supports students to develop the knowledge, confidence and skills needed to make informed choices and manage their careers throughout their lives. It plays a central role in raising aspirations, supporting achievement and preparing students for the opportunities and challenges of adult and working life.

## **2. Statutory Framework**

This policy complies with:

- Statutory Careers Guidance and Provider Access Requirements (May 2025)
- The Gatsby Benchmarks (updated 2025)
- CDI Career Development Framework (2020)
- Quality in Careers Standard (Career Mark)

The policy has been developed in consultation with staff, students, parents/carers, governors and external partners.

## **3. Learner Entitlement**

All students at St John's are entitled to:

- Clear, impartial information about post-14, post-16 and post-18 options.
- Personalised support to help them make choices and plan their future.
- Regular feedback on progress and next steps.
- Guidance on transition to further learning, training or employment.
- A CEIAG programme that develops self-awareness, opportunity awareness, decision-making and career planning skills.
- Opportunities to learn about the world of work, experience workplaces and engage with employers and labour market information (LMI).
- Participation in decisions that affect their learning and progression.

Students and parents/carers are informed of this entitlement through the school website, CEIAG lessons and the use of Unifrog, which records career-related activities.

## **4. CEIAG Values**

CEIAG at St John's is underpinned by:

- Supporting young people to progress
- Raising aspirations
- Ownership by the young person
- Impartiality, accessibility and transparency
- Promoting equality of opportunity and challenging stereotypes



## **5. Careers Education**

Careers education focuses on three core aims:

1. Self-development
2. Career exploration
3. Career management

## **6. Work-Related Learning**

Work-related learning includes learning through work, for work and about work. It is delivered through employer talks, activities, mock interviews and work experience. Work experience contributes significantly to students' economic wellbeing and understanding of the workplace.

## **7. Programme Delivery (Years 7–13)**

### **Key Stage 3 (Years 7–9)**

- CEIAG delivered through Well-Being lessons.
- Year 7 employer encounter.
- Year 8 introduction to progression routes and career research.
- Year 9 transition skills, options assemblies, individual guidance meeting and Moving On Fair.

### **Key Stage 4 (Years 10–11)**

- CEIAG delivered through Well-Being lessons.
- Moving On Fair attendance.
- Year 10 mock interviews and work experience placement.
- Year 11 assemblies, talks and provider information covering all post-16 routes including technical routes such as apprenticeships.

### **Key Stage 5 (Years 12–13)**

- Dedicated sixth-form careers programme delivered through Well-Being and Social Studies.
- Employer and higher education speakers, apprenticeship information and work-related experiences.
- Tutor support for personal statements and progression planning.
- Futures Week in Year 12 including employer talks and work shadowing.

## **8. Work Experience**

- Year 10 and Year 12 students complete work experience or work shadowing.
- Sixth-form students may undertake voluntary placements.
- Students source their own placements; the Careers Co-ordinator and Careers Leader approve them.
- Preparation includes health and safety briefings and pre-placement guidance.
- Students complete a logbook and review their experience on return.



## **9. Careers Information**

- Careers resources available in the main and Sixth Form libraries.
- Access to ICT and specialist careers programmes.
- Online resources available via the school website and Unifrog.
- Students receive lessons on using online careers information and evaluating digital sources for relevance and bias.

## **10. Advice and Guidance**

### **Advice**

Informal advice is provided by tutors, curriculum teachers, visitors as well as Careers and Sixth Form Leadership Teams.

### **Guidance**

- Independent, impartial guidance is available to all students in Years 7–13.
- Delivered by the Level 6 qualified Careers Leader.
- Action plans recorded on Unifrog.
- Guidance advertised via noticeboards, tutor updates and newsletters.

## **11. Career Champions**

Each curriculum area has a Career Champion to support subject-linked career learning and highlight progression routes.

## **12. Assessment, Recording and Reporting**

- CEIAG activities recorded on Unifrog and linked to Compass+.
- Assessment follows the St John's Feedback Policy.
- The academy holds the Quality in Careers Standard (Career Mark) and completes revalidation every two years.

## **13. SEND Students**

SEND students receive CEIAG through standard referral routes or the Annual Review process, with liaison between the Careers Leader, SEND team and external agencies.

## **14. Individual Learning Planning**

- Target setting and parents' evenings support planning.
- Action plans stored on student files.
- Careers Adviser supports students to create individual plans using Unifrog.

## **15. Management roles and responsibilities**

CEIAG is a whole-school responsibility delivered through:

**Governors** - Ensure statutory compliance and oversight.

**Principal** - Ensures adequate resources and compliance with national standards.



**Careers Leader** - Leads strategic direction and delivery, manages CEIAG, ensures Gatsby Benchmark compliance, provides information and advice, liaises with parents and partners, and holds Level 4, Level 6 and CDI Enhanced Careers Leader qualifications.

**Careers Co-ordinator** - Coordinates work experience, progression data, guidance referrals, employer interactions and Unifrog.

**Director of Sixth Form / Assistant Principal** - Oversees CEIAG for KS5 and liaises with Careers Leader.

**Tutors** - Support tutees with progression planning; receive CPD.

**Sixth Form Student Manager** - Produces parent/tutor packs with career information.

**Librarian** - Maintains careers resources and displays.

## **17. Resources**

CEIAG has an annual budget aligned with the school improvement plan. Staff training needs are identified through appraisals

## **18. Monitoring, Review and Evaluation**

- Destination data for Years 11 and 13 shared with Wiltshire Council.
- Feedback collected from students, parents, employers and partners.
- CEIAG reviewed annually; policies reviewed every two years.

## **19. Quality Assurance**

- Termly Compass Tool completion.
- Membership of Swindon & Wiltshire Careers Hub plus Careers & Enterprise Adviser.
- Revalidation of Quality in Careers Standard every two years.
- Careers Adviser registered with CDI.