

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

Kesteven and Grantham Girls' School



Approved by:

Welfare Committee
Full Governing Board

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1. Introduction

Careers Education, Information, Advice & Guidance (CEIAG) is an integral part of the preparation of students for the opportunities, responsibilities and experiences of adult life and, consequently, it makes a vital contribution to our general aims. It also provides many opportunities for students to develop their key skills, employability skills, and understand the current labour market and changes to the world of work. It encourages students to experience encounters with employees, employers and workplaces and provides opportunities for them to do this. It also provides opportunities for colleges and training providers to access KGS students to discuss non-academic routes that are open to them. At all Key Stages, CEIAG is integrated into the Guidance and Support curriculum. Every year there is a dedicated Careers Week where this area of student development is a focus for students through their academic subject lessons.

2. The CEIAG programme aims:

- To provide a stimulating, differentiated and supportive learning environment which enables every student to acquire knowledge, skills, qualities and attitudes needed to raise their achievement and be effective in a variety of roles and occupations.
- To provide opportunities for students to:
 - a. Develop awareness and self-reliance. Students should learn how to understand themselves and develop their capabilities.
 - b. Receive personal guidance
 - c. Explore careers, the current labour market and opportunities in an ever-changing society and world of work
 - d. Encounter employers and employees and experience workplaces
 - e. Encounter Further and Higher Education (in accordance with Provider Access Legislation January 2023)
 - f. Implement their personal career plans.
 - g. Understand how curriculum learning links to careers
 - h. Develop a knowledge and understanding of the world of work through a range of work-related experiences.
 - i. Develop employability skills and commercial awareness.
 - j. Develop skills to manage change and deal with transitions.

3. Objectives:

- The Learning Outcomes for each Key Stage are explicit in the Guidance schemes of work.
- Objectives and outcomes are reviewed and amended to ensure that they meet the students' needs. These will be communicated to all teachers, students and others involved in the CEIAG programme.

4. Entitlement

All students are entitled to guidance and support to make sound career decisions. The core components of the student entitlement are:

- Access to impartial and objective individual guidance from Form Tutors, subject teachers, Heads of Year and a Careers Adviser.
- A planned programme of careers education and guidance.

- Advice, encouragement and opportunities to experience the world of work, work related activities, workplaces and meet employers
- Open access to a well-stocked Careers Resource Centre and advice about the use of internet resources.
- Access to schemes of work which are designed to promote a range of possible learning outcomes and enable students to identify what went well and to highlight areas of development.
- Access to relevant labour market information and information on changes to the way work is organised
- Arrangements for an annual discussion of career plans and subsequent action planning.
- At least six encounters with providers of approved technical education qualifications or apprenticeships

An entitlement to CEIAG is promoted throughout the school CEIAG programme and curriculum teaching CEIAG

5. Implementation

The CEIAG programme is delivered:

- Through the Guidance programme in years 7 to 13 (1 hour every 2 weeks)
- Through the annual careers week featuring the relationship between work in curriculum lessons and the world of work
- Through visiting speakers
- A variety of teaching and learning strategies and methods are used to involve students in the learning process as outlined in the school's Teaching and Learning Policy. The school has strong links with their Independent Careers Adviser, who contributes to the CEIAG programme by providing regular opportunities for impartial individual interviews
- The school's Independent Careers Advisor and the Careers Leader report to the school Governors annually. These reports focus on the developments in the CEIAG programme and give quantitative data on the interactions that have taken place. Student aspirations are also tracked and these are used to inform staff when planning external speakers and attendance of students at external careers events
- Representatives from local industry, commerce, training organisations, colleges, universities and community organisations including a number of ex-students are involved in the CEIAG programme, providing sources of information, guidance and experience.
- The school is in close contact with its local Enterprise Coordinator who assists with careers planning and helps in providing contacts for students to experience employers and guest speakers and participates in local Careers Hub events focusing on developments in careers education and sharing of best practice.

