

St George's School

	Careers Education, Information, Advice and Guidance Policy
	Sub Committee: Staff & Students Committee
	Co-ordinator : E. Sabato (Head of Futures)
	Last Reviewed : Summer 2025 Next Review : Summer 2026

St George's seeks to maximise the life chances of all of our young people and to prepare young people for life beyond school and college.

Policy Scope

- This policy covers Careers Education, Information, Advice and Guidance (GEIAG) given to students in Years 7-13.
- This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be viewed in a linked document to this policy.
- This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7-11 for the purpose of informing them about approved technical education qualifications or apprenticeships.
- All members of staff at St George's are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Head of Futures.
- It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

Objectives

The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:

- To ensure that all students at the school receive a stable careers programme.
- To enable all students to learn from information provided by the career and labour market.
- The CEIAG programme should be individual and address the needs of each student.
- To link the curriculum learning to careers learning.
- To provide students with a series of encounters with employers and employees.
- To provide students with experiences of workplace(s).
- To ensure that students have a series of encounters with further and higher education.
- To provide each student with the opportunity to receive personal guidance.

School's Responsibilities

- All registered pupils at the school will receive careers advice in Years 7-11.
- This careers advice will be represented in an impartial manner, showing no bias towards a particular institution, education or work option.

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- This advice will cover a range of education or training options.
- This guidance will be in the best interests of the pupil.
- There will be an opportunity for education and training providers to access pupils in Year 7-11 in order to inform them about approved technical qualifications or apprenticeships.
- The school has a clear and published policy setting out the manner in which providers will be given access to pupils.
- The school will base its careers provision around the Gatsby Benchmark Provision
- The school will continuously monitor its CEIAG offer and seek further improvement.

Governors' Responsibilities

- The Governors will ensure that the school has a clear policy on CEIAG and that this is clearly communicated to all stakeholders. They should ensure that this policy is based on the eight Gatsby Benchmarks and meets the school's legal requirements.
- The Governors will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7-11.
- There will be a member of the Governors who takes a strategic interest in CEIAG and encourages employer engagement.
- The Governors will review and approve this policy annually.

Provider Access

This policy sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All pupils in years 7-13 are entitled to;

- Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, via options events, assemblies, group discussions and taster events;
- Understand how to make applications for the full range of academic and technical courses.
- The Provider Access Policy details the way in which education and training providers must get in touch with the school in order to gain access to pupils and/or parents to inform them about further opportunities.

Monitoring, Evaluation and Review

- The school will support and monitor the work of the Careers Advisor and CEIAG events.
- A member of the Senior Leadership Team (SLT) will review CEIAG work and report regularly to the SLT.
- The effectiveness of this policy will be assessed by the SLT and Governors annually.
- The Head of Futures is Mrs E Sabato and can be contacted on esabato@stgeorges.herts.sch.uk