



Highlands

School & Sixth Form

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

APPROVED

Date of Last Review	September 2025
Next Review Due	September 2027
Governors Committee	School standards and performance

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Section 1: Introduction and context

Highlands School has a statutory duty to secure **independent and impartial careers guidance** for all students in **Years 7 to 13** in line with the *Education Act 2011* and the Department for Education's *Careers Guidance and Access for Education and Training Providers* statutory guidance (updated January 2023).

At Highlands, our aim is to inspire and support every student to achieve their full potential. We provide students with the **knowledge, skills, and experience** needed to make confident and informed decisions about their future.

We believe that a high-quality careers programme:

- Empowers students to make ambitious and informed choices.
- Contributes to their personal development and wellbeing.
- Supports families, local communities, and the wider economy.
- Strengthens connections between education, employers, and society.

Our programme is built on the **Gatsby Benchmarks of Good Careers Guidance** and aligns with the DfE's **Skills for Jobs** strategy and Ofsted's **personal development framework**.

The Gatsby Benchmarks

Highlands School's CEIAG programme is designed around the **eight Gatsby Benchmarks**:

1. **A Stable Careers Programme**
2. **Learning from Career and Labour Market Information**
3. **Addressing the Needs of Each Student**
4. **Linking Curriculum Learning to Careers**
5. **Encounters with Employers and Employees**
6. **Experiences of Workplaces**
7. **Encounters with Further and Higher Education**
8. **Personal Guidance**

Section 2: Our Careers Vision and Aims

Highlands School is committed to delivering an **inclusive, impartial, and progressive careers education programme** from **Year 7 through to Year 13**. Careers education is delivered through:

- **Dedicated PSHE lessons** as part of a structured careers curriculum.
- One-to-one **personal guidance** interviews with a qualified careers advisor.
- **Encounters** with employers, training providers, universities, and colleges.
- Access to a wide range of **digital careers tools** including **Unifrog**.

Our aims are to:

- Deliver a **high-quality careers curriculum** through PSHE from Years 7 to 13.
 - Provide **impartial, personalised guidance** to every student.
 - Ensure students understand the **full range of pathways**: academic, vocational, apprenticeships, and employment.
 - Facilitate at least **six meaningful encounters** with apprenticeship, technical education, and training providers (as per **Provider Access Legislation 2023**).
 - Develop essential **employability skills** including communication, teamwork, resilience, and problem-solving.
- Share up-to-date **labour market information (LMI)** with students and parents to inform decisions.

- Support inclusion, challenge stereotypes, and remove barriers to opportunity.
- Actively engage **parents and carers** as partners in supporting students' career decisions.

Section 3: Careers Education by Key Stage

Students need to make informed decisions at various key stages whilst at Highlands School and understand the relevance of their choices and how these can impact on their futures. It is important that parents and carers have access to information and guidance to help support our students with these next step decisions.

The key stages for making informed choices are;

- Year 8 and 9 GCSE Options
- Year 11 Post 16 Options
- Year 13 Post 18 Options

Section 4: The options process

Key Stage 3 (Years 7–9)

- **PSHE Careers Lessons** introduce employability skills, workplace behaviours, and the world of work.
- Use of **Unifrog** to explore personal interests, subjects, and pathways.
- **Year 8 GCSE Options:**
 - Assemblies, information evenings, and one-to-one advice support informed subject choices.
 - Students and parents attend the **Options Evening** to meet subject leaders and explore future pathways.
- **Year 9:** Final option confirmations are supported through additional PSHE guidance and optional one-to-one careers interviews.

Key Stage 4 (Years 10–11)

- **PSHE Careers Lessons** prepare students for Post-16 decisions, focusing on application processes, apprenticeships, and interview skills.
- All Year 11 students receive at least one **one-to-one careers interview** with a qualified advisor.
- **Post-16 Pathways:** Students explore sixth forms, colleges, apprenticeships, and technical courses via assemblies, provider talks, and events.
- Year 10 students are offered **workplace encounters** including visits, employer talks, and virtual work experience opportunities.
- Ongoing use of **Unifrog** to record encounters and manage Post-16 applications.

