



**Cabot**  
Learning  
Federation

## Careers Education Information and Guidance Policy

Date Approved: May 2025  
Approved By: Academy Council  
Review Frequency: Annually  
Date of Next Review: May 2026

*Broadoak Academy is committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) and Work Related Learning (WRL) for all students in Years 8-11.*

### Rationale

At Broadoak Academy we recognise that all schools have a statutory duty to ensure that all registered pupils at the Academy are provided with independent careers education information and guidance from Year 8, 12-13 year olds, to Year 11, 15-16 year olds (Section 42A and section 45A of the Education Act 1997, Careers guidance and inspiration in schools Statutory guidance for governing bodies, school leaders and school staff - March 2015). Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. All young people at Broadoak will benefit from a planned programme of activities that will help them to choose the 11-19 pathways that are right for them, to be able to sustain employability through their working lives and to aspire to lifelong wellbeing and happiness.

### Aims:

- To integrate the Broadoak CEIAG programme into students' experience of the whole curriculum and be based on a partnership with students and their parents / carers.
- To raise aspirations and broaden horizons, challenging stereotype and promoting equality and diversity.
- To provide a careers programme that includes careers education activities.
- To provide careers IAG activities (including group work within the CLF Year 9 Raising Aspirations Day, Year 10 College Taster Day and Year 11 National Apprenticeships Roadshow).
- To provide information and research activities within PHSE through organisations such as Careers Pilot.

- To provide Work Related Learning opportunities (including 5 days Work Experience for Year 10 with preparation and follow-up taking place in PSHE lessons and other appropriate parts of the curriculum).
- To provide events, enrichment activities (visits to FE Colleges, Careers Conventions, visits from Higher Education establishments and activities from Apprenticeship Providers) and Vocational Educational opportunities.
- To provide a programme that is personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
- To provide contact with employers, who are enthusiastic and passionate about their own careers, to inspire students and also challenge pre-conceived ideas about jobs.

### Commitment

Broadoak is committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) and Work Related Learning (WRL) for all students in Years 8-11, in partnership with the Wessex Inspiration Network, IntoUniversity, South Bristol Youth, Youth Connect Southwest, Weston College and Bridgwater College.

*As outlined in the statutory guidance 'Every child should leave school prepared for life in modern Britain, this means ensuring academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to get on in life'.*

Broadoak Academy will work the local authority to identify young people who are in need of targeted support or who are at risk of not participating post-16, and will complete Pre- NEET paperwork in the months leading up to the young person leaving in order to refer them early.

We aim to secure face-to-face careers guidance where it is the most suitable support for young people to make successful transitions.

### Links with other policies

The policy for CEIAG supports and is underpinned by Broadoak's annual School Improvement and Development plan and a range of key policies especially those for PSHE, and Teaching and Learning.

### Leadership

The Principal and Academy Councillors have overall responsibility for CEIAG / WRL provision. The Assistant Principal for CEIAG / WRL is the senior leader who oversees the

work of CEIAG / WRL within the Academy. The Assistant Principal's role is far reaching and requires the ability to liaise with members of staff of all levels, parents, organisations and people outside of the Academy. The appointed Careers Lead will drive forward careers provision and student aspirations working alongside the Assistant Principal for CEIAG / WRL.

It also requires:

- The ability to keep up to date with CEIAG / WRL policies at national level.
- The ability to tailor the curriculum to the needs of the current cohort.
- The Leadership of teams such as Tutors, Subject Teams and Student Support Staff in preparing students for further education and employment.
- The oversight of the provision for information relevant to WRL and career progression.
- The oversight of and the work of Broadoak's designated external careers advisor.

### Responsibility

We believe that promoting Careers Education Information and Guidance is the whole Academy's responsibility.

<b>Academy Community</b>	<b>Responsibility</b>
Governing Body	The Principal and Academy Councillors have overall responsibility for CEIAG / WRL provision.
Principal	As above including: Supporting the Assistant Principal who oversees the work of CEIAG / WRL within the Academy. The Assistant Principal's role is far reaching and requires the ability to liaise with members of staff of all levels, parents, organisations and people outside of the Academy.
Senior Leadership Team	To support the Principal as above and offer support to the Assistant Principal who oversees the work of CEIAG / WRL within the Academy.
Careers Lead	To support the teaching and support staff with careers provision and delivery. To support and provide feedback to the Assistant Principal who oversees the work of CEIAG / WRL.

(Careers and Aspirations Coordinator)	
Staff	All staff contribute to CEIAG / WRL through their roles as tutors and subject teachers. Specialist sessions are delivered by Tutors through the PSHCE programme and external agencies e.g. FE Colleges, YES and Local Employers. Administration support is provided within the Core Team.
Parents / carers	Parental involvement is encouraged at all stages. All online resources are easily accessed through the links on the Academy website. Parents and carers are kept up to date with careers related information through letters, newsletters and at open evenings.
Students	Students are encouraged to participate in CEIAG / WRL activities to develop their personal skills and qualities and prepare for Post 16 opportunities.

