



Careers Education, Information, Advice and Guidance (CEIAG) Policy 25/26

Last reviewed: Feb 2026

Next review due: Feb 2027

We do things differently.....

H.E.R.E

**High Standards
Empathy
Resilience
Emotional Response**

Contents

1. Aims.....	3
2. Statutory framework.....	3
3. Careers leadership.....	3
4. Careers programme.....	4
5. Pupils with SEND / SEMH needs	4
6. Access to information.....	4
7. Monitoring impact.....	5
8. Links to other policies.....	5
9. Monitoring and review	5

1. Aims

This policy sets out the school's provision of impartial and high-quality careers education, information, advice and guidance (CEIAG).

Our careers provision aims to:

- Prepare pupils for adulthood and the workplace
- Develop self-awareness, resilience and career management skills
- Provide meaningful encounters with employers and providers
- Raise aspirations and promote equality of opportunity
- Ensure pupils understand the full range of academic and technical pathways
- Support pupils to make informed post-16 decisions

2. Statutory framework

This policy is based on:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (England) Regulations 2008
- The Skills and Post-16 Education Act 2022
- DfE Statutory Guidance: *Careers guidance and access for education and training providers* (updated May 2025)

The school provides independent careers guidance from **Year 7 onwards**.

We comply with the Provider Access Legislation (Baker Clause) and publish a separate Provider Access Policy Statement.

3. Careers leadership

Careers Leader:

Danielle Proctor

01925 452010

danielle.proctor@tkas.org.uk

The Careers Leader works with:

- Senior Leadership Team
- External careers adviser (Local Authority)
- SEND/Inclusion staff
- Designated Teacher for LAC

Responsibilities include:

- Developing and evaluating the careers programme
- Ensuring compliance with statutory requirements
- Embedding careers across the curriculum
- Coordinating employer and provider engagement
- Supporting pupils with SEND and SEMH needs
- Recording provision using Compass/Compass+

4. Careers programme

Our careers programme is structured to meet the **Gatsby Benchmarks**, including:

1. A stable career programmes
2. Learning from 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

The programme is progressive across Years 7–11 and delivered through:

- Careers lessons within PSHE
- Form time activities
- Employer encounters
- Provider encounters
- Careers trips and visits
- Work experience (where appropriate)
- Personal careers interviews
- Targeted transition support

5. Pupils with SEND / SEMH needs

As an AP SEMH setting, all pupils have additional needs.

The school ensures:

- Personalised careers support
- Reasonable adjustments during encounters
- Small-group or 1:1 guidance where required
- Transition planning involving families
- Support exploring supported internships or specialist routes

6. Access to information

Careers programme information is published on the school website.

Additional information may be requested from the Careers Leader.

7. Monitoring impact

Impact is assessed through:

- Pupil feedback
- Staff and parent feedback
- Destination data
- Evaluation of events
- Compass/Compass+ reporting
- Review meetings with careers partners

8. Links to other policies

- Provider Access Policy Statement
- Safeguarding policy
- Curriculum policy
- Behaviour policy
- Complaint's policy

9. Monitoring and review

This policy is reviewed annually.