The purposes of the CEIAG programme in the school is to promote the ethos of equal opportunities by:-

- Enabling all students to achieve their own individual potential.
- Challenging attitudes, beliefs and stereotypes.
- Providing information that is objective, impartial and free from bias.

- Providing access to a full range of support, careers, training and educational options available to them (in line with Provider Access Legislation)
- We recognise the important role that parents play in helping to shape the career and education choices of young people and, therefore, involve them through information evenings, work experience and employer visits.
- The school has a well-stocked Careers Resource Centre, containing up to date careers education and training literature on the full range of opportunities at 16+ and 18+.
- Our Careers administrator creates a regular bulletin of opportunities which highlights local and national employment opportunities for all Y10-13 students. This includes University schemes, insight events, summer schools, work experience, apprenticeships and Open days. This bulletin contains access to information on the local and national labour market.
- All students in Y9 & Y11 have an interview with their form tutor and/or Head of Year about their GCSE/ A Level/other post-16 choices.
- All students in Y11 have an individual meeting with a member of SLT about their post 16 plans
- All students in Y13 receive individual help and support with University applications from the Sixth form pastoral team.
- Students who choose not to go to University work on their personal action plans with the Sixth Form administrator and Guidance mentor as well as the Independent careers Advisor where appropriate.
- In Key Stage 5 all students receive an Individual Development Plan (IDP). This document sets out their core aims and through Guidance/Support sessions they develop an action plan. It also allows them to record the development of their employability skills through their curriculum learning.

Students can request to see the Independent Careers Advisor. Priority is given to those students in Yr 11 and Yr 13 as they will be making key directional choices.

6. Evaluation

The CEIAG programme is reviewed and evaluated at the end of each academic year, taking into account student feedback. The outcomes of the evaluation will be reflected in future developments, including the School Development Plan if appropriate, so that changes can be implemented and resourced.

Evaluations are carried out 3 times each year using Compass Plus. The careers provision is measured against the Gatsby Benchmarks. Annually student feedback is analysed and progression tracked using the Future Skills Questionnaire on Compass Plus which is sent to all Yr7, 8, 9, 10 & 12 students during Careers Week.

7. Provider Access Policy Statement

In line with the updated Provider Access Policy the careers provision will include from January 2023:

- Two mandatory encounters with a provider of technical education or apprenticeships within Years 8 & 9, between 1 September in Year 8 and 28 February in Year 9
- Two mandatory encounters with a provider of technical education or apprenticeships within Years 10 & 11, between 1 September in Year 10 and 28 February in Year 11

- Two encounters with a provider of technical education or apprenticeships within Years 12 & 13, between 1 September in Year 12 and 28 February in Year 13. These will be optional for students to attend.

How this programme will be implemented is shown in the Careers Programme published on the school website.

a) Management of provider access requests procedure

(As shown on the school website)

A provider wishing to request access should contact Mrs Rachel Smith Careers Leader.
Telephone: 01476 563017 Email: staffrsmith@kggs.org

If you are able to offer a talk to our students about a specific industry or your own career journey, please follow the link below and complete our on-line form. We will then get in touch as soon as we can to make arrangements.

[Guest Speaker Enquiry Form \(link to Microsoft form\)](#)

For safeguarding purposes, providers should bring photo identification with them when visiting the school.

b) Premises and Facilities

The school 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 the provider presentations. This will 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 or employment literature at the Careers Resource Centre. The Careers Resource Centre is available to all students at lunch and break times.

8. Careers Programme

Careers Programme			
	Autumn Term Sept-Dec	Spring Term Jan-Mar	Summer Term Apr-Jul
Year 7	Safety Day Theatre Visit	Author Visit	Zoo Visit
Year 8	Reflective Learners 1:1 Reviews Careers Quiz	Take Your Daughter to Work Day	First Aid Introduction to Technical Education and Apprenticeships Careers Week

Careers Programme			
			Science – medical mavericks Team Building Day
	Careers Themed Form Time (once a week)		
Year 9	GCSE Options Evening Real Game Personal Finance & Budgeting	Resilience research Money Matters (Banking Provider) Local Technical Education and Apprenticeships provider encounter	Financial Capability Access to Independent Careers advisor Safety Day Careers Week Alton Towers Clippy Project
Year 10	Politics Futures Friday Professional Skills in Guidance	Careers Interviews Careers Fair Futures Friday T Levels/Apprenticeship talk	Futures Friday Careers Interviews Careers Week Financial Capability Work Experience
Year 11	Life Skills - assembly on opportunities at 16 Professional Skills Careers Interviews 'What next' Wednesday Post - 16 evening	'What next' Wednesday Post - 16 taster sessions 1:1 meetings about post 16 options T Levels and Apprenticeships talk Careers Interviews with SLT	'What next' Wednesday KGGS Induction day
Year 12	Benefits of extra/super-curricular activities. Employability Skills Promotion of Work	Future education, training and employment options. Employability Skills Higher Education talks	Higher Education evening Interview skills & mock interviews Preparing a CV

Careers Programme			
	Experience. CV writing and letter of application Launch of Young Enterprise Post-18 Careers Fair HE Apprenticeships & T levels	Review of work experience and extra-curricular activities Oxbridge Conference Post 18 Research Enrichment: The World of Work	Post-18 Day – including Technical Education and Apprenticeships provider encounter UCAS Exhibition Careers Week Work Experience Week Enrichment: The World of Work
	Futures Friday – investigating different careers		
In Y12 & Y13 we try to arrange ongoing optional small group talks about different careers in independent study and through faculties. Many of these are provided by the school's alumni. All events are evaluated.			
Year 13	Workshops - HE and higher apprenticeship applications 1:1 reviews Post-18 options research Employability skills Promotion of Work Experience 1:1 support through the HE application process Enrichment: The World of Work	Studying abroad/gap years Personal Financial Management Survival skills for living away from home. 1:1 support through the HE application process Enrichment: The World of Work	
	Futures Focus– investigating different careers and the World of Work in Form Time		

