



Saint Joseph's
CATHOLIC SCHOOL

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

Version 7.0 – January 2025

ST JOSEPH'S CATHOLIC SCHOOL
CHURCH ROAD
LAVERSTOCK
SALISBURY
SP1 1QY



Success Criteria:

Context/Aim: 'High quality careers education and guidance in school or college is critical to young people's futures'¹ and it is a responsibility that St Joseph's Catholic School takes very seriously: we look to maximise the broadest range of life chances for all our pupils. We look to ensure that all our pupils hold ambitions that challenge both their own, and others' expectations: the CEIAG programme, which runs from Year 7 to Year 11 is an integral part of ensuring our learners are able to do this with success and confidence. At St Joseph's we recognise that each child is an individual and made in the image of God. This therefore means that CEIAG opportunities will be tailored with the needs of the individual constantly in mind.

Monitoring Procedures:

By Whom: Governors' Pastoral Committee	When: Annually	How: Reports to the Pastoral Committee of Governors
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Evaluation:

By Whom: The Headmaster, Assistant Head for Futures and Aspiration, Lead Careers Professional	When: Annually	How: Assistant Head and Careers Lead Professional to review provision regularly, and meet with HM ²
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Revision History:

Version	Approved and Ratified	Review Date	Additional Notes
V 6.0	July 2023	January 2025	
V 5.0	May 2022	July 2023	
V 4.0	May 2019	May 2021 ³	

¹ *Careers guidance and access for education and training providers* Statutory guidance for schools and guidance for further education colleges and sixth form colleges, Department for Education, January 2023

² The team maps progress against the Gatsby Benchmarks and uses the Career Development Framework, developed by the Career Development Institute to shape learning outcomes for our careers programme

³ The CEIAG policy and the changing nature of what could be offered to our learners was constantly under review during COVID-19 pandemic and resulted in innovative responses to challenges eg Mock Interviews all held online in 2021



Vision Statement:

With God's love and inspiration, we aspire and achieve excellence.

Vision: St. Joseph's aspires to be an exceptional, inclusive Catholic school where every individual feels a **profound sense of belonging and recognises their spiritual gifts**. In a safe, trusting, and respectful environment, everyone can thrive.

The St Joseph's family is dedicated to providing and receiving **outstanding educational opportunities, enabling each member to achieve excellent progress and outcomes** in every aspect of school life to ensure the highest level of academic results. We are committed to nurturing God-given talents and encouraging everyone to reach their full potential, fostering spiritual and moral character development.

National Policies and guidance/courses referred to and incorporated into SJCS Policy:

Document/Course Title:	Document/Course Date:
<i>Careers guidance and access for education and training providers</i> Statutory guidance for schools and guidance for further education colleges and sixth form colleges	Department for Education, January 2023
GOOD CAREER GUIDANCE THE NEXT 10 YEARS – Updated GATSBY Benchmarks For Secondary Schools	www.gatsbybenchmarks.org.uk November 2024
CDI Career Development Framework	2021

Other SJCS Policies that relate to this Policy:

School Improvement Plan

Safeguarding & Child Protection Policy

SEN Policy

Safer Recruitment Policy

Curriculum Policy

Provider Access Policy

PSHE Policy

Equality and Diversity Policy

Staff Development Policy



Rationale and Context for CEIAG

Careers Education, Information, Advice and Guidance (CEIAG) is an integral part of St. Joseph's Catholic School and we know and understand that 'effective careers is crucial for all young people, whatever their background'⁴. With our planned and sequential curriculum of guidance, we are placing careers guidance at the heart of our education at St Joseph's.

CEIAG is delivered through the curriculum in PSHE lessons, but also through planned activities organised by our Careers Lead Professional,⁵ designed specifically for each year group⁶ and is augmented by activities in tutor time also such as 'Job of the Week'. Our pupils understand that gaining skills for their future is an integral part of their development as individuals. Our Careers Lead Professional is Level 6 qualified, a CDI member and works closely with the Assistant Head (Futures and Aspirations)⁷ to plan and lead CEIAG across the school.

The CEIAG programme is designed to meet the needs of all pupils at St Joseph's Catholic School. It is differentiated and personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development. The CEIAG programme makes a major contribution to preparing our pupils for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities, helps to develop skills and to follow a career path and sustain employability throughout their working lives. Our rigorous careers programme helps pupils to acquire the self-development and career management skills they need in the twenty first century in order to achieve positive employment destinations.

St. Joseph's Catholic School has achieved the Career Mark Gold Award which recognises the high quality of provision of CEIAG in the school. The school has a strong and effective pastoral system which supports the pupils receiving information, advice and guidance throughout their time at the school, but specifically at key decision points such as Year 9 Options and Year 11 post-16 decisions. Referral systems ensure that pupils requiring more specialist guidance can receive it quickly; this may involve other agencies.

