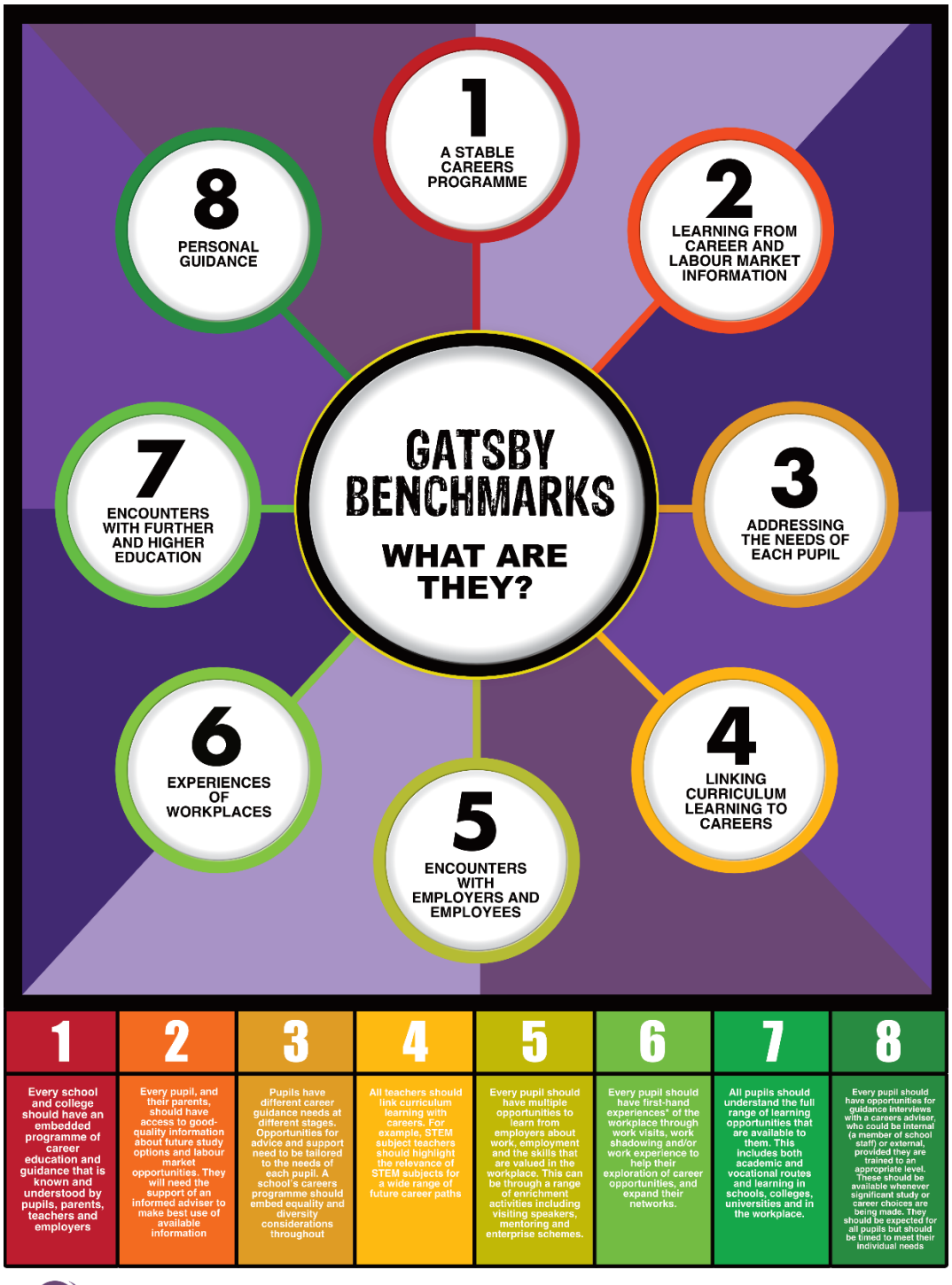
SMITHILLS SCHOOL
Success for All

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POLICY: Careers Education Information Advice and Guidance (CEIAG)



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Success for All

Vision
At Smithills our overarching aim is for students to be aspirational; motivated; inspired; and well informed so they develop as self assured learners, able to make realistic decisions about their futures and effective transitions in their chosen career or pathway. We strive to ensure students are well equipped to make the transition into good employment and aspire to have access to higher skilled work and higher paid jobs. We aim to support young people in developing skills employers are looking for, to match the needs of the economy so they are in a position to access; sustained work, improved life opportunities and can make a positive contribution on the growth of the economy. Having established a large network of external provider links and employers, we are able to provide independent careers guidance and inspiration enabling students to explore their future options and support transition to further education and training, apprenticeships and higher education. We are committed to meeting in full the eight Gatsby Benchmarks that are at the heart of the careers strategy for all schools to offer high quality CEIAG to all our students throughout all years.