9. Supporting Documentation

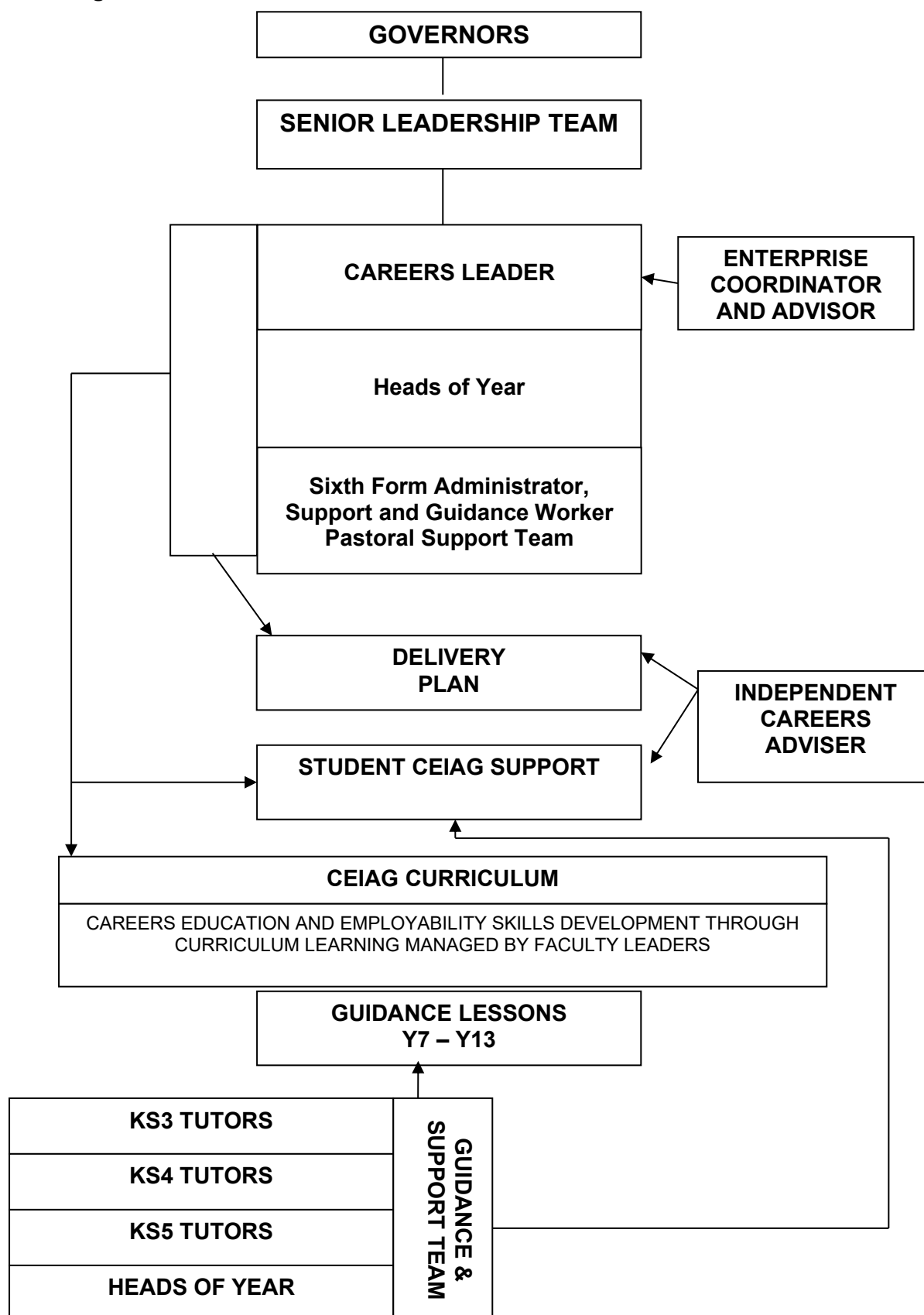
Careers guidance and access for education and training providers statutory guidance for schools and guidance for FE colleges and sixth form colleges January 2023
Gatsby Benchmarks of good career guidance updated September 2025
Skills and Post 16 Education Act 2022
Careers Impact System (The Careers and Enterprise Company) Maturity Model

10. Related School Policies:

Citizenship Guidance Document
Equality Information and Objectives Policy
Personal, Social and Health Education Policy
Special Educational Needs Policy
Teaching and Learning Guidance Document

11. Appendix 1

The organisation of Careers Education and Guidance incorporating Work Related Learning



12. Configuration History

Version:	Date:	Author	Contributors
1.0	October 2008	Careers, Education and Guidance Planning	
1.1	March 2010		
1.2	October 2010		
1.3	October 2014	Deputy Head, Learners & Learning	
2.0	June 2016	Deputy Headteacher	Sally Macpherson Dawn Wood Tracey Doig
3.0	June 2018	Deputy Headteacher	Sally Macpherson Kay Boothby Tracey Doig
4.0	June 2020	Assistant Headteacher	Sally Macpherson
5.0	June 2022	Assistant Headteacher	Sally Macpherson
6.0	January 2023	Assistant Headteacher	Sally Macpherson
7.0	June 2024	Assistant Headteacher	Sally Macpherson
8.0	June 2025	Assistant Headteacher	Sally Macpherson
9.0	June 2026	Assistant Headteacher	Sally Macpherson

Audit trail of change

Version	Date	Reason for Change
1.0	October 2008	Policy Review
1.1	March 2010	Policy re formatted
1.2	October 2010	Policy Review
1.3	October 2014	Policy Review
2.0	June 2016	Policy amendment to incorporate Work Related Learning
3.0	June 2018	Policy amendment due to new Government initiatives
4.0	June 2020	Policy Review
5.0	June 2022	Policy Review
6.0	January 2023	Policy Amendment to incorporate new Provider Access Legislation
7.0	June 2024	Policy Review
8.0	June 2025	Policy Review
9.0	June 2026	Policy Review

Authorisation

Name	Date	Signature		
Mrs J Blatherwick	June 2026		June 2024	June 2024
Full Governing Board	July 2026			