



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

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Approved By	Local Governing Board	Status	Committee
Last Review	September 2025	Next Review	September 2026

Details of Policy Updates

Date	Details
29/03/2023	By Rob Dickins – addition of PALS
10/06/2024	Visits from previous school leavers who could act as role models should be included in the policy.
10/07/24	Trust Wide Document not just Bristol

1. Introduction

Careers education is at the heart of our school vision. North Star was born out of a drive to do something different for those who need more, formed by the desire to shape futures. As a school we want to be equipping young minds to join with their communities. Through carefully planned careers education and guidance and a clear and structured employability pathway, students will identify and engage purposefully with a pathway into further learning, apprenticeships and employment.

The Careers Education Information, Advice and Guidance programme at North Star 180 has been designed to consider and compliment the values and improvement priorities of the school and wider trust. The planned learning journey helps our students, whose primary SEND need is SEMH to understand their interests, strengths and areas for development in relation to relevant and aspirational post 16 education and employment options. Students also learn about local labour market information to be aware of careers and opportunities for training, apprenticeships and volunteering.

The focus of Careers Education at North Star 180 is raising aspirations and equipping students with knowledge and understanding, skills and attributes as a foundation for managing their lifelong career and learning. We want to identify pupils' barriers to participation and support them to improve their academic and personal confidence to effectively communicate and engage in their future pathways. Our goal is that every young person leaving school will transition successfully to further education, employment or training, demonstrating our values in their communities:

- **Navigate** potential post 16 options available, engaging in activities to investigate local education providers, training centres and apprenticeships and employment encounters.
- Recognise **Success** when opportunities are taken to improve confidence, communication and skills that are relevant to chosen post 16 career pathways.
- Work **Together** with a network of partners to ensure future engagement on learning journeys including NS180 staff, parents, Bristol Works, colleges, training providers and local employers.
- Demonstrate **Ambition** when considering pathway plans and options available, always seeking support and guidance to seek high quality and aspirational opportunities.
- **Relevance** of careers education, information, advice and guidance always focuses on students' individual needs with a 'line of sight' considering student voice and identified provision on on EHCPs.

This policy will outline our commitment to excellence in line with our strategic aims and values.

2. Responsibilities

The following people have responsibilities under this policy:

- Careers Leaders
- Headteachers

All teachers are responsible for the delivery of our employability programme and for ensuring that a careers focus is part of subject teaching.

3. Statutory duties and guidance

North Star Academy Trust is fully committed to ensuring that the statutory duties related to careers education are fulfilled by providing our students with a comprehensive programme of careers education, information, advice and guidance (CEIAG) for all students from Years 7 to Year 11.

North Star Academy Trust will follow the DfE 'Careers Guidance and access for education and training providers' Statutory Guidance issued January 2023 and other relevant guidance as it appears. We will work towards achievement of the eight Gatsby Benchmarks to ensure every student across the school receives comprehensive, tailored and impartial advice and guidance. Through effective collaboration across Bristol, working with Colleges, Employers, Local Authorities, Training Providers, Work Placement Providers, students and parents, we will ensure we are developing careers activity that will enhance, enthuse and meet the individual needs of every student in Years 7 through to 11.

4. Aims of the Policy

4.1 To contribute to raising achievement through high expectations of all students

North Star Academy Trust will do this by working with all students from year 7 to year 11 within the school. Employability and enterprise skills are embedded within the curriculum, Personal Employer Engagements; training provider and college open day and transition visits; internal, external and supported work experience placements and vocational guidance interviews. Students have a well-supported and individual careers plan to support their transition into further education, employment and training.

4.2 To encourage participation in further learning and or employment

North Star Academy Trust will do this through a range of strategies (although this list is not exhaustive):

- Careers fairs
- College open days
- Skills events/workshops
- Bristol Works
- Workplace encounters

- Employer engagement programmes
- Work Experience
- Visits from and to Independent Training Providers
- Job of the week/ Why we do?
- Visits from previous students, who could act as role models.
- Careers lesson in PSHE/life lessons each term

Students and their parents and carers are kept up to date with Further Education and training provider open days and taster days, and transitional visits will be arranged and supported as part of EHCP Annual Review process from year 9 onwards. Students will be taught skills such as interview and oracy skills, CV writing, application writing and job searching through their PSHE/ Life lessons and workshops.

4.3 To meet the needs of each and every student

North Star Academy Trust will ensure the embedding of all 8 Gatsby standards in order to meet the needs of each and every student. The careers education, information, advice and guidance will be differentiated in accordance with their individual needs and abilities, ensuring that every student within North Star Academy Trust has had employability and careers learning at the appropriate level and so are confidently able to make realistic and ambitious choices about future courses and jobs. These discussions also form part of the annual review process where students are able discuss their future aspirations and post 16 pathway and we will support students to contribute to their 'Preparing for Adulthood' plan which forms part of the EHCP process from year 9, including liaising with parent, carers and other provisions. This information is then used to make appropriate adaptations to our curriculum offer where appropriate.

4.4 To focus students on their future aspirations

North Star Academy Trust will, through their Education, Health and Care Plan (EHCP) Annual Review and termly update of our Personalised Provision Map document, ensure that every student will have the relevant knowledge and skills to make an informed choice about their future. Careers will be built into the curriculum through weekly Life lessons, our PHSE curriculum and as part of all subject delivery. Students will have at least one careers guidance interview with a level 6 qualified careers advisor as part of their statutory guidance.

4.5 To involve parents and carers

The Trust will involve parents and carers through newsletters, school website, careers events, college coffee mornings and EHCP annual reviews. Parents and carers will be kept up to date with regards to work experience placements, college interviews, taster days, transition visits and all other training or employment opportunities.

5. Provision and curriculum

The Careers programme is focused on understanding the world of working life and developing employability skills for the future. By definition "Employability defines the knowledge, skills, attitudes and behaviours required by individuals to seek, obtain and sustain employment at all levels in the labour market." (Skills for Business Network Definition, 2007). Our careers programme ensures we develop transferable skills including literacy, numeracy, problem solving, team working and communication. These range of skills have been identified by Asset Skills, working with the network of Sector Skills Councils (SSCs) and employers, as being imperative for an individual to become "work ready."

North Star Academy Trust fully embraces careers education and guidance, meeting statutory requirements and aiming to fully achieve the 8 SEND Gatsby Benchmarks, ensuring that every student receives this entitlement.

Our Trust CEIAG programme will enable students to:

Receive a planned programme of career education, information, advice and guidance that will help prepare them for their chosen learning journey and career pathway. Throughout their time, young people are challenged to first discover, explore and investigate careers information in KS3, before demonstrating and applying skills developed in bespoke work-related experiences and encounters in KS4. Outcomes to map student development of knowledge, skills and behaviours is shown below:

By the end of Year 7, students will be able to:

- Discover skills they are successful at and would like to improve in curriculum areas.
- Discover subjects and information they like to learn about in academic and vocational lessons.
- Discover the different jobs people do in school, at home and in local communities.
- Explore a variety of jobs using Career Pilot with support from staff in tutor times.

By the end of Year 9, students will be able to:

- Explore their personal attributes and skills that could be relevant to potential pathways.
- Explore how they enjoy learning in different environments, using a variety of resources and equipment.
- Explore the different skills being developed in each curriculum area that may link to employment.
- Explore education and career pathways in focused careers assemblies delivered by staff and external providers.

- Explore workplace environments and travel logistics through engagement in trips, tours and visits.
- Investigate jobs they are interested in – what are the entry requirements, environment, salary?
- Investigate through the use of ICT to research future career choices and the qualifications, skills and attributes required.

By the end of Year 11, students will be able to:

- Investigate what careers they are interested in and what may help them to reach their goals.
- Demonstrate skills in workplace encounters, work experience and other opportunities provided by employers.
- Demonstrate engagement in a relevant and aspirational external work experience placement.
- Demonstrate collaboration by working in partnership with staff and parents to apply for college/work training schemes/apprenticeships/supported internships.
- Demonstrate confidence and independence to attend local college taster events, tours and interviews with support if required.
- Demonstrate a willingness to accept professional careers guidance and advice from a 1-1 advisor from SGS.
- Apply personal knowledge and skills developed to complete education and employment applications with support from staff and parents/carers.
- Apply relevant workplace skills and personal attributes in other areas of school and in their local communities through engagement in outdoor learning, sport and creative and expressive arts.
- Apply improved independence and communication skills to navigate their local environment safely, using transport to engage in appropriate provision.

6. Safeguarding

As part of our safeguarding procedure, we check external visitor and arrangements for work encounters. All careers provision must be delivered in accordance with the safeguarding policy.

7. Implementation

CEIAG will be co-ordinated and managed by the Careers Lead, reporting to the Headteacher. This role is supported by Curriculum Leads and teachers.

8. Equality and Diversity

Careers education is provided to all students in the school, irrespective of pathway. Students are encouraged to follow career paths that suit their interests, skills and strengths.

9. Partnerships

North Star Academy Trust have well established partnerships in place to further enhance our careers programme and choice for all our students.

Present partners are listed below:

- The Careers and Enterprise Company
- Local Colleges and training providers
- The Careers HUB (West of England Combined Authority)
- Local CEIAG network and SEND CEAIG network
- Local Employers
- Bristol WORKS
- Three ways school
- Level 6 careers advisors through SGS

10. Resources

Funding is allocated in the annual budget. Additional funding may be sought through The Careers and Enterprise Company.

11. Staff Development

Senior Leadership Team and Careers Lead are responsible for the dissemination of key information to support the on-going development of CEIAG. Staff development priorities are reviewed and planned annually and in conjunction with performance review process. External training will be sourced where necessary to support the careers strategy. Careers Lead will attend local authority training and updates and disseminate information to colleagues.

12. Monitoring and Review

North Star Academy Trust will carry out a regular audit against the Gatsby benchmarks through The Careers and Enterprise Companies Compass Tool. The Senior Leadership Team will monitor progress and measure the impact of the programme against the careers plan. The programme is reviewed annually by the Careers Lead. Changes and improvements to the programme are entered into the School Improvement Plan along with timescales for completion. The quality of CEIAG will be reviewed through annual audits, observations, internal leadership reviews and teaching and learning walks.

This policy and careers programme shall be reviewed every year and revised if necessary. The document will be approved by North Star Academy Trust Local Governing Body.

13. Links with Other Policies

The CEIAG policy links to the following policies:

- PSHE
- Teaching and Learning
- Health and Safety
- Safeguarding

14. Provider access legislation

The **updated provider access legislation (PAL)** specifies schools must provide at least six encounters with approved providers of apprenticeships and technical education for all their students:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend

At Secondary we ensure that this legislation's requirements are met with encounters tailored to individual student's needs, levels and interests.

These provider encounters will be scheduled during the main school hours, and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils

Appendix 1

Application for Provider Access

Introduction

This document sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 7-11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Careers Lead.

North Star 240°

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Telephone: 0117 3772275

Email: scott.mitchell@northstar-academy.co.uk

North Star 180°

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Opportunities for access

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen on the school website.

Please speak to our Careers Advisor to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed.