Willingdon
COMMUNITY SCHOOL

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

Date adopted by the Governing Body: 30th September 2026

To be reviewed: September 2027

Staff Responsible: Alison Borrell

Link Governor: Rachel Keen

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School Vision	Willingdon Community School seeks to maximise the life chances of all our young people and so it is crucial to prepare young people for life beyond school and college as per our vision of *"Preparing to take the next steps in life".*
Overall Aims	The Careers Education programme is designed to help students make the most of themselves and their opportunities. In particular, it aims to help them: • Develop their knowledge and understanding of the changing nature of work, learning and careers • Extend their understanding of opportunities in learning and work • Increase their knowledge of labour market information • Make good use of information and guidance • Develop and use their self-knowledge when thinking about, and making course and other choices • Develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition
Principles	Willingdon Community School believes that a young person's career begins with their pathway through learning and work. All young people are entitled to a planned programme of careers education and guidance to help them make appropriate and well-informed choices between the ages of 14 and 19 years old. This planned programme of activities will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents/carers. The programme will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student and will promote equality of opportunity, diversity and inclusion. Willingdon Community School will also provide support and guidance on the six learning areas for lifelong career development to ensure that learners grow throughout life, explore possibilities, manage their careers, create opportunities, balance life and work and understand how economy, politics and society connect with their career.

Policies	The school aligns its careers provision with the refreshed Gatsby Benchmarks Gatsby Benchmarks , actively reforming its work experience framework to target one week of meaningful workplace activities in Key Stage 3 and an immersive week of workplace development in Key Stage 4. The curriculum is further enriched by the CDI Career Development Framework and evaluated utilising the Careers & Enterprise Company's Compass + and Future Skills Questionnaire (FSQ) tools, working in close partnership with Careers East Sussex / The Careers Hub Willingdon Community School has a statutory duty to provide a stable, structured careers education programme for students in Years 7-11, in accordance with the Education Act 2011, the Provider Access Legislation and the Department for Education's Statutory Careers Guidance. https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools We welcome visiting professionals to our school to broaden our students' learning opportunities and enhance their knowledge of future career options. The policy, available for download below, sets out the school's arrangements for managing the access of providers to pupils at the school to give them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. Willingdon Community School is committed to Equality: we work to ensure that there is equality of opportunity for all members of our community across a range of strands, which include: race, disability, gender (including transgender), sexual orientation, religion and age as well as any other factors which have the potential to cause discrimination, e.g. socio-economic factors. Therefore, an Equality Impact Assessment (EIA) is carried out as part of the review process of this policy. For specific reference to these strands please refer to the Equalities policy.

Commitment	Willingdon Community School is committed to providing a planned programme of Careers Education for all students in Years 7-11, together with appropriate Information, Advice and Guidance (CEIAG) **Governors and Staff are committed to:** • Providing a planned differentiated programme of activities to which all students are entitled and will have access. • Securing independent and impartial careers guidance for Year 7 – 11 through the employment of a level 6 career adviser*, working closely with the Youth Employability Service (YES) and other external Level 6 advisers where appropriate, to ensure that no student is disadvantaged in gaining access to education, training or work. • Ensuring that, wherever possible, students' progress to an opportunity in further education, training or employment. • Involving young people and their parents/carers in programme activities and further developments. • Engaging with the Enterprise Advice Network and Local Careers Hub for support, training and advice. • Maintaining the *Quality in Careers Standard.* **Our careers strategy is informed by these current priorities; -** • Ensuring students are informed about all possible post Year 11 pathways including apprenticeships, vocational courses and T levels. • Supporting students in planning and managing their progression that takes into account labour market information (LMI) • Ensuring that the needs of specific groups of students are met, such as those defined as Pupil Premium, looked after, young carers and those with special education needs • Supporting individual aspirations, improving attainment and positive destinations by embedding careers education throughout the curriculum. • Developing students' employability skills, especially those associated with career adaptability, resilience, enterprise and employability. • Improving student's working lives by helping them to recognise the importance of contributing to the wellbeing of others through paid and voluntary work. • Use the Compass Plus tracker to monitor and improve our Gatsby Benchmarks and record provision at the individual student level. • Working with employers, FE and HE education, community, business partners to meet students' career development needs. • Ensuring that year 10 receive meaningful work experience and employability opportunities through Aspiration week.
Provision	**Management** Alison Borrell who is the Careers Leader and Associate Assistant Head manages the programme which is overseen by Headteacher Emily May and Deputy Head Ali Walters. This person liaises with the Head of Years, who in turn liaise with Coaches (who deliver the programme) and oversee programme delivery. A level 6 Careers Adviser who has completed Career Leader training (Sarah Rooney) provides 1:1 information and advice to students and manages the administration of college applications and further destination information. Alison Borrell also oversees the organisation of Work Experience that all year 10 students are involved in. Rachel Keen is the link governor for careers, responsible for ensuring that the school works towards achieving the 8 Gatsby Benchmarks and maintaining the Quality in Careers Standard. -Jenni Cole is the Careers and Enterprise coordinator. Sian Hepworth Environment Manager from E.on is the Enterprise Adviser.