Intent	
1.	To help students explore various career options, understand themselves and the external influences and factors upon them.
2.	To develop a culture where students understand our school values of Excellence, Independence and Community
3.	To instil in pupils the importance of attendance, punctuality, positive attitudes & behaviour, and preparation for life to improve their life chances and support transition
4.	To ensure staff, students , parents & careers are kept up to date with Labour Market Information (LMI) to be able to support students when exploring and planning adequately for career and employment opportunities available to them in the future.
5.	To ensure students use up-to-date career & labour market information to help inform future study or career decisions.
6.	To encourage parents and carers to use careers information and labour market information to aid the support given to their children.
7.	To develop in students the knowledge and skills needed to make successful choices, and manage transitions in further education and training , higher education and future employment.
8.	To provide our students with guidance that meets professional standards of practice, is person-centred, impartial and confidential.
9.	To ensure that students have access to high quality, accurate and up-to-date information about careers and work opportunities and know how to make effective use of it.
10.	To track student destinations to be able to provide destination data as required by the LA and inform our future CEIAG planning.
11.	To work pro-actively with the local authority, connexions and other external careers advisors to provide careers guidance to vulnerable pupils and those with special educational needs and disability (SEND) students.

12.	To work in partnership with connexions to provide 1:1 impartial guidance for students to support them at key periods of transition and in preparing for future careers
13.	To liaise with directors of learning, subject leaders and teaching staff to ensure there are meaningfully experiences of career learning incorporated into every subject area in school.
14.	To liaise effectively with all internal and external agencies to ensure they are aware of the intended learning outcomes for students when providing CEIAG for students
15.	To equip students with the skills needed to conduct their own independent research to extend their knowledge in specific career opportunities
16.	To provide the relevant links and contact with organisations and staff able to support students in their intended destinations
17.	To liaise with parents regularly and keep them informed about opportunities for students to attend events, meet with post 16 providers and support they can provide for their son/daughter.
18.	To liaise with coordinators responsible for supporting most able and high attaining pupils to ensure they are provided with CEIAG relevant to their future aspirations, including; attending Russell group universities; aiming for advanced and higher apprenticeships; or preparing adequately for demanding routes into employment.
19.	To provide access for students to careers information from Year 7-11 , so they appreciate which subjects can support their progression to the careers for which they have aspirations in the future.
20.	To provide learning for all students by the age of 14 about STEM subject areas and the opportunities available to access a wide range of STEM careers.
21.	To provide opportunities to develop entrepreneurial skills and employability skills through session zero, taster events, games, competitions and subject challenges.
22.	To provide access for students to employers ensuring they have meaningful encounters with employers throughout their time at school.
23.	To ensure pupils have been provided with information about the full range of options available to them including academic, vocational, technical, apprenticeships, and higher level apprenticeship.
24.	To make provision for pupils to experience meaningful encounters with; sixth form colleges; FE colleges; independent training providers; and universities to show them the pathways available to them Post 16/ Post18
25.	To provide access for students to their individual CEIAG records to support their career development

Implementation	
1.	Learning will be delivered throughout the school via conferences, session zero, presentations, group based activities, drop in sessions from visiting speakers, assemblies, mentoring sessions, and subject learning within the curriculum. Themes covered will include; the real world, employability, transferable skills; future options; post 16 transition and a range of careers information, advice and guidance.

2.	Work Experience opportunities are provided for Year 10 students.
3.	Opportunities are provided for students to take part in organised transition days and other relevant career related experiences both inside and outside of the classroom.
4.	Opportunities are provided for students to attend employers led events as well as events delivered by further education and higher education establishments including campus tours.
5.	Providers of FE/HE, employers and apprenticeship ambassadors are invited to appropriate events including; assemblies, Parent evenings, Year 10 & 11 Preparation evenings and mock interviews.
6.	Alumni are invited to pass on the benefits of their experience from vocational courses, apprenticeships and degrees courses to help change perceptions of what students are capable of achieving.
7.	Careers information is available in the careers office giving students access to further education and higher education literature, prospectuses and displays.
8.	Students are able to access online career support using software including Start Profile , GMACS & Xello and Career pilot.
9.	Support and guidance is provided to access and complete applications for further education, apprenticeships and/or training.
10.	1:1 guidance is available for students requesting personalised advice, and for all students in year 10-11. A personalised action plan is provided and information for further exploration of specific progression routes available for identified careers.
11.	Students have access to CEIAG information that covers all routes including academic, technical, vocational and apprenticeship pathways.
12.	Students are provided with 'Record of Achievement' folders and certification for events and achievements that acknowlege and celebrate success.
13.	Parents are kept informed through; information on the school website; emails; letters; telephone contact; parent app; social media; attendance at school events; and through meetings with Parents; so they are able to support their children with decision-making for remaining in full time education, applying for an apprenticeship or moving onto other relevant training at 16.
14.	Communication of all Careers information, including open evening dates, external careers fairs, dates of internal and externally organised activities and events, takes place through the weekly Careers/ WRL bulletin, the school website, MS Teams, Social media and parent app
15.	Students are made aware of out of school opportunities that could help them with their career aspirations, such as the National Citizen Service and other voluntary and community activities, and ambassadors for these projects are invited into school to meet and work with students
16.	Effective communication networks exist between with Connexions PA , School SENCO, Learning Services Curriculum Hub. Link coordinators working with targeted groups of students have been established to ensure everyone has access to accurate information and data, to be able to support our SEND students and develop individual Action Plans and opportunities to implement and review these plans.

Written By: Andrea Bennett - Careers Lead	**Date:** November 2026
Signed: Principal	**Date:**
Approved on behalf of Governing Body:	**Date:**
For Review: November 2027	