⁴ Good Career Guidance: the next 10 years – Updated GATSBY Benchmarks For Secondary Schools
www.gatsbybenchmarks.org.uk

⁵ Miss Victoria Gale

⁶ Such as the Year 9 Talent Foundry Skills Workshop in conjunction with Deloitte

⁷ Mrs Francesca Nobis



The Aims of our CEIAG Policy

This policy aims to ensure that all stakeholders understand the diverse nature of the CEIAG programme offered at St Joseph's Catholic School. The CEIAG programme has been designed to meet the needs of all our pupils and is differentiated and personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development. The CEIAG programme is defined to prepare pupils for adult life by providing them with a better understanding of the world of work, and the skills that will be needed to navigate employment and achievement in the twenty first century . It provides opportunities for pupils to learn from direct experience of work through providing a week of work experience for Year 10 pupils, careers events, enterprise activities and a broad differentiated curriculum enabling pupils to develop knowledge and understanding of the opportunities available to them. Our Careers Lead Professional supports the development of staff and runs whole school CPD sessions so that teachers and support staff are more able to ensure we deliver the Gatsby Benchmarks. We support our pupils to gain the skills to grow throughout life, explore possibilities, manage career, create opportunities, balance life and work and see the big picture⁸.

With regard to meeting the needs of the diverse nature of our pupils, it should be noted that the proportion of pupils with EHCPs ⁹ is broadly in line with the national average, but the proportion of our pupils with Special Educational Needs without EHCPs at 21% is over 7% higher than the national average. The proportion eligible for Free School Meals is 24.87%; slightly higher than the national average, but higher than the 20.5% average suggested for the South West¹⁰. It is important that these pupils receive timely and focussed support, and these are always the first pupils that the Lead Careers Professional meets with. The Lead Careers Professional also attends all KS4 EHCP Annual Reviews, and PEP meetings for CLAs.

It is absolutely critical to our CEIAG programme that all pupils are encouraged to aspire, achieve and become the very best version of themselves. Conversations with regard to recognising positive attributes and developing skills start in Year 7 PSHE and are built on in our pupils' time at St Joseph's. Our CEIAG programme is a planned, progressive and developing programme of activities which supports our pupils choosing 14-19 pathways that suit their interests and abilities, develops skills and helps support their career journey through life. We aim:

- To contribute to strategies for raising achievement by increasing motivation and attainment for all pupils and to help them understand themselves and develop their capabilities.
- To encourage participation in continued learning including further/higher education or apprenticeships.

⁸ These are the six learning outcomes the CDI recommend career development programmes focus on [CDI Framework - Career Development Institute](#)

⁹ 4.6% for academic year 2024-25, [Special educational needs in England, Academic year 2023/24 - Explore education statistics - GOV.UK](#)

¹⁰ *Food poverty: Households, food banks and free school meals* House of Commons library [CBP-9209.pdf](#)



- To develop an understanding of the range of opportunities available at 14+, 16+ and 18+ including technical training/education routes and apprenticeships that are appropriate to their longer-term aspirations and needs.
- To develop skills, relating these skills, attitudes, concepts and knowledge learned in school to applications in the wider world.
- To meet the needs of pupils through appropriate differentiation.
- To provide pupils with the statutory entitlement of preparation for adult life.
- To focus pupils on their future aspirations improving employability through developing effective links with external partners and to increase access and choice.
- To support learners to be aware of career opportunities available to them as individuals.

Objectives

Our learning aims and objectives are mapped against the updated Gatsby Benchmarks, CDI Framework, Gatsby Benchmarks and statutory guidance from the Department of Education.

- A programme of CEIAG within PSHE begins in Year 7 and continues through to Year 11. PSHE teachers are supported to deliver aspects of the programme and ensure that all pupils gain confidence with regard to careers. Tutors are also recognised as critical to the success of CEIAG, and are supported and informed with regard to key aspects of CEIAG for their year groups
- All pupils at St Joseph's school register with Careerpivot and gain confidence using the online platform to plan, explore and review their next steps
- Work-related learning is delivered through the PSHE programme, Work Experience, Mock Interview Day Preparation, Mock Interview Day, external speakers from a range of sectors including business. Although currently not statutory, St. Joseph's School fully supports the importance of CEIAG within its curriculum, offering a week's work experience for Year 10 in the summer term.
- Since the pandemic, it has been harder for placements to be found¹¹ for Year 10 pupils, so a relevant and engaging experience of the world of work programme has been developed within school for pupils remaining in school¹²
- All learners have open access to all careers resources on line and can drop in at lunchtime or breaktime to see the Lead Careers Professional for advice, guidance and to arrange a more detailed meeting.
- Careers Guidance is offered by an independent and qualified guidance Careers Guidance Adviser who holds a Level 6 qualification and who is a Registered Professional with the Careers Development Institute.
- Learners have their individual needs taken into account and are supported in the development of their understanding of CEIAG by the Lead Careers Professional, their teachers within subjects, their tutors, their Year Leader and the SENCO.