Provision

Delivery
The Careers Education Programme is underpinned by the eight Gatsby Benchmarks to ensure that we deliver all the elements of an excellent careers programme.

In terms of delivery, all staff have a responsibility to provide careers education information and advice; and whilst the delivery is a predominantly taught approach within Coaching Time, all staff are expected to contribute through roles as Coaches and curriculum subject teachers in addition to specific staff responsibilities for CEIAG. Careers learning is also delivered through the RHSE and the Enterprise Curriculum.

Our programme includes -

- Careers education sessions
- Career guidance activities and assemblies
- Employer talks and workshops
- External visits to universities, FE establishments, careers and apprenticeship fairs
- Visits to further and higher education establishments and careers fairs.

Other focused events that take place on an annual basis include -

- Year 10 and 11 Information Evening in Term 1
- Year 7/8 'What's My Line term 2
- Year 9 KS3 -4 Curriculum Pathway Evening in term 3
- Involvement in the 'Widening Participation' scheme
- Access to College taster sessions in term 6
- Year 10 WEX term 5
- Year 10/11 Mock interview days term 6 and term 2

We also annually attend the biggest local careers fairs 'The Big Futures Show.', Eastbourne Careers Fair and iCan for SEN students We have long-established links with both local and national universities. To raise aspirations, we work closely with The Dare to Dream Programme and Paxton Ltd and with the Enterprise Coordinators and the CEAIG Hub.

Resources
Careers lessons are called the Big Futures programme and are part of the school's weekly Coaching programme. The Big Futures programme is underpinned by the Gatsby Benchmarks. Our school library has relevant, up to date CEIAG information in a range of formats. Students have supervised access to IT facilities, including Careers software such as e- Prospectus and the internet. Specialist support is available for individuals with learning difficulties and/or disabilities.

Guidance
Guidance is provided by our school Careers Adviser, Sarah Rooney and other external level 6 providers where appropriate. We have strong links with the Youth Employability Service (YES) to identify potential NEETs early and support them pre-emptively. All guidance aims to be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principle of equality. Students can also access guidance through a range of websites and books provided. In addition to this, Mrs Rooney has 'careers drop in' sessions which can be booked with her directly, for any student who requires careers advice.
National websites for guidance:-National Careers Website https://nationalcareers.service.gov.uk/ National Apprenticeships Website https://www.gov.uk/apply-apprenticeship

Training.
Training needs are identified through the annual needs assessment and appropriate arrangements made, often with support from local colleges.
The Careers Leader and Careers adviser regularly attend Careers Hub and Training meetings for career updates as necessary. Information is then brought back into the school and shared with other staff members.

Monitoring, review and evaluation

All programme activities are monitored, reviewed and evaluated with active involvement from students, parents, staff, senior management and governors.
It is reviewed annually, and findings are used to steer the school's improvement plan.

Alison Borrell
Director of Learning Technology &Enterprise, Careers Leader, Associate Assistant Head
Review Date: July 2026

Signature: