



**Policy/Author: Andrea Bennett**  
**Careers Education Information Advice and Guidance**

**Version: 2**

**Date: September 2024**

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*C. Dewse*

**Headteacher**

**Ratified by Trust: October 2024**

*[Signature]*

**Chair of Trustees**



<b>Current version</b>	<b>Previous version</b>	<b>Summary of changes made</b>
13.11.23	1	Removed the paragraph – that mentions the Xello platform online software as it was a pilot trial scheme
25.9.2024	2	Each section has had amendments and been updated
		Roles and responsibilities of staff have been added
		Aims and Objective of the school have been added
		Removed “Student “from each paragraph and replaced with Pupil
		Intent .5 added Unifrog for careers and work experience



### Careers Education Information Advice and Guidance (CEIAG)



### 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 can access sustained work, improved life opportunities and can make a positive contribution on the growth of the economy. **We work to ensure students are aware that the attainment of English and Maths GCSE are crucial elements of any future study programmes they may undertake and are an expectation from all employers**

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.

**Careers Education and Guidance is a vital component of the curriculum at Smithills High School: we fully support the statutory requirement for a programme of careers guidance in Years 7-11.**



### **Roles and Responsibilities**

Mrs C. Dewse -Head Teacher  
Mr P. Pavay -Deputy Head  
Miss J. Holman CEIAG Line Manager  
Mrs A Bennett – Careers Leader  
Mrs E Carmichael -Connexions Advisor ( 1 day per week)  
Mrs S Morris -SENCO  
Trustees -M. Crossly

**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.**

1. A stable careers programme
2. Learning from careers and 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 workplace
7. Encounters with further and higher education
8. Careers information and guidance development

### **Our Aims**

- Build a strong and sustainable careers programme
- To focus students on their future aspirations through 1;1 career guidance
- Develop enterprise and employment skills through links with industry
- Involve parents and carers
- Address the needs of all our students through appropriate differentiation
- Contribute to strategies for raising achievement, especially by increasing motivation
- Contribute to the economic prosperity of individuals and communities
- Support inclusion, challenge stereotyping, and promote equality of opportunity
- Encourage participation in continued learning including higher education and further education

### **Our Objectives**

- Raise aspirations by ensuring all pupils have knowledge of routes into further education, higher education, and apprenticeships of all levels
- Meet the Gatsby Benchmarks for good careers guidance as recommended by the Department of Education, thereby guaranteeing every student is offered careers personal guidance to meet their needs at various stages through their school journey. This will reflect the school's equality and diversity policy to ensure that every pupil is treated fairly
- Provide effective and impartial information, advice, and guidance to prepare pupils for life in the wider world, making them aware of roles and responsibilities



Intent	
1.	To help pupils explore various career options, understand themselves and the external influences and factors upon them. All pupils in Year 7-11 have access to the careers leader who based in the careers office. Advice and support are tailored to the needs of each pupil and equality and diversity considered throughout
2.	To develop a culture where pupils understand our school values of Excellence, Independence, and Community and to work towards providing equality of opportunity and access to all students whilst reducing disadvantage and promoting social inclusion
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 Pupils will be informed at 1;1 Interviews with our career's advisor – college and 6 <sup>th</sup> form, and employers will write to school for references and attendance and punctuality for all pupils
4.	To ensure staff, pupils, parents & carers 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. Pupils and parents have access to excellent quality information regarding CEIAG and Labour Market Information via the Careers Section on the school website. This section contains information on specific events being held both in school and outside of school. It also has links to a range of careers-based websites, which are both interactive and informative. We are now using Unifrog portal which is available for all careers information and work experience parents and pupils will have logins for work experience for all Year 10 pupils participating in June 2025
5.	To ensure pupils use up-to-date career & labour market information to help inform future study or career decisions. Pupils will receive independent and impartial advice about all the mainstream education, training, and employment opportunities on offer, regardless of their individual circumstances
6.	To encourage parents and carers to use careers information and labour market information to aid the support given to their children. Providing a wealth of inspirational IAG opportunities, activities and experiences which will inform, motivate, and encourage pupils to aim high and fulfil their personal aspirations
7.	To develop in pupils the knowledge and skills needed to make successful choices, and manage transitions in further education and training, higher education, and future employment. CEIAG is an essential element of the whole school curriculum, relating to all key stages and areas of learning and experiences – culminating in preparation for eventual employment by the end of Post 16. As a school we are working within the guidelines of the 8 Gatsby benchmarks.
8.	To provide our pupils with guidance that meets professional standards of practice, is person-centred, impartial, and confidential. Pupils have access to impartial face to face careers guidance where it is most suitable support for young people to make successful transition; particularly with external and expert providers
9.	To ensure that pupils 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. Connexions develop and maintain systems for recording individual advice and careers



	interventions given to each pupil. Connexions explore destination figures for Key Stage 4 and Post 16 pupils and identify any deficits in take up pathways, subjects or courses that would be addressed by better tailoring of the careers programme. We use compass evaluation tool to assess how well existing provision meets the needs of all students
10.	To track pupils' destinations to be able to provide destination data as required by the LA and inform our future CEIAG planning. Destination of previous pupils from Smithills High School is provided from all colleges and 6 <sup>th</sup> forms and providers. Pupils identified as at risk of NEET are provided with early support. Ensuring these students have at least one personal guidance meeting with our carers advisor from connections and are prioritised when opportunities such as college taster days and personal statement workshop arise ; Any pupils at risk of being NEET are also contacted by our connections advisor and regular phone calls , home visits and contact with parents and carers
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) pupils. We will provide information, when appropriate to local authorities to ensure stakeholders know what services available and how young people can be referred for support
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 Providing access to online career platform to help and the pupils careers journey for help with research and evaluation
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. As a school we aim to raise aspirations and focus of pupils. Therefore, partnership with parents, carers, businesses, their employers, and teaching staff are vital
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 From Year 7 upwards pupils are given the opportunity to engage in activities including professional talks and introduction to different vocational areas
15.	To equip pupils with the skills needed to conduct their own independent research to extend their knowledge in specific career opportunities The CEIG Programme as an integral part of developing the pupils whilst throughout this – their skills, attitudes are developed that will enable pupils to undertake the responsibilities and experiences of adult life and the world of work
16.	To provide the relevant links and contact with organisations and staff able to support pupils in their intended destinations CEIAG is a planned and distinctive element of the whole school curriculum. School assemblies from employers, further and higher education establishments supplement this.
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. Offering support from our experienced and knowledgeable team by providing access to up-to-date unbiased information on future learning, training, careers,





	and labour market information -equipping with information on current opportunities
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. Parental encouragement is encouraged at all stages
19.	To provide access for pupils to careers information from Year 7-11, so they appreciate which subjects can support their progression to the careers for which they aspire in the future. We have a responsibility to ensure sufficient support is provided for all our pupils, promoting well informed and realistic decisions. In line with statutory guidance, the school provided access to impartial and independent advice about the range of education and training options that will help young people achieve their ambitions
20.	To provide learning for all pupils by the age of 14 about STEM subject areas and the opportunities available to access a wide range of STEM careers.  STEM subject staff should highlight the increasing needs for STEM subjects to access a wide range of future careers paths, making sure the information does not stereo type in any way.
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 pupils to employers ensuring they have meaningful encounters with employers throughout their time at school Labour Market Information and Intelligence is available to ensure students and parents are aware of local and national opportunities as well as trends, to ensure they are informed to make the best decision
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. Pupils acquire knowledge, understanding and skills that they need to manage their lives now and in the future. Departmental subjects show careers paths where subjects can take them
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 Pupils have multiple opportunities to learn from employers about work, employment and skills that are valued in the workplace. This is offered via work experience work programmes, mock interviews, visiting guests mentoring, assemblies, lunch time drop ins and motivational speakers
25.	To provide access for each pupil to their individual CEIAG records and support their career development A concise plan of engagement in Careers Guidance for all students to ensure that they work hard and strive to be the best they can