Key Stage 5 (Years 12–13)

- **PSHE Careers Lessons** support Post-18 pathways, including:
 - Higher education applications.
 - Degree and higher apprenticeships.
 - Financial literacy and student finance.
 - Transition to employment and independent living.
- Students benefit from:
 - **UCAS and apprenticeship guidance** from a dedicated Higher Education Coordinator.
 - **Futures Day** with workshops on personal statements, finance, and interview preparation.
 - **One-week work experience placement in Year 12** supported via Unifrog.
 - Access to university taster days, insight events, and apprenticeship fairs.

Section 5: Personal Guidance and Career interviews

- All students have access to impartial one-to-one careers interviews delivered by a **qualified careers advisor**.
- **Year 11:** Guaranteed individual interviews to explore pathways and support applications.
- **Years 12 & 13:** Focused guidance on higher education, apprenticeships, and employment opportunities.
- Each student receives a **Careers Action Plan**, shared with tutors to enable follow-up mentoring.
- Weekly **drop-in sessions** allow students to seek additional advice.

Section 6: Other resources and support

Highlands School uses **Unifrog** as its central digital platform for careers education. Students use Unifrog to:

- Research career pathways, apprenticeship opportunities, and university courses.
- Access up-to-date **labour market information**.
- Build CVs and personal statements.
- Record encounters with employers and providers.

Additional resources include:

- **Highlands CEIAG Careers Website** and Weekly Newsletter with guides, events, and deadlines.
- **National Careers Service, UCAS**, and local provider links.
- An up-to-date **Careers Library** accessible at lunch and after school.

Section 7: Industry experience, Employer Engagement, Alumni, and Work Experience

Employer Engagement: Partnerships with employers provide talks, workshops, and mentoring opportunities.

Alumni Network: Past students support current learners through talks, mentoring, and sharing success stories.

Work Experience: Year 12 students complete a one-week placement in the summer term, while Year 10 students have access to workplace visits, shadowing, and virtual placements.

We also work closely with apprenticeship providers, universities, and training organisations to ensure students explore the full range of opportunities.

8. Inclusion and Support for Vulnerable Students

Highlands School ensures that all students receive personalised support, including:

- Tailored one-to-one careers guidance for SEND, pupil premium, and at-risk students.
- Early intervention with local authority progression teams.
- Access to supported internships, traineeships, and alternative pathways where appropriate.
- Collaboration between the Careers Leader, SENCO, Designated Safeguarding Lead, and Heads of Year to ensure appropriate support for all students.

9. Provider Access

In line with the **Provider Access Legislation 2023**, Highlands guarantees students **at least six meaningful encounters** with apprenticeship, technical education, and training providers between Years 8 and 13.

The full **Provider Access Policy** is available on the school website.

10. Working with Local Authority

The Local Authority maintains a statutory duty to provide advice and guidance to students with a statement of special educational need and to those at risk of becoming NEET (not in education, employment or training). We work with the learning difficulties/disabilities team and the learner progression team at the Local Authority to provide the best help and support to these groups of students.

11. Monitoring and Review

- The CEIAG programme is reviewed annually using **Compass+** to track progress against Gatsby Benchmarks.
- Feedback from students, parents, employers, and providers informs continuous improvement.
- Governors receive an annual report on careers provision, destination data, and compliance.

Leadership, management and delivery

Deputy head	Oversight of delivery, monitoring and review.
Careers leader	Manages CEIAG programme, events, and provider engagement
Heads of department	Embed careers learning into curriculum delivery
Subject teachers	Collaborate in departments to produce and deliver learning experiences which fulfil the policy's aims.
Head of year	Work closely with the careers leader to determine priorities and ensure that careers education is fully embedded across the pastoral programme. This includes helping to plan and deliver special events, visits, assemblies, and all-day activities with a suspended timetable where appropriate. Heads of Year also support the integration of careers learning within PSHE lessons and the tutorial programme , ensuring alignment with the policy's aims and Gatsby Benchmarks.
Form tutors	Collaborate with heads of years in producing and delivering special events. Mentor students and support PSHE careers delivery.