



Careers Education Information, Advice and Guidance Policy

Owner:	Careers Leader
Review by:	Local Governing Body
Last Reviewed and Adopted:	November 2024
Next Review:	September 2025

1. Commitment

St Peter's Collegiate Academy is committed to providing a planned programme of Careers Education and Information, Advice and Guidance (CEIAG) for all students in Years 7 to 13. This programme is guided by the Gatsby benchmarks, the National Framework for CEIG 11-19 in England (DfES, 2001) and other relevant direction from the DfE, QCA and Ofsted in order to conform to statutory requirements. It is designed to meet the needs of students at this Academy, is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

The Education Reform Act 1988 states that the curriculum "should prepare pupils for the opportunities, responsibilities and experiences of adult life".

The Education Act 1997, 2011, 2013 and statutory guidance 2018 placed the following responsibilities on schools:

- to identify a Careers Leader with representation on the Academy Leadership Team
- to meet the Gatsby Benchmarks
- to provide a programme of careers education for all pupils in Years 7-13
- to provide access to independent careers guidance for pupils in Years 7-13 that is presented in an impartial manner, promoting the best interests of the pupils to whom it is given and include information on all options available in respect of 16-18 education and training
- to work with careers services to ensure that pupils have access to a wide range of up-to-date reference materials

We aim to develop student employability skills and inform them about local, national and international labour markets, guide students to explore and develop career ideas and nurture high aspirations, educate students on the complete spectrum of career pathways and prepare them for successful transitions at both post 16 and post 18.

CEIAG is an integral aspect of St Peter's Collegiate Academy SMSC and PSHE, SEND, Safeguarding and Provider Access policies ensuring Academy students are prepared for life and work in Britain today by:

- Raising aspirations and increasing motivation.
- Encouraging the development of personal responsibility and resourcefulness.
- Fostering key learning skills (recording and reviewing experiences and achievements; target setting; planning ahead).
- Bringing relevance to other areas of the curriculum.
- Contributing to the development of information and communication skills.
- Providing a foundation for lifelong learning within a rapidly changing world.
- Encouraging students to contribute to local, national and international economy.

2. Aims

St Peter's Collegiate Academy CEIAG policy has the following aims:

- Ensure that students develop the skills and attitudes necessary for success in adult and working life.
- Provide a CEIAG programme, designed to meet the needs of all students in Years 7 to 13, that is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
- Ensure the CEIAG programme meets professional standards of practice and is person centred, impartial and confidential.
- Provide all students with access to up to date, independent and impartial Careers Information, Advice and Guidance.
- Raise aspirations and support students to achieve their full potential.
- Allow students to contextualise and appreciate the purpose of their learning.
- Ensure that CEIAG underpins and runs through the whole Academy curriculum.
- Encourage participation in continued learning including Higher Education, Further Education and Apprenticeships.
- Develop students' confidence, independence and resilience.
- Reduce 'drop out' and switching courses in education and training.
- Develop enterprise and employment skills.
- Ensure the CEIAG programme is integrated into students' experience of the whole curriculum and be based on a partnership with local businesses, outside providers including the Wolverhampton Education Business Partnership (EBP), students and their parents or carers.
- Ensure all students are treated without prejudice and have an entitlement to CEIAG, regardless of race, gender, religion, ability, disability, social background or sexual orientation.

3. Curriculum

The careers curriculum is delivered by classroom teachers during the scheduled PSHE curriculum time, complemented by weekly Form Time Careers activities in tutor time delivered by Form Tutors. Staff are also to highlight and raise the profile of careers within their subject areas. Whole year groups events are delivered through trips, live web events, workshops and assemblies given by outside providers. An Academy careers drop down day also takes place once per term.

St Peter's Collegiate Academy aims to develop the following career learning in students and expose them to a rich and varied careers experiences.

The Careers programme of events will be updated on the website and communicated via the Careers Google Classrooms, social media and termly careers bulletins.

We commit to:

- Provide students with up to date careers information, allowing students to direct themselves towards both guidance activities and information throughout the development and decision-making stages of their time at St Peter's Collegiate Academy – specifically Year 9 Options and Post 16 options. These decisions should be informed by the experience they have gained through Years 7, 8, 9, 10 and 11.

- Ensuring all students are provided with a minimum of six encounters with providers of technical education or apprenticeships throughout their time in the academy as stated in the government Provider Access Legislation (PAL). Two of these must take place in years 8 and 9, two in years 10 and 11 and two will be offered in years 12 and 13.
- Raise aspirations of all students to ensure that students are aspiring to the highest level of education, training or employment possible to facilitate aspirational career goals. This will be supported through access to careers, further and higher education information in a variety of styles, a well-managed curriculum linked careers programme.
- Enable students to understand how personal finances will constantly impact their lives and should be considered when looking at career aspirations. This will be administered through careers led Life Skills Learning opportunities.
- Ensure that careers guidance is wide ranging through a variety of different portals and through external providers as this reduces the risk of students becoming NEET.
- Ensure that every student has experience of the world of work through a Year 10 and Year 12 work placement.
- Ensure that all staff have an up to date understanding of the job roles and careers that link directly with their subject area. This knowledge is used to enrich their teaching so that students are enthused by the subject and the potential careers opportunities that success in the subject can bring.
- Develop and support a culture which promotes an open and curious relationship between students and the Careers Department. Students are invited to access the Careers Google Classroom resources frequently alongside Unifrog. They are encouraged as individuals to engage in feedback and arrange 1:1 career interview session.
- Support students career development by communicating with families and carers about careers and further education, inviting them to engage in feedback and to access resources.
- Create a diverse and exciting programme of activities, events and interactions with further education and the world of work.

Students use Unifrog to support their careers education and improve their self-awareness.

This programme will continuously be assessed and developed by the Careers Leader during timely Compass+ Audits in partnership with WMCA/Careers and Enterprise Company. The Careers Impact System is undertaken by the Careers Leader, Senior staff and Heads of Department in order to ensure a systematic approach to raising standards of careers leadership and delivery.

4. Susceptible groups

4.1 SEND students

SEND students receive specialist support from the Academy SENCO, support staff and Connexions. This support is in addition to the careers programme provided across the Academy. Students requiring further support, are provided with further guidance to ensure that suitable destinations are identified.

4.2 Pupil Premium

Pupil Premium students are provided with the same opportunities within the careers programme, we ensure that financial barriers do not impact on student participation. Extensive tracking is carried out of all students via Compass+ and Unifrog to measure the impact and identify any gaps that need to be addressed.

5. Engagement

5.1 Work Experience

All students in Years 10 and Year 12 are required to undertake one week of work experience in the summer term. The Careers Leader is responsible for the coordination of work experience for students. We subscribe to the Unifrog Placement Tool to provide us with a wide database of possible placements and to complete the necessary safeguarding and risk assessments.

Work experience is a key component of all sixth form study programmes. The term work experience refers to all forms of work-related activity including work tasters, student enterprise, participation in social action, volunteering or a work placement taken with an external employer. It aims to give students the opportunity to develop their career choices. All students in the sixth form at St Peter's Collegiate Academy are expected to undertake work experience, work-related training, volunteering or other activities as part of their study programme. Involvement in relevant activities are agreed and monitored by the sixth form staff.

5.2 Employer Engagement

Students will have access to employers through assemblies and drop in sessions. Mock interview sessions will be provided for Year 11 students with local employers.

5.3 Black Country Careers Hub

The Academy is part of the Black Country Careers Hub, which is overseen by the West Midlands Combined Authority. This partnership brings a wealth of support and resources to support employer engagement and provide students with face to face contact with professionals from a wide variety of career sectors. This will support informed decisions they will make regarding their chosen career pathway.

5.4 Careers Fairs and Events

All students will take part in a Careers Fair in the Autumn term. Students and parents/carers are also informed of external events.

5.5 Display/Media

A range of displays provide students with an overview of their CEIAG journey through the Academy and beyond. The displays include information on progression routes and pathways, qualities and skills, options information and keynote events. Role models and alumni promote a range of careers. The purpose of these displays is to be both informative and aspirational.

5.6 Partnerships

The CEIAG programme is greatly enhanced through links with several partners who help ensure the students' learning is up to date and relevant. We are committed to developing strategic partnerships with local industry, the Education Business Partnership (EBP), Institutions of Further and Higher Education, parents and carers to achieve the best information, guidance and provision for students. We are looking forward to extending our links with local employers and services through our engagement with the Careers and Enterprise Company.

These external partners can help to raise student aspirations, develop their employability skills, inform them about the range of roles and opportunities available and help them understand how to make this a reality. It is also important that students' choices regarding their future are based upon a clear view of the current labour market and how opportunities may change in the future.

Parental/carer involvement is encouraged at all stages. We recognise that parents and carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; In Year 9 with our first steps to KS4 options decisions and Careers Information Evening, in Year 10 with Work Experience placements, in Year 11 with post-16 choices and in Years 12 and 13 with UCAS, apprenticeship and other applications. Parents also have the opportunity to speak to members of the year teams throughout the year.

6. Staff Responsibilities

At St Peter's Collegiate Academy, we believe it is essential to involve all key stakeholders as detailed within our career's development plan.

6.1 Principal of St Peter's Collegiate Academy

Support careers growth and development within St Peter's Collegiate Academy. Actively promote careers and support with staffing and resources

6.2 Vice Principals and Assistant Principals

Support and promote careers across the whole Academy.

6.3 Careers Leader

Overall responsibility for the implementation of a stable careers programme and ensuring the Academy meets the Gatsby Benchmarks. Delivery of St Peter's Collegiate Academy careers programme, planning and delivery of whole Academy careers events.

6.4 SENDCO

Ensure that all SEND students have an appropriate career/educational pathway mapped and planned prior to leaving St Peter's Collegiate Academy in Y11 and Y13. To support pupils into Further Education or alternative routes post 16 to reduce the risk of a student becoming NEET (not in employment, education or training).

6.5 Pastoral Team

Ensure that all students have an appropriate career/educational pathway mapped and planned prior to leaving St Peter's Collegiate Academy in Y11 and Y13.

6.6 Data Manager

To ensure timely collection of destination data. Data is published in line with DfE statutory requirements.

6.7 Form Tutors

Deliver Careers based activities, provide support and guidance during whole cohort/Academy events

6.8 Subject Leaders

To ensure that within their subject area, Careers education is applied to the curriculum to ensure that Gatsby Benchmarks 2, 4, 5 and 7 are delivered at St Peter's Collegiate Academy.

6.9 Teachers

Support the delivery of the careers programme. Teachers will link their subject area to their lesson plans, using labour market information with links to job roles. Teachers will use employers and employees to enrich the curriculum and inspire students to want to work in their sectors and experience workplaces when appropriate.

The following are involved in supporting the CEIAG programme at St Peter's Collegiate Academy:

Internal:

SLT Link: Mrs B Beeston

Careers Leader: Mrs A Tranter

SENDSCO: Mrs R Williams

Three Spires Trust Director of Careers: Mrs E Leek

Link Governors: Mr M Fowell

Mr N Bradnick-Thompson

External:

Careers Advisor: Gaelle Holford (Entrust)

Connexions – potential NEET students: Natalie Beattie

Careers and Enterprise Company

- Enterprise Advisor – Andrea Gubbins, Holiday Inn
- Enterprise Co-ordinator – Carol Codner, Wolverhampton EBP

Monitoring, evaluation and development planning

The CEIAG programme is reviewed annually by the Careers Leader.

Link Governors supports the monitoring of this policy, meeting with the Careers Leader regularly, reporting progress on CEIAG to the Governing Body and advising on its future development.

Wherever possible, students are actively involved in the planning, delivery and evaluation of all careers programmes and activities. The effectiveness of all CEIAG activities are evaluated through:

- Compass + evaluation, completed termly by Careers Leader and CEC Co-ordinator and Enterprise Advisor.
- Careers Impact System
- Staff, parent/carer and student evaluations
- Attainment and achievement key indicators
- Students' engagement at KS3, KS4 and KS5 (via Unifrog)
- Destinations of our students (Data Manager: Ms B Kaur)
- NEET figures remaining very low
- Audit of CEIAG

This policy was reviewed in September 2024 by the Careers Co-ordinator. The next scheduled review of this policy is September 2025

Ratified by Local Governing Body.....November 2024.....

Appendix 1: Gatsby Benchmarks and delivery

Gatsby Benchmark	Benchmark Descriptor	St Peter's Delivery
GB1 – Stable Careers Programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.	<ul style="list-style-type: none"> • Managed by Careers Leader (L7) • Careers Adviser (L6) • Policy and Careers Programme shared with Teachers, Students and Parents via Website • Careers Delivery Programme evaluated at regular intervals throughout the year. • Careers Impact System
GB2 – Learning from Careers and Labour Market Information	Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information.	<ul style="list-style-type: none"> • All students experience a range of activities through the St Peter's Careers Programme throughout the academic year. • All students in Year 10 / 11 will have one to one session with the Careers Advisor to identify and enrol on to post 16 provision – Education, Training or Employment. • All year groups access the annual St Peter's Careers Fair – Autumn Term • St Peter's SLT and teaching staff will utilise external data on local and national employment to inform and justify the curriculum offer at St Peter's. • St Peter's Website has a section designated to Careers – Full details of our policy, delivery plan, contact details for Careers Leader and Advisors plus links to a variety of resources are located here. These reference points will ensure that parents can support their child.
GB3 – Addressing the needs of all students	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout	<ul style="list-style-type: none"> • Targeted opportunities for careers/education • Targeted careers guidance for SEND students • Targeted additional careers guidance for disadvantaged students
GB4 – Linking	All teachers should link	<ul style="list-style-type: none"> • Staff training is delivered to identify

Curriculum careers	to curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of career pathways.	<p>and inform curriculum delivery of career opportunities.</p> <ul style="list-style-type: none"> • Curriculum exposes students to different career roles through video, case studies, external visits and visitors to the Academy. • Staff develop an up to date knowledge of the latest careers that are relevant and linked to their curriculum area Subject Content is applied to real life contexts that allows • students to link the subject area with potential job roles. • All enrichment activities being delivered to whole year cohorts will be linked to career opportunities and ideally involve presentations by a visiting employee.
GB5 – Encounters with Employers and Employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment opportunities including visiting speakers, mentoring and enterprise schemes	<ul style="list-style-type: none"> • Via the St Peter's Careers Programme, all year groups have exposure to visiting companies, external people working in different job roles (this may be virtual). • A variety of Enterprise projects for all years through the PSHE programme. • Working with outside agencies to deliver projects including Careers Drop Down Day events and National Enterprise Challenge. • St Peter's careers fair autumn term.
GB6 – Experiences of Workplaces	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks	<ul style="list-style-type: none"> • All Y10 and Y12 students take part in a week-long WEX/VWEX. • Students from years 10, 11, 12 and 13 may complete individually arranged WEX/VWEX by prior arrangement with Careers Leader/Head of Year.
GB7 – Encounters with Further and Higher Education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace	<ul style="list-style-type: none"> • Careers Advice programme via Unifrog exploring opportunities post 16. Programme of Guest speakers during the year for all years. • Annual St Peter's Careers Fair Autumn Term • University visits and fairs. • Attendance of the Apprenticeship

		<p>Show</p> <ul style="list-style-type: none"> Careers Drop Down Days.
GB8 – Personal Guidance	<p>Every pupil should have opportunities for guidance interviews with a Careers Adviser, trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs</p>	<ul style="list-style-type: none"> Careers Guidance interviews with Independent Careers Advisor (L6).

Careers Programme Overview 2024-2025

	Autumn term 1	Autumn term 2	Spring term 1	Spring term 2	Summer term 1	Summer term 2	Independent Careers advice
Year 7	CEIAG Interactions (GB 1,2,5,7)	Green Careers Week and Virtual Careers Fair (GB 2,3,5,6,7) Careers Fair (GB 2,3,5,6,7)	CEIAG Interactions (GB 1,2,5,7) National Apprenticeship Week (GB 2,3,5)	National Careers week	CEIAG Interactions (GB1,2,5,7) Apprenticeship pack form work		
Year 8	CEIAG Interactions (GB 1,2,5,7)	Green Careers Week and Virtual Careers Fair (GB2,3,5) Careers Fair (GB 2,3,5,6,7)	Apprenticeship Pack - form work CEIAG Interactions (GB 1,2,5,7) National Apprenticeship Week(GB2,3,5) BIG Assembly (GB2,3,5)	National Careers week Careers/Geography Enrichment Day Options Evening (GB 2,3,5,7,8)	CEIAG Interactions (GB 1,2,5,7) Guess my job: Employer engagement (GB 1,2 5)		Career Advisor group discussion (GB8)
Year 9	CEIAG Interactions (GB 1,2,5,7)	Green Careers Week and Virtual Careers Fair (GB 2,3,5) Careers Fair (GB 2,3,5,6,7)	Industry day (GB2,3,5) National Apprenticeship Week (GB 2,3,5) Apprenticeship Pack - form work BIG Assembly (GB2,3,5) CEIAG Interactions (GB 1,2,5,7)	National Careers week	CEIAG Interactions (GB 1,2,5,7)	WEX Introduction (GB6)	Career Advisor Interviews (on request) (GB8)
Year 10	CEIAG Interactions (GB 1,2,5,7)	WEX/VWEX preparation (GB6) Young Professionals Conference (GB 2,3,5)	University Visit (GB 3,7,) National Apprenticeship Week (GB2,3,5) BIG Assembly (GB2,3,5)	National Careers week WEX/VWEX preparation (GB6)	CEIAG Interactions (GB 1,2,5,7) WEX/VWEX preparation (GB6)	WEX/VWEX (GB6)	Career Advisor Interviews (GB8)

		Green Careers Week and Virtual Careers Fair (GB 2,3,5) Careers Fair (GB 2,3,5,6,7)	WEX/VWEX preparation (GB6) CEIAG Interactions (GB1,2,5,7)				
Year 11	CEIAG Interactions (GB 1,2,5,7) PAL Assembly (GB, 2 3,7) VWEX (GB6)	Post 16 interviews (GB3) Sixth Form Open Evening (GB3) VWEX (GB6) Green Careers Week and Virtual Careers Fair (GB 2,3,5) HE and FE Talks (GB 2,6,7) Careers Fair (GB 2,3,5, 6,7)	Mock Interviews: Employer engagement (GB 1,2,5) National Apprenticeship Week (GB2,3,5) BIG Assembly (GB2,3,5) Post 16 Interviews CEIAG Interactions (GB 1,2,5,7) GB3) VWEX (GB6)	National Careers week VWEX (GB6)	VWEX (GB6)	VWEX (GB6)	Career Advisor Interviews (GB8)
Year 12	CEIAG Interactions (GB 1,2,5,7) VWEX (GB6) UK University and Apprenticeship Fair (GB 2,6,7)	Green Careers Week and Virtual Careers Fair (GB 2,3,5) Careers Fair (GB 2,3,5,6,7) VWEX (GB6) WEX/VWEX preparation (GB6)	National Apprenticeship Week (GB2,3,5) BIG Assembly (GB2,3,5)	University of Wolverhampton SciExplore (GB, 2 6 7) National Careers week WEX/VWEX (GB6) University of Derby Visits (GB 2,6,7)	CEIAG Interactions (GB 1,2,5,7) WEX/VWEX (GB6)	WEX (GB6) VWEX (GB6) Higher Education Week (GB 2,3,6,7)	Careers advisor interviews (GB8)

Year 13	UCAS Preparation (GB7) UK University and Apprenticeship Fair (GB 2,6,7) CEIAG Interactions (GB 1,2,5,7) VWEX (GB6)	Green Careers Week and Virtual Careers Fair (GB 2,3,5) UCAS Preparation (GB7) Careers Fair (GB 2,3,5,6,7) VWEX (GB6)	National Apprenticeship Week (GB2,3,5) BIG Assembly (GB2,3,5) Apprenticeship application support (GB7) VWEX (GB6)	National Careers week VWEX (GB6)	VWEX (GB6)	VWEX (GB6)	Career Advisor Interviews (GB8)
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Whole School initiatives:

All year groups have a Careers Google Classroom to receive information about careers and events including virtual careers talks and VWEX opportunities.
 All year groups have access to Unifrog Careers and Destinations platform.
 All year groups have a Careers Focus during Form Time Careers once a week.