THE BECKET SCHOOL
A CATHOLIC VOLUNTARY ACADEMY

LABORARE EST ORARE

Careers Education & Information and Advice Guidance Policy (CEIAG) 2026

Part of OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

Nottingham Diocese Multi Academy Trusts
CATHOLIC SCHOOLS Moving Forward Together

Title of policy:	**Careers Education & Information and Advice Guidance Policy (CEIAG)**
Policy Reviewer:	**Kirsty Salisbury - Careers Leader** **Dave Udoh – Assistant Headteacher**
Normal review frequency:	**2 years**
LGB approval date:	**1.10.2026**
Date of next review:	**1.10.2028**

"I have come in order that you might have life – life in all its fullness."
John 10:10

OUR MISSION STATEMENT

Through practising the catholic values and virtues found in The Becket Way, every person at The Becket School will achieve their full potential spiritually, morally, socially and academically.
We will work in partnership with parents and carers to support our young people in following Jesus as our role model and living life in all its fullness.

WORK HARD

In all that we do – our faith, our schoolwork and our relationships, embracing the opportunities offered to us

BE LOVING

By treating others as we wish to be treated, recognising that everyone is made in the image and likeness of god

DO THE RIGHT THING

By helping each other to encounter Jesus Christ through practising the gospel values within our school, local and global communities

Contents page

Careers Education & Information and Advice Guidance Policy (CEIAG) ..... 2026.....

Contents page 3

Vision.....4

Aims and objectives.....4

Commitment.....5

Development 5

Implementation 5

Counselling and Guidance.....6

Information.....7

Management.....7

Equal opportunities.....7

Parental Involvement 7

Staff Training.....8

Links with other Policies 8

The Careers Hub 8

Evaluation and Review 8

Vision

"Good careers guidance widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities." Careers guidance and access for education and training providers DfE Jan 2018

It is the vision of the school that all students should aim to '*Work hard, be loving and do the right thing*' in all aspects of their education and become employable young people by the time they leave school. We recognise that guidance should be provided that is in the best interests of the young person; it is presented in an impartial manner and that good careers guidance is distinctive to the needs of individual students.

Students need a planned programme of activities to help them choose 14-19 pathways, and beyond, the right for them all to manage their careers, sustain employment and achieve personal and economic well-being throughout their lives. This will consider each student's abilities, needs and preferences.

The overall aim is the provision of high quality and effective careers guidance for all students at The Becket School. This supports the overall aim of the school, which makes the personal development of the individual central to our work.

Careers education, information, advice and guidance has a major role in the school's commitment to lifelong learning. We aim to ensure that all students who leave The Becket School have the very best preparation for adult life and all our practices are geared to this purpose. The school recognises the significant contribution that careers can play in raising achievement and striving towards equality of opportunity and outcome. For this reason, implicit and explicit careers links are made in our teaching and learning of students as well as the pastoral care students receive throughout their time at the school. The provision of high-quality information and guidance services will support the raising of the participation age by encouraging and supporting young people to remain engaged in education and training.

Aims and objectives

The careers education programme at The Becket School is designed to meet the needs of all students. It is personalised to ensure progression through activities that are appropriate to student's stages of careers learning, planning and development and to strengthen their motivation, aspirations and attainment in school. Our aims and objectives are as follows:

- To provide a range of activities that inspire young people through a planned programme of activities to which all students are entitled and have access and to respond to the needs of each student to support their progress.
- To enable students to develop the knowledge and understanding of themselves as individuals – their strengths and limitations, abilities, personal qualities, potential, needs, attitudes, values.
- To raise aspirations and increase awareness of the world in which students live and the wide range of education, training, employment and other career opportunities that are available. This will include awareness that gender should not limit career choices.
- To build strong links with employers and employees who can help to boost young people's attitudes and employability skills and inform them about the range of roles and opportunities in further/higher education, training or employment.

- To enable students to make informed choices about their own continuing progression and development in education or employment.
- To enable students to cope with change and manage effectively the transition from school to continuing education, working and adult life.

Students are entitled to CEIAG which meets professional standards of practice, and which is delivered by trained staff and is student centred, impartial and confidential. Activities are embedded in the curriculum, delivered during form activities or assemblies, through discrete Stop the Clock Sessions and other planned events where the timetable is suspended.