¹¹ In the academic year 2023-24, 90% of Year 10 pupils found or were supported to find Work Experience placements

¹² In June 2024, the programme included a business skills day run by Wagamama, a uses of Science lecture from a chemist at DSTL and practical activities regarding core nursing skills run by the NHS and a Challenge Day run by Wessex Water.



- All learners have the opportunity to benefit from careers information advice and guidance that is balanced and ensures all learners, particularly those at KS4, have access to information about technical choices as well as academic routes for the future.
- Career Mark Gold will continue to be revalidated so that our commitment to pupils' development is recognised and accredited.

Our Careers Programme

The CEIAG curriculum is delivered to all pupils, who are encouraged to follow career paths that suit their own particular strengths, skills and interests without stereotyping. All pupils are given the same opportunities and diversity is encouraged and celebrated. Careers education is delivered through PSHE in Years 7 to 11. In addition, we invite outside stakeholders to enrich our programme through either face-to face delivery in assemblies, small group sessions and 1:1 sessions or external visits. The delivery is both formal and informal and permeates the whole curriculum. These include visitors from FE/HE and local training providers and employer encounters. We also have strong links with the Careers & Enterprise Company and a Careers & Enterprise Adviser. Careers insights are also delivered through different subject areas, linking curriculum with careers. Tutorial time is also utilised for delivery of careers related information.

Our Lead Careers Professional is Level 6 qualified and is a full time member of staff.

The Lead Careers Professional not only meets with pupils one to one to discuss individual pathways, but also leads group work sessions with pupils, attends careers events, curriculum and parents' evenings. The work she does with pupils is documented and pupils are tracked through the school to ensure that they make well informed choices post 16 and manage that transition successfully.

The Lead Careers Professional conducts 1:1 hour long meetings with all Year 11 pupils and other targeted pupils throughout the year. We recognise the key role that parents and carers play in career choices and they are welcome to attend these interviews with their children. Our Lead Careers Professional takes responsibility for informing parents/carers as appropriate.

Our Key Stage 3 CEIAG programme supports pupils in their planning and choices of GCSE subjects. This includes but is not limited to:

- Careers education programme delivered through fortnightly PSHE sessions by teachers through structured lessons mapped against the CDI Framework for careers, employability and enterprise
- SEN pupils identified and supported by SEN team (information passed to outside agencies).
- Higher Education awareness – Bath Spa University – targeted at Pupil Premium pupils. This is a series of workshops from Year 7 with current Bath Spa students and culminates in a visit to the University of Bath Spa for Year 9 pupils in receipt of the Pupil Premium Grant.
- All KS3 pupils have access to 1:1 guidance interviews and lunchtime drop-in sessions with our Lead Careers Professional.
- Introduction to Careerpilot



- Embedding the importance of careers education by developing the skills they need to start planning and managing their own personal and career development.
- Various external and internal visits promoting STEM pathways (e.g. Sparsholt visit)
- Year 9 also receive targeted and specific activities and support with regard to the It's Your Future programme where they consider their Options for GCSE in line with what their post-16 and post-18 opportunities might be.

Our Key Stage 4 CEIAG programme aims to help pupils research and understand their choices and routes into education and training. This includes but is not limited to:

