



Harris Church of England Academy

Policy

**Careers, Education, Information, Advice
and Guidance {CEIAG} Policy**

To be tabled at Full Governing Body for

Date Tabled:	September 2025
Review Date:	September 2026

TERMS AND ABBREVIATIONS

CEIAG	Careers Education, Information, Advice and Guidance
IiC	Investors in Careers
FE	Further Education
HE	Higher Education
LMI	Labour Market Information
PP	Pupil Premium
NEET	Not in Education, Employment or Training
WRL	Work Related Learning

Overview

The Careers Education, Information, Advice and Guidance {CEIAG} Policy is aimed at all staff within Harris Church of England Academy. It requires the commitment and dedication from Governors, Teaching and Non-Teaching Staff and all relevant stakeholders in terms of the support, organisation, delivery and evaluation of Careers Education, Information, Advice and Guidance.

Aims

Harris Church of England Academy will ensure that the following aims and objectives are put in place;

- To demonstrate a whole school commitment to CEIAG. This incorporates all staff including teaching and non-teaching staff, SLT, SENCo and Governors.
- To ensure that commitment is also formally shared by students, parents/ carers and the wider community and to promote the importance of parent / carer engagement and participation.
- To produce a relevant and up to date CEIAG programme which is delivered to all students from years 7 – 11 throughout the current academic year and which is successfully embedded into the whole school curriculum.
- To ensure that all staff support the implementation and delivery of the CEIAG programme.
- To ensure that our CEIAG programme is up to date and adheres to all relevant statutory guidance and legislation, such as the The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023 document, the 8 Gatsby Benchmarks and the Career Development Institute’s {CDI} Framework
- To meet the needs of all of our students from years 7-11 by incorporating age appropriate career learning programmes, activities and events.
- To enhance and improve students’ confidence, aspirations and motivation in terms of their future development, education and career progression in order to help them make the right informed decisions for their future.
- To ensure that all students are advised and guided by appropriately trained staff and these staff are continuously developed.
- To provide and promote opportunities for students to meet professionals from a variety of industries, companies and educational establishments, in order to prepare them for further and higher education and the world of work.
- To create a learning environment which allows students to tackle real life challenges.
- To ensure that all students from Years 7-11 have access to independent, impartial, fair and unbiased careers guidance with a Level 6 trained Careers Advisor.
- To ensure that careers learning is naturally embedded into the academy’s curriculum, via subject lessons and the PHSE Work Related Learning Programme.
- To increase student knowledge in terms of future choices, to ensure that our students move onto appropriate further education or training.

- To target specific groups such as Pupil Premium, SEN, NEET, and Young Carers to ensure that they receive the best opportunities available.
- To reward and monitor students achievements, progress and success.
- To embed equality, diversity and inclusion into everything we do in terms of CEIAG.
- To continually monitor, review and evaluate the CEIAG programme to ensure that the needs of all students are met and developed accordingly.

Objectives

- To continue to achieve all Gatsby Benchmarks following the updates from September 2025.
- To implement the recommendations following the re-accreditation of the “Quality in Careers Standard” awarded by Investors in Careers {IiC} to the Academy in March 2025.
- To continuously monitor the Commitment, Organisation, Delivery and Evaluation of our CEIAG programme.
- To produce and deliver an effective and up to date CEIAG programme, linked to outcomes within the CDI Framework. This will be delivered to all students from Years 7-11.
- To conduct impartial, fair and unbiased career meetings with all of our Year 10 students throughout the academic year and also with any PP, NEET, SEN and other students identified as needing extra support within Year 11.
- To ensure that we recognise that all of our students are different, but continue to treat them all as equals and include each and every one of them in our CEIAG programme.
- To work with appropriate external IAG providers to ensure that all students are able to make informed choices and effective transitions after school.
- To promote the Harris Alumni and to invite ex-students in to encourage high aspirations for our current students.
- To provide our students from Years 7-11 with up to date and current Labour Market Information {LMI}.
- To produce an Annual Evaluation Survey for Students, Parents / Carers, Staff and Governors and to analyse and publish these results accordingly.
- To make recommendations and improvements based on the results of the Annual Evaluation Surveys and to incorporate all actions within a Careers Development and Improvement Plan.
- To celebrate reward and success in terms of Careers, by promoting achievements.
- To ensure that the “Careers Section” of the school website is kept up to date for students, parents / carers and the wider community to view.
- To provide exact destination data to the students and appropriate bodies, by given deadlines.

