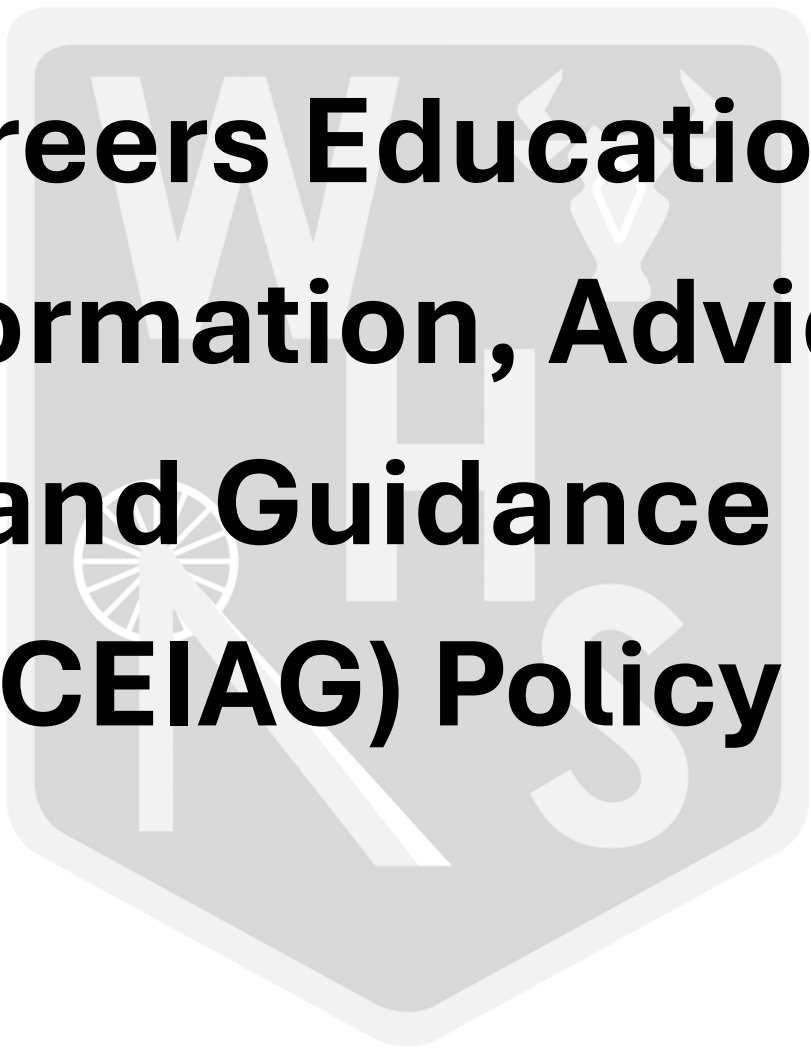




Careers Education, Information, Advice and Guidance (CEIAG) Policy

Sept 2025

Review Sept 2026

Rationale

At Westhoughton High School we LEARN:



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

1. Policy Statement

At Westhoughton High School we are committed to providing all students with a comprehensive, planned programme of careers education, information, advice and guidance (CEIAG), which meets current statutory requirements and follows best practice.

Our aim is to prepare students for the opportunities, responsibilities, and experiences of life, enabling them to make informed choices about their future education, training, and / or employment.

2. Aims and Objectives

Our CEIAG programme aims to:

- Inspire and motivate students to achieve their full potential.
- Provide up-to-date, impartial, and accurate careers information and guidance.
- Support students in making informed decisions about post-16 and where applicable post-18 pathways.
- Develop students' career management, employability, and enterprise skills.
- Foster equality of opportunity and challenge stereotypes and discrimination.
- Engage effectively with employers, further education providers, higher education institutions, and training organisations.

3. Statutory Requirements

This policy is written in line with the following statutory and non-statutory guidance:

- Education Act 2011

- Career Guidance and Access for Education and Training Providers (DfE, 2023)
- Gatsby Benchmarks of Good Career Guidance
- Provider Access Legislation (Baker Clause)

4. Roles and Responsibilities

Senior Leadership Team

- Ensure CEIAG is embedded within the school priorities for development.
- Allocate resources and time for careers activities and CPD.
- Monitor the quality and effectiveness of the CEIAG programme against the Gatsby Benchmarks.

Careers Leader

- Lead and manage the delivery of the CEIAG programme.
- Coordinate with external providers, employers, and alumni.
- Ensure compliance with the Gatsby Benchmarks and statutory requirements.
- Monitor and adapt the school's Careers Strategy and Annual Plan to improve CEIAG delivery.

Teaching Staff

- Embed careers learning into subject areas (careers across the curriculum).
- Support students with information about career paths related to their subjects.
- Support students with the development of skills required for the world of work and adulthood.

External Partners

- Deliver impartial advice and guidance (e.g., careers advisers, employers, FE/HE providers).
- Support events such as careers fairs, mock interviews, and work experience.

5. The CEIAG Programme

The CEIAG programme is designed to be progressive, starting from Year 7 through to Year 11. Below are some key components of the careers programme.

Key Components

- Careers education lessons as part of our LEARN PSHE sessions.

- Encounters with employers and employees.
- Workplace visits and work experience (Years 10 or Year 11).
- Apprenticeship and vocational pathway guidance.
- Higher education information and university visits.
- Access to 1:1 impartial guidance interviews (by a qualified Level 6 Careers Adviser).
- Career-related assemblies, workshops, and drop-down days.

Delivery

- Delivered through PSHE, LEARN time, curriculum subjects, and special events.
- Supported by an online careers platform and school website with up-to-date resources.

6. Provider Access (Baker Clause)

Westhoughton High School is committed to providing access to education and training providers to share opportunities with our students. We endeavour to follow the requirements of the Provider Access Legislation by offering:

- At least six encounters with providers of technical education or apprenticeships across Years 8 to 11
- Opportunities integrated within our CEIAG programme and calendar.

7. Equal Opportunities and Inclusion

CEIAG is provided to all students, regardless of gender, ethnicity, SEND status, or background. We ensure all guidance is free from bias and promotes diversity and inclusion. Targeted support is given to disadvantaged groups and those at risk of NEET (Not in Education, Employment or Training).

8. Monitoring, Evaluation and Review

- CEIAG provision is monitored through student voice, staff feedback, and tracking of student destinations. We track destinations through Connexions that provide annual activity surveys.
- Annual evaluation of the CEIAG programme is carried out using Compass+ (Gatsby Benchmark self-assessment tool).

9. Resources

The school allocates specific resources for the delivery of CEIAG, including:

- Dedicated Careers Leader time.
- Budget for resources, events, and external providers.
- Careers section on the school website.

10. Monitoring and review

This policy will be reviewed every year by the governing body

Signed by:

Headteacher

Date:

Chair of governors

Date: