

NEWLANDS GIRLS' SCHOOL

POLICY DOCUMENT



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

LAST UPDATED/ REVIEWED	(by) Assistant Headteacher with responsibility for Careers	March 2026
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POLICY TYPE	Statutory
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REVIEW FREQUENCY AND DATE	Annual – March 2027
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RESPONSIBLE	
Leadership Team	Assistant Headteacher with responsibility for Careers
Governing Committee	Curriculum Committee

APPROVED:	Meeting Date:	Full Governing Body Meeting 9 th March 2026
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Courage Commitment Compassion

Statutory Requirements:

- 1997 Education Act (including Section 42A- inserted January 2018)
- Department for Education – ‘Careers guidance and access for education and training providers’ - May 2025

Recommended Good Practice:

- Department for Education – ‘Careers strategy: making the most of everyone’s skills and talents’- December 2017
- The Gatsby Foundation- ‘Updated Gatsby Benchmarks: Good Careers Guidance, The Next 10 Years ’- November 2024
- Guidance as published by The Careers and Enterprise Company (CEC)

Principles

Our careers programme is designed to:

- Allow young people make informed choices about their futures, so they can develop their interests and potential, and follow the path that is right for them to progress into work.
- Break down barriers to opportunity for all Newlands students.
- Improve our students’ skills needed for success in work.

The Gatsby Benchmarks:

The Gatsby Benchmarks were developed using international evidence to define what world-class careers guidance for young people looked like. The critical elements of good careers guidance were developed into a framework of eight benchmarks.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each young person
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance.

We use the Gatsby Benchmarks to set out and benchmark the implementation of our CEIAG provision.

CEIAG provision:

At Newlands, we integrate CEIAG into the students' experience of the whole curriculum, as well as offering meaningful encounters with employers, further and higher education providers during school-based career events, offsite visits and carefully planned work experience.

Pupils across the age groups (Years 7-13) are entitled to at least one employer encounter per school year but are also equipped to be self-reliant and proactive in accessing and using CEIAG. Our yearly programme varies, based on the needs of the students and in accordance with national changes.

Opportunities and experiences may include (but are not limited to): visiting speakers; visits to university; access to a careers library; one to one or group careers interviews; employer workshops and support in planning and undertaking work experience. Other focused events are provided at the appropriate time.

In addition, careers focused lessons are built into the PSHE programme which is planned in conjunction with the head of PSHE.

Work experience:

Students take part in work experience programmes in Years 10 and 12. To ensure suitability of work experience placements as well as safeguarding requirements, students record their work experience placements from enquiry to completion using the Unifrog platform which is tracked by the Careers Leader.

Management and Staffing:

The Careers Leader oversees the careers programme, working alongside a named member of the Leadership Team. A Link Governor is appointed each year to provide challenge and oversight. Ensuring pupils knowledge and understanding of CEIAG is the responsibility of all members of staff wherever possible including through their roles such as Form Tutors, Subject Teachers and Mentors.

Staff responsibilities:

Careers Leader

The CEIAG programme is managed by the Careers Leader. The Careers Leader ensures that the programme is fit for purpose and provides students with the best careers education to meet their needs. The careers leader works with the Local Enterprise Partnership as well as other agencies to ensure that the school is monitoring its progress towards meeting the Gatsby benchmarks. The Careers Leader will periodically report progress in meeting the Gatsby Benchmarks to the Senior Leadership Team and Governors.

Senior Leader with responsibility for careers

Oversees the careers programme and line manages the careers leader. Provides support and guidance in managing careers education and works with the Local Enterprise Partnership and the Careers Leader to evaluate the school's progress towards meeting the Gatsby benchmarks.

Careers Governor

Monitors the CEIAG at Newlands and holds the Careers Line Manager and Careers Leader to account.

Heads of Department

Ensure their department is embedding careers education in their programmes of study and that students have a wide range of exposure to careers education in their subject area including extra-curricular and enrichment activities, wall displays, visiting speakers and developing links with industry and higher education. Subject leaders to track careers education in their schemes of learning and communicate any encounters to the careers leader.

Heads of Year

Work with the careers leader to identify students who need CEIAG and identify students who are at risk of being NEET. Ensure students receive the best possible advice to allow them to move on to the next stage of the education or career.

Teachers, form tutors and support staff

Ensure that students receive careers related learning in their lessons. Identify students they believe would benefit from careers education and raise these with the Careers Leader, Heads of Year or Heads of department. Support Heads of Department in fostering industry and higher education links.

Resourcing:

Funding is allocated in the annual budget, which is planned in the context of whole school priorities and needs. The Careers Leader is responsible for the effective deployment of resources.

Careers information is available in the Careers area of the Library.

Working in Partnership:

We understand the importance of working in partnership with parents, who are encouraged to access and use our information to support their daughters.

We communicate this via our web site's careers pages, information evenings, letters home newsletters and social media.

Parents also have access to Unifrog to work with their child when discussing potential future aspirations and pathways.

Provider Access:

The school follows the January 2023 provider access legislation (known as the Baker Clause) by providing at least six encounters with approved providers of apprenticeships and technical education. These may vary from year to year.

There are many opportunities for employers and education/training providers to visit Newlands and/or to leave copies of their literature with us. The school aims to provide facilities, which are suitable for such visits, taking into consideration our school calendar, the resources we have available and the nature of the employer/provider. Visits from providers will be planned in accordance with our Safeguarding Policy.

Full information for all providers is published at all times on the school web site. Should an employer or provider wish to visit Newlands, or find out more about our careers programme, they should contact the careers leader using the following e-mail address: office@newlandsgirls.co.uk

Assessment and Evaluation:

The CEIAG programme is planned, monitored and evaluated by the Careers Leader using the Compass Plus platform, developed by the Careers and Enterprise Company. A full Compass Plus evaluation will take place three times per academic year.