- Careers education programme delivered through fortnightly PSHE sessions by teachers through structured lessons mapped against the CDI Framework for careers, employability and enterprise education
- All KS4 pupils have access to 1:1 guidance interviews and lunchtime drop-in sessions with the Lead Careers Practitioner. All Year 11 pupils have 1 hour meetings with the Lead Careers Professional to support their choices post-16. These meetings start in Year 10 for targeted pupils.
- Range of structured lessons promoting skills for life delivered fortnightly through PSHE lessons
- Use of Careerpilot to research labour market, raise aspirations and explore possibilities for their future
- Interview preparation and Mock Interview Day in Year 10 – learners are taught how to write a CV and letter of application. Local businesses offer their services for Mock Interview Day where pupils go through the process of a formal interview. After the mock interview, they are given feedback by the employer and a self-evaluation is completed by the learner
- Work Experience Parent/Carer Information session
- Work Experience – A 1 week placement with an employer, experiencing the world of work – this is evaluated by the employer and a self-evaluation is completed by the learner
- SEN, vulnerable and children looked after have a 1-1 interview with the Lead Careers Professional – an action plan is compiled and their progression monitored to ensure sufficient IAG and support are in place for post 16 decisions
- Encouragement to attend raising awareness events such as a Careers Fair/information sessions to promote awareness of future career opportunities
- Virtual and in person employer engagement
- Further Education & 6th Form visits for all pupils
- Post-16 Parent/Carer Information evening
- Career workshops provided by external agencies
- Enterprise Adviser briefing session about the world of work and employer expectations
- Support via Careers Lead Professional to complete FE application forms. Referrals can be requested by the pupil, made by a parent/carers or their tutor/Year Leader.
- Apprenticeship briefing sessions – via ASK informing pupils of all apprenticeship levels available (including Higher and Degree)
- Regular monitoring by Lead Careers Professional to ensure learners are fully prepared for post 16 decisions.





Roles and responsibilities

Responsibility for CEIAG within St Joseph's Catholic School is a partnership between the Assistant Head (Futures and Aspirations) and the Lead Careers Professional. The Assistant Head holds the responsibility for ensuring, with the help and professional guidance of the Lead Careers Professional, that:

- The development of effective and continually improving careers education, information and guidance for young people is secured.
- Pupils and parents are supported through the delivery of high-quality careers guidance.
- The contribution of colleagues and a range of partners to young people's career learning, planning and development is facilitated .
- Curriculum resources, activities and services to meet young people's career needs are selected and used by key stakeholders.
- Continuing professional development is understood to secure high standards of careers teaching, learning and guidance.

Work experience is planned and implemented by the Lead Careers Professional, with support from the Assistant Head, Year Leader of Year 10 and the tutor team. All staff contribute to CEIAG through their roles as subject teachers and have been trained to ensure this Gatsby Benchmark is achieved. Specialist sessions are delivered by PSHE teachers and complemented by external providers which include both external and internal visits. The careers programme is planned, monitored and evaluated by both the Careers Lead Professional and Assistant Head. The Careers Lead Professional provides specialist careers guidance. Careers information is available via the Careers Portal and all relevant FE & HE prospectuses and paper resources are available either online or from the Lead Careers Professional's office. Staff training needs are identified and responded to: the school endeavours to meet training needs to ensure that staff are up to date with the latest requirements. Any external training is disseminated back to relevant staff. Parental involvement is encouraged at all stages, and online resources have been specifically chosen to help parents and carers become more involved. All online resources are easily accessed through the links on the school website. Parents/carers are kept up to date with careers related information through emails and text messages sent out by the Lead Careers Professional.

The school will continue to ensure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement on our website.

Consultation, Dissemination and Review

The provision of CEIAG at St Joseph's is monitored and evaluated annually. Careers Guidance is monitored and evaluated with the Lead Careers Professional on an annual basis to ensure that the provision is meeting the needs of the pupils, and reviewed annually by the Assistant Head and SLT.



Changes and improvements to the programme feed into the Department Improvement Plan along with timescales for completion.

When reviewing the programme, the School Improvement Plan is used to ensure that the Careers Department is fully supporting whole school aims. All staff are made aware of the CEIAG Policy and their role in supporting it. This policy will be published on the school's website in a way that it enables pupils, parents/carers, teachers and employers to access and understand it.

Partnership Working

St. Joseph's Catholic School continues to strive to form effective partnership links with local employers, 14-19 providers in both education and training and HE providers so that our pupils are given the widest possible understanding of skills to develop and opportunities that can be taken.

Handling Sensitive and Controversial Issues

The nature of CEIAG means that sensitive and controversial issues may arise. Any issues arising will immediately be reported to the Designated Safeguarding Lead or DDSL within school and dealt with in line with the relevant school policies and approaches. Referrals will be made only by the named member of staff and must be dealt with sensitively by all parties involved.

Quality Assurance

St. Joseph's Catholic School completes the Careers and Enterprise Company's Compass Tool audit on a 4 monthly basis, to monitor the progress towards meeting the 8 Gatsby Benchmarks as part of the statutory duty. We are currently working towards re-accreditation of CEIAG by revalidating the Quality in Careers Standard award, provided by Career Mark to quality assure the provision of CEIAG delivered in the school. Career Mark is important as the school wants the pupils to achieve high standards, see the value and relevance of their learning, both to themselves and the working world and to make good choices that are successful to them. Using Career Mark will enable St. Joseph's Catholic School to deliver the best possible careers education and employability skills development programme, which is sophisticated, integrated and effective.