

Carr Manor Community School

Careers Education Information, Advice and Guidance Policy

Adopted by the governing body: December 2025

Review date: December 2026

Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to pupils at Carr Manor Community School. In line with the Gatsby Benchmarks and the CDI Career Development Framework, effective careers support prepares young people for the opportunities, responsibilities and experiences of life. It helps them make informed decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. Our careers programme promotes respect, empathy, and dialogue, supporting pupils to make informed and peaceful choices that contribute to a just and inclusive society. As a result, the careers programme has a whole-school remit designed to complement the rest of the school curriculum.

Aims and Objectives

Carr Manor Community School's careers programme aims to encourage pupils to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school, while fostering mutual respect, social responsibility, and an understanding of diverse perspectives in the world of work. Our programme aligns with the eight Gatsby Benchmarks and the CDI Career Development Framework.

- Helping pupils to understand the changing world of work.
- Facilitating meaningful encounters with employers for all pupils.
- Supporting positive transitions post-16.
- Enabling pupils to develop the research skills to find out about opportunities.
- Helping pupils to develop the skills, attitudes and qualities to make a successful transition into the world of work.
- Encouraging participation in continued learning, including further and higher education and apprenticeships.
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity, embedding principles of social justice and peaceful coexistence in career planning.
- Contributing to strategies for raising achievement, particularly by increasing motivation.

Pupil Entitlement

All pupils, regardless of background or ability, are entitled to equitable access to an effective CEIAG programme. Pupils are encouraged to take an active role in their own career development, so the careers programme emphasises pupil participation with a focus on self-development, learning about careers and the world of work, and developing career management and employability skills.

This policy complies with the statutory guidance on careers education and provider access (DfE 2018) and reflects the school's duty under the Education Act 2011.

During their time at school, all pupils can expect:

- three 'Coaching' sessions a week focusing on their personal development and well-being and personal, social, health and citizenship education;
- the support they need to make the right option/careers choices in Years 7-11;
- access to up-to-date and unbiased information on future learning and training, careers and labour market information;
- support to develop the self-awareness and career management skills needed for their future;
- age and stage appropriate careers sessions as part of the Personal Development Programme from EYFS to Key Stage 4.
- career related learning during Coaching and Coaching Plus from Year 1 to Year 12 covering options after school, the world of work, the job market and the skills needed for the future;
- at least four meaningful encounters with representatives from the world of work: this could be through work experience, assemblies, careers talks (in or outside lessons), meetings, projects and visits;
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school;
- the opportunity to relate what they learn in lessons to their life and career beyond school;
- the opportunity to talk through their career and educational choices with staff including Coaches and the careers team;
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to pupils of any year group;
- the school to keep families informed of their child's progress and provide them with information to support pupils' career planning and decision-making. Families can attend careers meetings, by prior arrangement.
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the pupils.

Family involvement

Young people do not make career decisions in isolation and families can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster family involvement in the careers programme, wherever possible.

Events for parents and carers

Families are invited into school to discuss their child's progress, on Parents' Evening and Meet Your Coach events. In readiness for these events, pupils will hold one-to-one or group discussions to set agreed targets related to academic and character development. These targets will link to career aspirations where possible.

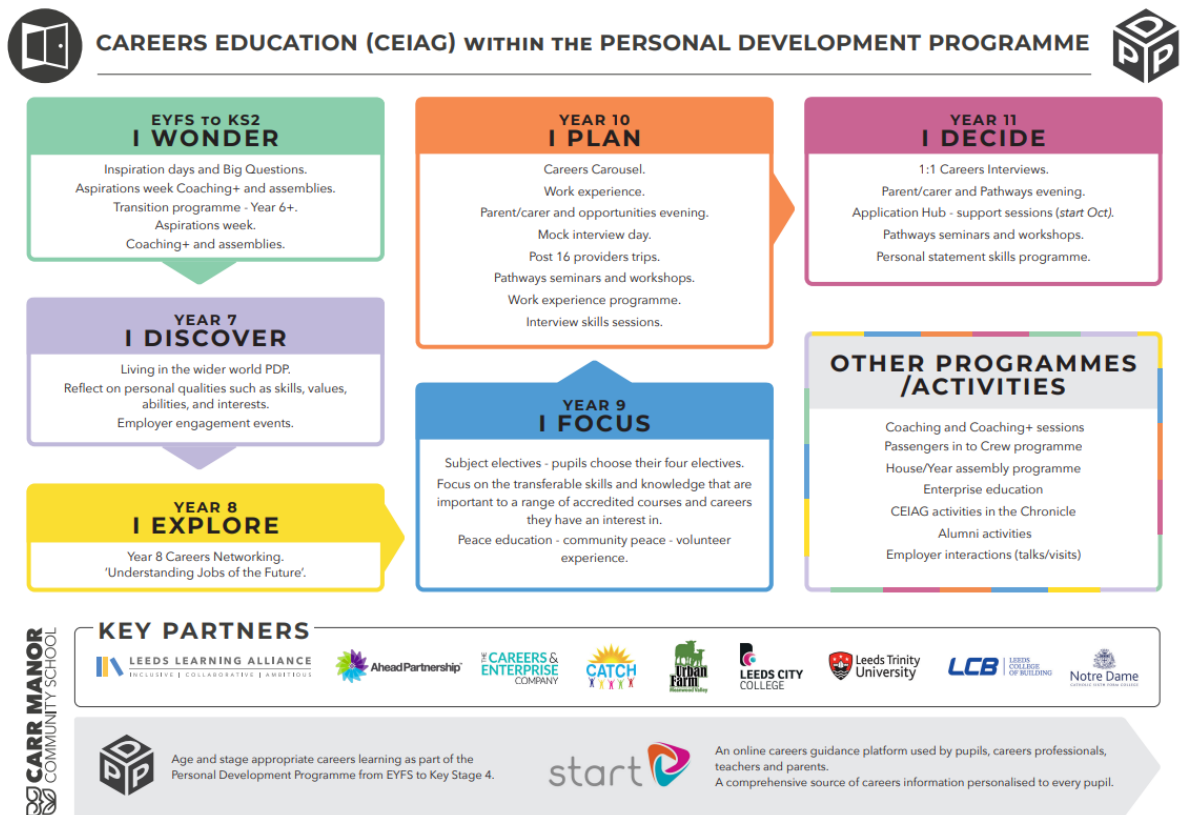
In addition, specialist events for families include Years 8 and 9 Opportunities Evening, along with our annual parent/carer evenings.

Families are kept up to date with career-related events and activities affecting their son/daughter via letters and texts home, the school website/portal and social media.

Delivery of the careers programme

The school progression plan

This is an overview of the CEIAG plan by year or Key Stage. It does not contain every activity that will take place but shows the regular and embedded items of the programme.



EYFS, KS1 and KS2

Key activities:

Personal Development Programme – This is the school core vehicle for the delivery of the PSHCE curriculum and is where children will take part in their age and stage appropriate careers learning.

Aspirations Week and Careers Fair – The Primary Phase CEIAG Leader organises this yearly event where pupils have the chance to meet a wide range of current professionals and education providers.

Coaching + and assemblies –

PSHCE and Citizenship sessions are planned termly and use the PSHE Association programme of study as an outline including the ‘Living in the Wider World’ topics across two half terms of the year.

Applicable BIG QUESTIONS – Classroom teachers plan suitable ‘BIG QUESTIONS’ that help pupils better understand how their skills and knowledge can be used in a wider context than school work.

Years 7, 8 and 9

Key activities: Year 8 Opportunities Evening; School Careers Fair; Social Action Projects. Pupils at Carr Manor Community School have the opportunity to select two areas of the wider curriculum that they wish to further investigate to help them narrow down their future GCSE options. These ‘Study Schools’ are selected at the end of Year 8 and then studied for a full day each week.

By the end of Year 9, all pupils will have had the opportunity to:

- be introduced to career resources to help them understand their preferences and the options open to them;
- develop their self-awareness;
- receive support to make the right KS4/GCSE choices, including assemblies, family events, meeting with staff at school and the option of a careers meeting.

Year 10

Key activities: School Careers Carousel; work experience; Year 10 Personal Development Programme and mock interviews.

Sessions and assemblies include preparing to find and carry out work experience placements; CVs, applications and interview technique in preparation for mock interviews; understanding post-16 options.

By the end of Year 10, all pupils will have had the opportunity to:

- develop their self-awareness and career management skills, including writing a CV;
- experience at least two weeks in the workplace;
- be interviewed;
- experience a taster session in a sixth form or college setting;
- learn about the different post-16 pathways.

Year 11

Key activities: Careers meetings; post-16 applications and Year 11 Personal Development Programme

Pupils will learn how to write a personal statement for post-16 applications; get support to apply to Post 16 providers and individual establishment processes; attend group sessions

discussing the different post-16 pathways and key considerations when choosing post-16 options.

By the end of Year 11, all pupils will have had the opportunity to:

- use a range of sources of information (with support, as required) to explore post-16 options;
- attend events in school and out of school where they can speak to employers, colleges, training providers and universities;
- develop their self-awareness and career management skills;
- apply for post-16 options and back-up plans, as necessary;
- continue to develop the skills needed for a successful transition;
- have at least one meeting with a Careers Adviser.

Career guidance meetings

Pupils are entitled to appropriate guidance to meet their individual needs. All pupils at school can request an appointment with the Careers Adviser but, in practice, Y10s and Y11s, are most likely to access the service.

Pupils are identified for careers meetings based on need and through self-referral.

Needs-based referral

The referral procedure works as follows:

- Heads of Year, Coaches, SENDCo Team identify pupils who would benefit from early intervention, for example: pupils with a lack of direction or lack of motivation; pupils with SEND; certain pupils receiving pupil premium funding; those who have potential to become NEET (Not in Employment, Education or Training).
- At the end of Year 10, Coaches priority rate any pupils based on their readiness to make post-16 decisions and the support they might need throughout the post-16 options process.
- Pupils complete their own careers questionnaire late in Year 10 where they are asked about their career and post-16 ideas.

The outcome of all these activities allows the Careers Adviser to prioritise pupils for meetings, helping to ensure that pupils of all abilities can access the support they need.

For those pupils identified as being at risk of NEET, further interventions are arranged as appropriate for each pupil. This support could include a personalised curriculum in KS4, visits to colleges and training providers, contact with families, support from other agencies and on-going contact as the pupil leaves school.

Self-referral

Pupils may refer themselves for a careers meeting at any point, directly via their Coach or Year Manager. An appointment with the Adviser will then be arranged. Pupils are made aware of the careers adviser through assemblies and via Coaching sessions.

The Careers Adviser will record action plans - pupils and Coaches will receive a copy and families and staff have the option to see this information so they can support the process. If a pupil is away or fails to attend, an alternative time will be arranged.

Career information

Career information is available through the school Coaching Chronicle, Carr Manor TV, through relevant displays and noticeboards or cascaded via Coaches or through year group assemblies. The careers library includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities.

The National Careers Service

The school teach pupils how to access this free National Careers Service for all. It continues to provide free impartial information, advice and guidance on careers, skills and the labour market to adults and young people aged 13 years and over.

External providers

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

Management and staffing

The Careers Lead is responsible for taking a strategic lead and direction for careers work in the school; working under the direction of the Senior Assistant Principal with responsibility for careers.

Due to the whole-school remit of careers work, the range of staff involved in supporting careers activities is large and includes all Coaches.

Staff Development

Coaches are introduced to the concepts, aims and programme for CEIAG at Carr Manor Community School during INSET days. This staff development is further enhanced at compulsory and voluntary CPD sessions and during Monday morning staff meetings. The Careers Lead attends conferences and network meetings to keep up to date with best practice and legislation.

Resources

The school is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

Employer links

Links with employers, businesses and other external agencies continue to grow - by building on local community connections as well as through the support of the school's Enterprise Adviser (brokered through Careers & Enterprise Company).

Equal opportunities

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All pupils can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on the early identification of pupils requiring additional support, with no limit placed on how many times a pupil might meet a careers adviser. The careers advisers work with the SENCo to support Education, Health and Care planning.

The destinations of school-leavers are monitored and trends identified.

Monitoring and evaluation

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for pupils.

The careers programme is evaluated in a number of ways, including:

- regular completion of the Compass self-evaluation tool;
- pupil feedback on their experience of the careers programme and what they gained from it;
- staff feedback on careers lessons, mock meetings etc;
- gathering informal feedback from external partners and from families;
- quality assurance of careers sessions as part of the Coaching Plus programme;
- pupil destination figures post-16.

Carr Manor Community School is committed to achieving the Quality in Careers Standard, a dedicated quality award for careers programmes. The Careers Team are beginning the process of working towards this award.

Tracking destinations of learners

CMCS maintains contacts with the local authority and supports with tracking information in line with DfE guidance. This information is published in key stage 4 and key stage 5 (16 to 18) education destinations in performance tables, which are an established part of the accountability system.

References

The Gatsby Benchmarks - <https://www.gatsbybenchmarks.org.uk/news/quick-read-guide-to-the-gatsby-benchmarks-updates-launches/>

The Career Development Institute Careers Framework <http://www.thecdi.net/New-Careers-Framework-2015>

Careers guidance and access for education and training providers

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/
Careers_guidance_and_access_for_education_and_training_providers.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf)

Careers strategy: making the most of everyone's skills and talents

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/
Careers_strategy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

If you would like this in a different format please contact the school