<b>Implementation</b>	
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. <b>Supporting pupils to develop a self-awareness, independent thinking and career management skills needed for their own futures and helping with the decision-making process</b>
2.	Work Experience opportunities are provided for Year 10 students <b>. Pupils in Year 10 can take part in a one-week work placement where they will be able to sample real life working work. Those pupils not attending work experience placement they will attend workshops ranging from colleges, sixth form, employers, university and banks learning about finance and budgeting, applying to colleges, cv writing which enable all students to discuss careers aspirations</b> <b>This allows the opportunity to meet representatives from industry, and they will find out about different subjects and the jobs these subjects can lead them to</b>
3.	Opportunities are provided for pupils to take part in organised transition days and other relevant career related experiences both inside and outside of the classroom. <b>Students are selected to attend 6<sup>th</sup> form and College for the day to experience workshops and college life</b>
4.	Opportunities are provided for pupils to attend employers led events as well as events delivered by further education and higher education establishments including campus tours. <b>To have access to careers focused sessions every year through enrichment days and lifelong learning events</b>
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 and lunch time drop ins on a regular basis <b>Providers of HE, FE and training providers are offered an assembly slot throughout Year 11 to share information with pupils and staff</b> <b>They also attend parents evening, expectation events and SEND events and Year 11 mock interviews</b> <b>We have opportunities to attend Manchester University with the Gateway programme for students to explore HE, budgeting, and removing barriers accessing higher education and funding</b>
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 can achieve. <b>We celebrate previous pupils ' success stories and share this with current students in assemblies, Posters from College's and 6<sup>th</sup> forms are displayed in the careers office and the careers board in the Canteen. Colleges promote in their presentations in assemblies and in prospectuses. They also promote pupils from this school by using marketing materials</b>





	they handout as examples of success and achievements
7.	Careers information is available in the careers office giving pupils access to further education and higher education literature, prospectuses and displays. The Bolton Connexions Careers Service who provided a bespoke service one day a week in Smithills with Mrs E Carmichael – for key steps Careers IAG Quality Assurance. Information, Advice and Guidance is available in the careers office for all pupils 1:1 advice and guidance sessions
8.	Support and guidance are provided to access and complete applications for further education, apprenticeships, and/or training. Engage and participate with local employers and training providers to provide multiple learning opportunities about the world of work and skills required. Both academic and vocational routes are explored and are available to pupils regardless of careers choice
9.	1:1 guidance is available for pupils 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. We adapt information, advice, and guidance as necessary to meet the needs of any vulnerable pupils and offer appropriate alternatives as deemed necessary
10.	Pupils have access to CEIAG information that covers all routes including academic, technical, vocational and apprenticeship pathways. We engage as a school with local employers and training providers, colleges, and 6 <sup>th</sup> forms to provide pupils with multiple learning opportunities about the world of work and skills required for all job roles to make pupils more aware of the grades that will be expected to obtain in Year 11 in their GCSE
11.	Pupils are provided with 'Record of Achievement' folders and certification for events and achievements that acknowledge and celebrate success. Pupils are encouraged to take along with them to college and 6 <sup>th</sup> form interviews and mock interviews in school Students are also encouraged to write a personal statement and an up-to-date C, V
12.	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. We have just produced a parent's newsletter termly with careers information including all college, 6 <sup>th</sup> form and providers' Open Events for 2024/2025
13.	Communication of all Careers information, including open evening dates, external careers fairs, dates of internal and externally organised activities and events,
14.	Pupils 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. We also encourage pupils to complete their Duke of Edinburgh and support at school with events and Open evenings
15.	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 pupils and develop individual Action Plans and opportunities to implement and review these plans. SEND pupils are supported through a range of provisions depending on need. They will be included in the whole years events and given extra help including 1:1 career interview to help them progress to post 16
16.	EAL (English as a second language) & INA (international new arrivals) - pupils are offered 1;1 advice on their post 16 options and supported throughout their education to engage with career information. We work closely with Bolton College ESOL department (English as a second language) and discuss with each pupil that they will need to undertake a year's programme prior to commencing on a vocational programme Pupils are supported with college application's and interviews the college invite a small group of pupils into the college for a basic assessment prior to the course