Commitment

The Becket School recognises that it has a statutory duty to provide impartial careers information, education and guidance; the scope of this provision was extended to Year 7 to 13 from September 2022. The school has a Careers Advisor who supports the careers programme and works closely with our vulnerable students and with other outside agencies including the Local Authority, to provide extra support as required for some of our students.
The CEIAG Policy is under-pinned by the following:

- Gatsby Foundation report on Good Career Guidance 2014
- Careers Guidance and access for education and training providers Jan 2018
- Careers Guidance and Inspiration in Schools, DfE April 2017
- Participation of Young People in education, employment or training DfE April 2014
- Careers Strategy: making the most of everyone's skills DfE Dec 2017
- Careers guidance in schools, colleges and universities. House of Commons Briefing Paper 5 July 2016

Development

The policy was developed in discussion with teaching staff, the school's key leaders responsible for CEIAG, students, parents, governors and external partners.

Implementation

Careers Education is delivered through PSHE (Stop the Clock) which is taught by our pastoral tutors in Years 7-13. This programme includes careers education sessions, careers guidance activities (including individual mentoring interviews), information and research activities, use of on-line resources, work related learning (work experience in Year 12) and individual learning and planning activities. Other focussed events are provided at different times of the year to appropriate students e.g. Year 9 options evening, Year 11 information evening, Year 12 careers week and Year 12 Higher Education Event. Work Experience provision is provided for the full cohorts of Year 10 and Year 12, although extra more targeted support is provided to identified vulnerable students. Student voice is actively used in the evaluation of activities through feedback forms and completing the Compass+ Future Skills Questionnaires. Students are educated to not consider certain jobs because of stereotypes. Equal opportunities are at the forefront of provision. through Stop the Clock sessions, Enrichment Days, tutor time, assemblies, Information Evenings and sessions with visitors. In addition to this, at Post 16 in Year 12 there is a dedicated programme to support careers guidance and information.
The curriculum is also seen as an opportunity for all teachers to link curriculum learning with careers. STEM subject teachers highlight the relevance of STEM subjects for a wide range of future career pathways.

The school supports students in making informed decisions about the full range of post-16 and post-18 pathways. Information, advice and guidance are provided on a wide variety of education and training opportunities, including apprenticeships, technical qualifications and vocational routes. Alongside promoting progression to higher education, the school ensures that students are aware of alternative options such as Higher and Degree Apprenticeships, employment with training, and other career pathways. To further support students and their families, the school hosts both a Higher Education Event and an Apprenticeship Event, which are open to students and parents during evening sessions.
Pupils are made aware that if they do not gain a grade 4 or above in English and Maths at GCSE Level, they will be required to continue working towards obtaining them up until the age of 19.
The careers education programme is designed to meet the needs of students at The Becket School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development and to strengthen their motivation, aspirations and attainment at school.
The school aims to create a learning environment which allows and encourages pupils to tackle real life challenges which require them to manage risk and to develop their decision making, team building and problem-solving skills.
The school acknowledges that there is strong research evidence about the impact of employer engagement on students' prospects and earnings in adult life. Opportunities to contact real employers and employees will be provided not only to inspire pupils but to challenge pre-conceived ideas about jobs and broaden horizons.
The focus is on:

- Self-Development; understanding themselves and the influences on them
- Career Management make and adjusting plans, to manage change and transition
- Career Exploration - To investigate opportunities in learning and work

The development of entrepreneurial skills for self-employment are encouraged, including potential barriers whilst ensuring that they understand that working for themselves is a viable option.
The school also ensures that students are made aware of out of school opportunities that could help them with their career aspirations such as the National Citizenship Service, Duke of Edinburgh and other voluntary and community activities.
The school maintains appropriate working relationships with Further and Higher Education providers, employers, the voluntary and community sector, training providers and other schools and colleges through meetings, email contact and cross-curricular work.

Counselling and Guidance

The school provides educational and vocational guidance to all students who need it. Students will benefit from face-to-face discussions with a range of people, including:

- Role models and inspiring individuals from the careers to which they aspire
- Our alumni, who can pass on the benefits of their experiences
- Mentoring and tutoring in school. Face-to-face guidance will be accessed where it is the most suitable support for students to make successful transitions.

