

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

Approved By	People & Their Working Environment Committee	Date:	20/10/2025
Author	Director of Education	Date:	06/10/2025
Board Ratification	Trust Board	Date:	24/10/2025
Joint Negotiating Council (JNC) consultation (where applicable)	N/A		N/A
Last reviewed on:	24/10/2025		
Next review due by:	30/10/2027		

1. Trust Vision and Values

The Respect Collaboration of Schools Trust believes that **every child deserves to be the best they can be**. Our vision is to prepare all pupils for their next steps, overcoming barriers and fostering resilience, ambition, and social mobility. We are committed to the phrase **'We Never Give Up'**, ensuring every day is a new opportunity for success.

Our core values - **Respect, Responsibility, Empowerment, Sense of Belonging, Personalised Learning, Empathy, Consistency, Tolerance** - are embedded throughout our careers provision.

2. Scope

This policy applies to all schools within the Trust and all stakeholders. It covers CEIAG for pupils in:

- **Key Stage 2:** Early careers awareness, aspiration-building, and transition support.
- **Key Stage 3:** Careers exploration, encounters with employers, and curriculum links.
- **Key Stage 4:** Personal guidance, workplace experiences, and transition planning.
- **Key Stage 5 (Post-16):** Preparation for further education, employment, or training, tailored to individual school contexts.

3. Trust Expectations

- Every school must embed a stable careers programme, known and understood by pupils, parents, staff, and stakeholders
- CEIAG must be impartial, inclusive, and tailored to the needs of each pupil, with equality and diversity at its heart.
- All pupils must have access to independent careers advice and a range of education and training providers.
- Careers education must be integrated into the curriculum at all key stages, with explicit links to subject learning.
- The Trust will monitor, evaluate, and continuously improve CEIAG provision, using destination data, stakeholder feedback, and external review.

4. Roles and Responsibilities

Each school within the Trust must:

- Develop and maintain a school-specific careers education and/or Post 16 policy reflecting its unique context and community.
- Nominate a qualified Careers Lead responsible for strategic delivery of CEIAG.
- Keep accurate records of pupil destinations, including post-16 and post-18 transitions.
- Provide personal guidance by a Level 6 qualified adviser

- Meet all eight Gatsby Benchmarks, including:
 - A stable careers programme
 - Learning from labour market information
 - Addressing individual needs
 - Linking curriculum learning to careers
 - Encounters with employers and employees
 - Experiences of workplaces
 - Encounters with further and higher education
- Embed careers education, advice, and guidance throughout the curriculum, ensuring all staff contribute to shaping pupils' experiences.
- Provide meaningful encounters with providers of technical education or apprenticeships for pupils in Years 8–11, as required by the Skills and Post-16 Education Act 2022.
- Publish a Provider Access Statement and ensure a range of education and training providers can access pupils for information about approved qualifications and apprenticeships.
- Ensure robust monitoring and evaluation of CEIAG, including tracking NEET figures and comparing outcomes to national and local benchmarks.

5. Preparing Pupils for Next Steps and Overcoming Barriers

The school's careers programmes are designed to:

- Equip pupils with the knowledge, skills, and confidence to make informed decisions about their futures.
- Challenge stereotypes and raise aspirations, especially for disadvantaged pupils and those with SEND.
- Support successful transitions at every key stage, with targeted interventions for those at risk of disengagement.
- Foster resilience and adaptability, preparing pupils for the changing world of work.

6. Governance and Accountability

- The Trust Board will ensure this policy is implemented and regularly reviewed.
- The trust executive will oversee provision, ensuring compliance with statutory duties and Trust expectations.
- A designated trustee will take strategic interest in careers education and employer engagement.

8. Monitoring and Review

- The Trust will monitor CEIAG through regular reporting, destination tracking, stakeholder feedback, and external evaluation (e.g., Ofsted, School Improvement Partner).
- This policy will be reviewed every two years, or sooner if statutory guidance changes.

9. GDPR

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.