Parent and Carer Engagement

We recognise the vital contribution that parents and carers play in student’s career development and decision making. We engage with parents / carers to enhance and continuously improve and develop our CEIAG programme through:

- Letter to all parents at the beginning of the academic year outlining what Harris will do in terms of CEIAG for the whole year for each year group.
- The Careers Adviser is available at Parent’s Evenings.
- Information to assist in supporting their young people with transitions and career decisions.
- Continuous careers updates within the student / parent newsletter and the careers specific newsletter, NextSteps.
- Ensure that all CEIAG policies, plans and programmes are made available for all to view and are easily accessible.
- Invitation to participate in the Parents Annual Evaluation Survey
- Correspondence to parents / carers through a variety of different channels, such as letters, text messaging, Instagram, LinkedIn and emails

Student Entitlement linked to CDI Framework

Our CEIAG activities are linked to the CDI (Career Development Institute) Framework's six key learning areas:

1. **Grow throughout life**
2. **Explore possibilities**
3. **Manage career**
4. **Create opportunities**
5. **Balance life and work**
6. **See the big picture**

Activity	CDI Framework Area(s)	Explanation
Tutor-based career activities (Years 7–11)	1, 3, 5	Supports ongoing development, career management, and balancing aspirations with life.
Use of Unifrog from Year 7 onwards	1, 2, 3	Encourages lifelong learning, exploring options, and managing career paths.
Careers Detective workshop (Year 7)	4, 6	Tackles stereotypes and promotes equality, linking to opportunity creation and societal awareness.
Options Evenings + 1:1 SLT meetings (Year 9)	2, 3	Helps students explore possibilities and make informed decisions.
Career-based interactive encounters (all years)	2, 4	Provides real-world insights and helps students identify opportunities.
Work Experience (Year 10)	2, 3, 5	Offers practical experience, career management, and work-life balance understanding.
Mock Interviews (Year 11)	3, 4	Prepares students for real-world opportunities and career transitions.
School trips (Colleges, Universities, Companies)	2, 6	Broadens horizons and contextualizes learning within the wider world.
Visits from professionals (Apprenticeships, FE/HE)	2, 4, 6	Offers exposure to diverse pathways and societal roles.
Career-based assemblies	1, 6	Reinforces lifelong learning and awareness of the broader career landscape.
Annual Careers Fair (Years 9 & 10)	2, 4	Facilitates exploration and networking with potential employers/educators.
National Careers Week & Apprenticeship Week	1, 6	Promotes lifelong learning and national career development initiatives.

PSHE Work Related Learning

We deliver “careers learning” sessions within an effective PHSE programme for all year groups linked to the CDI Framework.

	Key Themes	Example Topics
Key Stage 3	Introduction to Careers & Self-Discovery	Who am I? What are my interests and strengths?
	Exploring Possibilities	Dream jobs and employer profiles, Superhero CVs
	Understanding the World of Work	What is a career? Challenges and rewards of work
	Building Skills	Communication, teamwork, and decision-making
	Tackling Stereotypes	Careers Detective-style activities to challenge bias
Key Stage 4	Career Management	Setting career goals, Reflecting on your career journey
	Post-16 Options	Vocational vs academic pathways, Apprenticeships and T Levels
	Workplace Readiness	Work experience preparation, Mock interviews and CV writing
	Life Skills	Financial literacy, Work-life balance
	Personal Branding	Building your employability profile, Preparing for personal guidance interviews

A full account of these sessions can be found in the PSHE 2025/2026 plan.

Safeguarding

Safeguarding is considered in the careers provisions in terms of;

- Ensuring that a member of staff is in the vicinity of any meetings for the safety of both parties.
- Ensuring that an accurate account of conversations are recorded within careers meetings and are distributed within a 24 hour period, so that the student can request any amends and to agree that it is a true reflection.
- Ensuring that DBS status is checked when visitors are invited into school for a careers event and to accompany the visitor at all times should they not have a DBS.
- To ensure that the correct procedures are followed when planning an external trip with the students, to ensure the health and safety of all parties
- Unifrog is used to check requirements for work experience such as health and safety, insurance and safeguarding.

Roles and responsibilities

- All staff within Harris Church of England Academy are responsible for the commitment of CEIAG and promoting the importance of CEIAG to our students.
- The Careers Lead will be responsible for the overall management and strategic leadership of the academy careers provisions.
- The Careers Advisor will be responsible for providing information, advice and guidance to pupils on a one-to-one basis and in groups.
- SLT and the Governors will support the promotion of careers within the academy.
- All staff, governors, students and parents/carers will be involved in the review, development and improvement of CEIAG by having the opportunity to take part in an Annual Evaluation Survey.
- The student Careers Focus Group (Careers Champions) will support the Careers Advisor and promote the careers provisions to their peers within the academy.

Monitoring, evaluation and review

This Policy will be monitored, evaluated and reviewed every 12 months by the Careers Advisor, Senior Leadership Team and Governing Bodies.

Approval and review

Approved: Autumn 2025 by Full Governing Body

Next Review: Autumn 2026

Signed:

Miss A Weitzel
Chair of Governors

Mrs R Harrison
Head Teacher