Careers interviews are arranged through an independent careers advisor who interviews those students and who are identified as needing additional input.
The school is mindful that young people with particular vulnerabilities, including Looked After, those on a Child in Need or Child Protection Plan, with SEND or on alternative Provision will need additional support and will ensure that careers guidance is differentiated, where appropriate, and based on high aspirations and a personalised approach. Where a student has an Education Health Care Plan, all reviews of that Plan from Year 9 onwards will provide a focus on preparing them for adulthood, independent living, employment and participation in

society. Targeted Support is accessed for those identified vulnerable students at risk of becoming NEET (Not in Education, Employment or Training)
Sixth form students are given careers guidance when appropriate during their 1:1 interviews alongside their tutors throughout the year. All teachers play an important role in counselling and guidance. Teaching staff deliver careers work relevant to the subject being studied and signpost students as appropriate. Staff and students should be aware that the PSHE and Careers advisor is available to offer information and guidance

Information

Students will be given good quality information about future study options and labour market opportunities and be encouraged to use this to inform decisions on study options and career paths. Our dedicated Careers Office is accessible as located in the LRC and provides a gateway to careers, learning and training information. There are also two Padlets – one for KS4 and one for KS5 to advise them of upcoming opportunities and information.

Management

The co-ordinator of PSHE and Careers Advisor lead the strategy and vision for CEAIG in conjunction with the Assistant Headteacher. The careers advisor coordinates the Careers programme, makes use of labour market information to inform the school's approach and liaises with Heads of department to link curriculum learning to careers. The Careers advisor also ensures a range of encounters with employers and employees for pupils, as well as encounters with further and higher education, including both academic and vocational routes.
Progress Leaders (Heads of Year) contribute to the CEIAG programme by monitoring their tutor teams in delivering tutor time Careers related activities, tracking student progress and co-ordinating appropriate interventions.
The Damascus team (Learning Support) and Pupil Premium Champion will use the careers spreadsheet to speak individually to students about their career ideas, will support them in their research and will also assist with any online applications they need to make.
The Progress Leader of Post 16 and Progress Leader of Year 11 meet with many of the Year 11 students to discuss future pathways and helps to identify what pathway may be most suitable for each individual.
The Director of Learning for Inclusion and SENCo will work with Progress Leaders to ensure that the needs of SEND and other vulnerable pupils are met.
All teaching staff deliver aspects of the CEIAG programme as requested and include career related elements in their schemes of work where appropriate. STEM subject staff will highlight the relevance of STEM subjects for a wide variety of careers.

Equal opportunities

The Becket School takes particular care to foster equal opportunities and to see that aspirations are not constrained by stereotypes and traditional patterns of employment. Diversity is celebrated.

Parental Involvement

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are accessed through links on the school website. Parents are kept up to date with careers related information, Open evenings and Information evenings

Staff Training

The school is committed to accessing high quality training for all those involved in CEIAG. There will be a training input each year for Year 11 tutors and for Post 16 tutors to support their roles. The Head of PSHE, Careers Advisor and Progress Leader of Post 16 will attend training courses as appropriate to fulfil their roles

Links with other Policies

The policy for CEIAG supports and is itself underpinned by a range of school policies:

- Safeguarding and Child Protection policy
- Single Equality Scheme
- SEND Policy and Attendance Policy
- Pupil Premium plan

The Careers Hub

The Becket School is part of the East Midlands Combined County Authority Hub which will support schools and colleges in the region to implement and achieve the 8 Gatsby Career Benchmarks. The Careers Hub comprises more than 40 secondary schools who work with universities, training providers, employers and career professionals to improve careers education. They will be supported by a 'Hub Lead' and Enterprise Co-ordinators who will help coordinate activity and build networks. Our Enterprise Advisor is Sarah from E-on. The enterprise advisor programme embeds business leaders into schools on a voluntary basis to support the delivery of careers education. They aim to identify possible employer interactions within the curriculum or PSHE programme and provide opportunities for students to engage with the world of work.

Evaluation and Review

The careers programme is monitored regularly and amended. Students' and parents' opinions are actively sought and included in the evaluation and review. The Becket School will measure the effectiveness of the CEIAG provision by considering both attainment data and destination data for our students at all transition stages. Current and projected national and local labour market information will be used to inform the CEIAG programme.

This policy will be reviewed on a two-yearly basis.