### Monitoring, review and evaluation

The Careers programme is reviewed biennially by the Careers Lead responsible for CEIAG, using DfE guidance and local authority network meetings to identify areas for improvement. Students are actively involved in the planning, delivery and evaluation of activities through the Student Parliament, and student voice (e.g. Year 11 Exit Questionnaire, Further Education Visits and Curriculum Workshops). Evidence is fed into the BroadOak self-evaluation process, and School Improvement and Development Plan, and a report is submitted to the Senior Leadership Team and Academy Councillors. Action research evaluation of different aspects of CEIAG is undertaken regularly. The Careers Lead will also use the Compass evaluation tool to ensure the school remains on track to achieve all 8 of the Gatsby Benchmarks.

BroadOak will assess their success in supporting students to take up education or training which offers good long term prospects. The use of RONI and Destination Measures Data supports the Academy in tracking and monitoring the post 16 pathways and those students at risk of becoming NEET.

### **Appendix 1 - CEIAG Programme aims and outcomes**

## Aims

- To enable all students to develop the self-knowledge and skills that they need to take charge of their personal and career development.
- To be an integral part of the Broadoak Curriculum.
- To contribute to wider Broadoak action to raise aspirations, improve motivation, develop key and other employability skills and illustrate the relevance of subject studies in future life.
- To promote equal opportunities and to challenge stereotypical thinking and attitudes.
- To enable students to understand that a career is a personal journey that includes learning, work and career breaks (both planned and unplanned), and that all career decisions involve making choices about learning and lifestyles.
- To ensure that students (and their parent / carers) receive appropriate information and guidance, especially at key decision and transition points.

## Outcomes

### **Key Stage 3: By the end of this key stage, all students will have:**

- A better understanding of themselves (personal characteristics, abilities, interests, potential weaknesses and limitations).
- Used the Careers Pilot programme, activities and links on Show My Homework to research information about opportunities, and use the information to help them make choices about post-14 courses and learning programmes.
- Received appropriate advice and guidance on post-14 choices.

### **Key Stage 4: By the end of this key stage, all students will have:**

- Enhanced their self-knowledge, career management and other employability skills.
- Used the Careers Pilot programme, and other on-line resources (see 'Help with making choices') to investigate future choices and explore alternative routes to their goals.
- Accessed advice, guidance and support to help them firm up their choices and think about the implications.
- Gained direct experience of work.
- Chosen and applied for an appropriate Post-16 opportunity.
- Made a back-up plan in case things go better or worse than expected.

## Appendix 2 - Preparing for Life in Modern Britain

Through the PSHE programme all students will develop an understanding of different types of work and the skills and qualities required to be successful in a workplace. Students will also be given opportunities to be enterprising and work with others. They will find out about careers and the World of Work to develop hopes and aspirations for the future.

**In Year 7 – ‘Exploring jobs and Work’** this includes registering on CareerPilot and researching future job ideas. Looking at how jobs will change in the future using LMI. Learning what Green Jobs are and where the job opportunities are. Using ‘Start with a Subject’ tool to explore career paths related to a favourite subject.

**In Year 8 – ‘Know yourself and your skills’** this includes completing a Buzz Quiz, and making a skills profile. Using LMI to look at what skills are needed for different jobs. Students will learn how to sell themselves, and think about their own skills and strengths.

**In Year 9 – ‘Know your GCSE options and how to choose them’** students explore the KS4 options and how to choose, how they fit with their future, students research jobs and look at different routes into them. Students consider the importance of building their skills alongside their qualifications and finally take a quiz to help them finalise what they will choose.

**In Year 10 – ‘Exploring Post 16 and securing Work Experience’** students will have an overview of Post 16, complete a job sector quiz and use LMI to research jobs and routes in. Work experience: why do it and what to think about, how to find a placement, writing a CV, reflection and reviewing.

**In Year 11 – ‘Preparing for Post 16’** students learn the difference between the academic and vocational offer in sixth forms and colleges, they explore the apprenticeship pathway and learn how to find one, they focus on applying for Post 16 and tracking their applications, plus looking ahead to Post 18. They will complete the CV started in Year 10 and reflect and review Taster Days at FE Providers.

All students will research options in education, training, apprenticeship, employment and volunteering. They will review and reflect upon previous transitions that help to improve preparation for future moves into education, training and employment.

In addition, some students will:

- Be given access to aspirational trips and visits (e.g. Universities, colleges and apprenticeship providers)
- Be given additional support to reach good standards of ‘Employability’ skills such as organisation, timekeeping, team work

- Access extra curricular (e.g STEM or additional curricular or MAAT groups) activities that provide further opportunities to promote and stimulate interest in particular areas
- Be targeted with additional IAG to help support career investigation and planning for their next steps. Particularly those in care or care experienced.

### **Appendix 3 - Help with making choices**

[www.careerpilot.org.uk](http://www.careerpilot.org.uk)

<https://nationalcareersservice.direct.gov.uk>

[www.careerssw.org](http://www.careerssw.org)

<https://winterstokehundredacademy.clf.uk/>

[www.weston.ac.uk](http://www.weston.ac.uk)

[www.bridgwater.ac.uk](http://www.bridgwater.ac.uk)

[www.churchill-academy.org](http://www.churchill-academy.org)

[www.backwellschool.net](http://www.backwellschool.net)

[www.cityofbristol.ac.uk](http://www.cityofbristol.ac.uk)

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.whatapprenticeship.co.uk](http://www.whatapprenticeship.co.uk)

### **Thinking about University**

[www.ucas.com](http://www.ucas.com)

[www.russellgroup.ac.uk](http://www.russellgroup.ac.uk)