



Dame Alice Owen's School  
The Dame Alice Owen Foundation - 1613

# **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY (Statutory)**

Policy agreed by the Governing Body Curriculum Committee  
Policy agreed by the Full Governing Body  
To be reviewed

May 2026  
June 2026  
Summer 2028

To be reviewed by Head of Careers, Assistant Head - Head of Sixth Form and Headteacher

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## **Introduction:**

Careers Education, Information, Advice and Guidance (CEIAG) is an integral part of school life and a vital part of every student's learning experience. Careers education can help young people to develop a sense of purpose, raise their aspirations and prepare them for the opportunities, responsibilities and experience of adult and working life.

Our school believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens students' horizons, challenges stereotypes and raises aspirations. It provides students with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

## **School Responsibility:**

This policy aims to set out our school's provision of impartial and informed CEIAG for our students. It represents the school's commitment to the statutory guidance *Careers guidance and access for education and training providers* (Department for Education, updated May 2025) which requires schools to provide independent careers guidance from Year 7 to Year 13.

This policy covers the legal duty of schools to ensure that a range of education and training providers can access students in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

Our programme has been developed to meet the updated eight Gatsby Benchmarks of Good Career Guidance, adopted into statutory guidance in May 2025 and effective from September 2025. Progress towards these benchmarks is reviewed termly using the Compass+ tool and reported annually to the Governing Body. These Benchmarks are as follows:

1. A stable careers programme with a Careers Leader
2. Learning from career and labour market information

3. Addressing the needs of each student
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

#### **Aims:**

High quality careers guidance is important for our students' futures and our provision aims to:

- Help students prepare for the workplace by building self-development and career management skills as well as employability skills and the resilience to manage change in learning and work
- Provide experience and a clear understanding of the working world
- Develop students' awareness of the variety of education, training and careers opportunities available to them, including academic, technical and vocational routes
- Help students to understand routes to careers that they are interested in and to make informed choices about their next step in education or training
- Equip students to use labour market information (LMI) effectively. LMI consists of facts and figures about the job market, including employment trends, salary ranges, and skills demanded to support effective career decision making.
- Strengthen partnerships between the school, parents/carers, employers, training providers and further and higher education institutions to ensure students are exposed to the full range of careers, training and education options available to them.
- Promote a culture of high aspirations and equality of opportunity by challenging stereotypes and ensuring access for all learners with a targeted support for students with SEND, those from disadvantaged backgrounds or under-represented groups

#### **Roles:**

The implementation of the careers programme is a whole school responsibility lead by the Careers Leader and supported by the Senior Leadership Team, subject teachers and governors.

*Careers Leader:* The Designated Careers Leader is Ms Abigail Stein who is line managed by a member of the Senior Leadership Team. The Careers Leader holds overall responsibility for the strategic development, quality assurance and evaluation of CEIASG across Years 7-13. Ms Stein holds professional qualifications (Level 7 in Career Guidance and Development) and is a registered member of the Career Development Institute (CDI).

*Governance:* The Governing Body ensures that the statutory guidance is met by nominating a link Governor and by reviewing progress against the Gatsby Benchmarks and Provider Access Legislation at least annually. The Governing Body receives an annual CEIAG report outlining progress towards statutory compliance, student destinations and next step planning. The Link Governor for Careers is Gary Haigh (until July 2026) and Alan Morton (from September 2026).

*Staffing:* All staff contribute to the CEIAOG programme, embedding career learning into their subject areas and supporting students to link curriculum knowledge with future pathways. Form and personal tutors, PSHRE tutors, SEN and pastoral staff work with careers to ensure careers guidance addresses the individual needs of all students, particularly vulnerable students.

#### **Provider Access Policy:**

This statement explains how our school provides opportunities for technical education and apprenticeship providers to access students and inform them about approved qualifications and training routes. The school

complies fully with the Provider Access Legislation (PAL) within the *Careers guidance and access for education and training providers* (Department for Education, updated May 2025). In accordance with this legislation, all students will have at least 6 meaningful encounters, two per key stage, with providers. These encounters take place during the school day. Students can ask questions, check whether the offer is suitable to them and learn how to make applications for the full range of academic and technical options. Providers who have recently visited the school to speak to year cohorts include CR8 Creative Media College, Oaklands College, and Capital City Colleges as well as SKY Studios early careers and apprenticeship department. Whilst the policy states that such encounters are not compulsory in Key Stage 5, our school has decided to make the opportunities compulsory for all 6<sup>th</sup> form students.

