



Document Detail	
Version Statutory	V25.1
Reviewed By:	PN
Reviewing Committee:	Full Governing Body
Approved By:	Full Governing Body
Date of Approval:	18 TH November 2025
Review Date:	Autumn 2026



CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY

Careers Education, Information, Advice and Guidance Policy (CEIAG)	
Version History	
V24.1	No Amendments
V25.1	No Amendments

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

Purpose

Careers Education helps young people to develop the knowledge, confidence and skills that they need to make well-informed, thought-through choices and plans that enable them to progress smoothly into further learning and work, now and in the future. As a school we must ensure that high quality information, advice and guidance is offered to our pupils, parents and carers to help them make the best choices, taking into consideration the students' abilities and ambitions is available. This should ensure the right pathway is chosen for them and by them. We seek to ensure we adhere to the guidelines as outlined in "Careers guidance and access for education and training providers Statutory guidance for governing bodies, school leaders and school staff" October 2018- Section 42A and 45A of the Education Act 1997.

Aims

Shorefields School has a statutory requirement when delivering careers education, to ensure that information about learning options and careers is presented impartially and that advice promotes the best interests of pupils. We aim to ensure that our careers programme:

- Empowers young people to plan and manage their own futures
- meets the eight Gatsby benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018
- work towards becoming recognised as a leading school in CEIAG for SEND in the Tendering area
- Respond to the needs of each learner
- Provides comprehensive information and advice
- Raise aspirations
- Actively promote equality of opportunity and challenges stereotypes
- Help young people to progress
- Enable all learners to reach a positive destination in a learning, training or continuous development provisions after Year 14
- Work towards gaining the 'Quality in Careers Standard' accreditation, the nationally recognised award for CEIAG in English Secondary Schools

Careers Education

All of our careers education is person centred and delivered through a topic based approach that is embedded throughout the curriculum to support students in working towards and achieving their individual aspirations. By introducing pupils to a variety of career and transition pathways through sensory exploration, practical activities and workplace settings they will be better equipped to make individual choices. We personalise their careers education and the students self-evaluate their work experience and provider programme placements to enable them to make

informed choices. More importantly though, it seeks to help pupils understand and be prepared for the ever changing and challenging Work and Career environment that they will face in the future. This builds progressively from year 7 to year 14 and in post 16 is a core part of their individual study programme. The primary aspiration is that all our students will develop the skills and confidence to make the most of their life choices, enabling them to follow their best suited chosen pathway or career route. The school will evidence all careers related activities, experiences and learning on Tapestry. This evidence will be indicated on this format, and flagged as careers. This allows for straight forward tracking of students' progress. Our guiding documents and resources come from a variety of sources including: The National Careers Service and Gatsby Benchmarks. The school's "Careers Guidance Strategy" highlights where the school is reaching and exceeding its aim of reaching the standards as set out in the "Gatsby Benchmarks", while exploring the areas and actions needed to improve.

Commitment

The Governing Body, Senior Leadership Team and all staff are highly committed to CEIAG and this is demonstrated in the resources available:

- Designated Careers Leader (who is qualified to level 6 in Career Guidance and Development, and accredited careers leader training), with the responsibility for insuring schools [CEIAG Policy is implemented](#).
- Professional development for staff working with CEIAG and support the identification of training needs to ensure knowledge and skills are up to date.
- Well-resourced and bespoke Careers and Transition information located in the school's foyer.
- A dedicated website with links to relevant and up to date careers information and online resources on key Post 16 and Post 18 opportunities.

Working With Students

- Our aim is to inspire and motivate students by working closely with local, regional, and national employers, providers of apprenticeships, providers of post education provision/ resource centres and colleges to ensure students have access to all opportunities available.
- Individual careers guidance is a key element of our CEIAG programme and all students (and where appropriate parents) have access to face to face guidance at individual points of need. The school will endeavour to seek out and create new ways to conduct and deliver this guidance, to ensure that our students will be given the opportunity to express their ambitions and wishes for their future, regardless of any combination limiting conditions.
- Students are informed of all options available to them and receive impartial careers advice and guidance.
- Students to have the opportunity to various meaningful encounters with future opportunities. These could be work tasters, job shadowing and work/provision experience.

- Students will have access to information relating to suitable further education providers. Students will also make visits to colleges. These may include Suffolk New College - Suffolk Rural (Otley College), Colchester institute, and ACL Clacton.
- Student in years 13 and 14 to have the opportunity to participate in the schools “provider Programme”. That allows them to have prolonged experiences at local 19+providers. These providers may include; Sail Ship, Oak Tree Life skills CIC, ECL, Hawk Farm, Acorn Village, Bright Lives Coco care, Project 21, Educare, and Jenny’s Resource Centre.

Working With Parents/Carers

We strive to ensure that all parents and carers are well involved and informed in all matters relating to careers and transitions. As from year 9 these are areas for discussion during student’s annual reviews. Parents and carers (with students of year 9 and above) will also be invited to attend all “moving on” events held at the school. At these events students, Parents and carers will have the opportunity to meet with local colleges and other post 18 providers. The school also offers a drop in service for parents and carers who want to know more about work experience, transitions, 19+providers, further education and the schools provider programme. The school will also look to build on its ability to provide parents with online information about future opportunities; this should include virtual tours and presentations

Equal Opportunities

We are committed to promoting equal opportunities and seek to challenge stereotypes and ensure our students achieve their full potential.

Evaluation, Monitoring and Review

The Careers Departments development plan is reviewed and evaluated annually to ensure it fits in with the aims and objectives of the schools development plan.