Beyond these opportunities students are invited each year to attend the Alumni Careers lunchtime talks where Old Owenians speak with current students about their career journeys. These are not compulsory, so we don't count them towards the PALs encounters. However, all students Year 9 and Year 10 are taken each spring term to our careers fair where they have the opportunity to speak at length with a variety of providers, and to assess their suitability and make early connections with employers. Year 11-13 students are invited to attend in their own time. Further to these opportunities within school, outside of the school day students and families are invited to our apprenticeship evening where they can hear from alumni who have had positive experiences of the route, and obtain support in applications.

We welcome approaches from new providers who should contact our careers lead, Abigail Stein, via [steina@damealiceowens.herts.sch.uk](mailto:steina@damealiceowens.herts.sch.uk) or via the school reception for more information about getting involved with our school.

#### Delivery:

Our school has an embedded careers programme that aims to inform and encourage students to consider their career options and take steps to understand their choices and pathways. There is a planned structured programme of careers education for all students from Year 7 -Year 13 that builds upon previous years. Our programme does not show bias towards any particular career path and promotes a full range of technical, vocational and academic options for students.

The CEIG programme includes:

- Careers education lessons delivered through Learning for Life (PSHRE) activities.
- At least one individual personal guidance meetings for all students in Key Stage 4 and Key Stage 5
- Access to a structured programme of employer encounters, careers fairs, further and higher education encounters, alumni talks and employer run workshops.
- Targeted support for students identified by pastoral, SEN, Head of Year and safeguarding
- Opportunities for parents/carers to engage through information evenings, career newsletters and career specific emails providing information on career events and opportunities for their student.

Year	Autumn Term	Spring Term	Summer Term
7			PSHRE career session
8		PSHRE career session	Sky Studios PALS assembly Future skills questionnaire
9	KS4 Options evening PALs assembly	PSHRE career session Alumni career talks Careers Fair	

10	'Window to the World of Work' work shadowing experience	PSHRE career session Alumni career talks Careers Fair	Future skills questionnaire PALs assembly Individual guidance sessions
11	Individual guidance sessions PSHRE career session Follow up guidance sessions post year 11 mocks	PALs assembly Alumni career talks Careers Fair	Post GCSE exams work experience
12	Higher education and employer assemblies Work experience	Alumni career talks Careers Fair Work experience	Higher education and employer assemblies Work experience
13	'Window to the World of Work' work shadowing experience Apprenticeship evening	Alumni career talks Careers Fair	

### **Work experience:**

The school is committed to working towards providing meaningful experiences of the workplace for all key stages for the academic year commencing September 2026 in line with Gatsby Benchmark 6.

Our experience of the workplace offer is:

#### ***Year 8 Student Receptionist***

- Students 'work' for school staff, providing administrative support and carrying out a variety of tasks

#### ***Year 10 Window to the world of work day***

- Students are all expected to spend a day in a place of work. In most cases, this will be a work shadowing experience. Students are encouraged to observe interactions and organisation within the workplace, as well as getting a sense of the way employees organise their time and other resources during the working day.

#### ***Year 11 work experience week***

- All students are encouraged to secure work experience in the week after the GCSE contingency date has passed. Students at this stage may have a clearer picture of their own career hopes, and in many cases students secure work experience related to their intended field of study beyond school.

#### ***6th Form Window to the world of work day - 2 day work shadowing experience***

- At the beginning of Year 13, most students have a clearer plan for their future, and are starting to bring together their academic learning with that which is done outside of the classroom. Two days of immersion into the world of work, wherever possible in a field related to their next steps, allows students to secure their decisions and demonstrate their commitment to the field. This will take place before the start of the academic year in the first few days of September.

#### ***Work experience opportunities and programmes***

- The careers department provides tailored information to students from Year 9-13 about remote and online opportunities and programmes. Examples include programmes run by Futures for All, opportunities offered by the Sutton Trust (for widening participation) and opportunities advertised by the CEC Careers Hub. Careers also source work experiences for specific vulnerable students.

**Access to our careers programme information:**

A summary of our school's careers programme is published on our school website in the form of this policy, including details of how students, parents, teachers and employers can access information about the careers programme.

Students, parents, teachers and employers can request any additional information about the careers programme by contacting [steina@damealiceownes.herts.sch.uk](mailto:steina@damealiceownes.herts.sch.uk)

**Assessing the impact on students**

Our career programme is designed so students can give feedback and their programmes are measured as they move through the Key States. We measure and assess the impact of the programme through:

- surveys
- feedback from students, parents, teachers, employers and providers after key events and interventions
- Future Skills Questionnaire completed by all students in Year 8 and Year 10.
- Termly Compass+ analysis to measure progress against the updated Gatsby Benchmarks (effective September 2025)
- Destination data
- Monitoring of vulnerable cohorts (SEND, disadvantaged, risk of NEET) to ensure equality of access

**Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk).