



## Policy and Procedure on

### Ready for Life (Careers Programme including Provider Access Policy)

### Cambian New Elizabethan School

2025/26

This policy is reviewed annually to ensure compliance with current regulations

<b>Approved /Reviewed by:</b>	
Sam Allen-Wiggin (Careers Lead) Carrie McConomy	
<b>Date of next review:</b>	October 2026

### Key staff involved in the Ready for Life Policy

<b><u>Role</u></b>	<b><u>Name(s)</u></b>
<b>Head Teacher</b>	Carry Mcconomy
<b>Pathway to Adulthood Coordinator/ Careers Lead</b>	Sam Allen-Wiggin
<b>Education Regional Lead</b>	James Imber
<b>Members of SLT</b>	Ben Homer (DHT)

**Cambian New Elizabethan School  
is an active member of the  
Worcestershire Careers Hub and  
supports the development of  
Worcestershire's Future  
Workforce through the  
Worcestershire  
Enterprise Adviser Network**



# Ready for Life

## Careers Education Information, Advice & Guidance Policy

### October 2025

#### Introduction

At Cambian New Elizabethan School (CNES), we have a vital role to play in preparing our students for the next stage of their education or training and beyond. With the greater choices of education, training and employment, our aim is to prepare students for these ever-changing opportunities, responsibilities, and experiences and to equip them with the skills to manage the choices, changes, and transitions ahead of them

The Careers Education Information, Advice and Guidance (CEIAG) Policy at CNES has been developed to incorporate the aims of the school and recent initiatives in careers education. CNES is supported by, and is an active member of, Worcestershire Careers Hub.

The planned programme of study helps our students to understand their interests, strengths and challenges in relation to the world of work and lifelong education, and allows students to access the necessary information to help them make informed decisions about their futures. Our careers programme throughout the year supports our careers education curriculum and is in line with the most recent careers guidance strategy.

#### Aims

The focus of Careers Education and Guidance is to raise aspirations and equip students with knowledge and understanding, skills and attitudes, as a foundation for managing their lifelong career and learning. CNES has already established a range of effective careers guidance activities which we hope will support our students to achieve positive destinations.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about future education, training and career opportunities.

In line with the Department for Education's careers strategy, CNES aims to fulfill the eight expectations set out within the 'Gatsby Benchmarks', which provide a framework to ensure that the school has formed a careers programme, which falls in line with legal requirements.

This strategy outlines our whole school approach to delivering careers guidance to all of our pupils throughout their journey through education. Targeted careers activity will take place across KS2, KS3, KS4 and KS5 with additional focus within the PSHE curriculum. However, careers links are imbedded across all subjects and across all key stages.

## Roles and Responsibilities

As set out within the Department for Education's Careers Strategy, CNES has a designated member of our Leadership Team named as our schools Strategic Careers Lead. The Strategic Careers Lead has the responsibility to make sure that we, as a school, meet our mandatory requirements and continue to work towards achieving all eight of the Gatsby Benchmarks.

The Careers Lead works closely with Head of Student Development, the PSHE department, form tutors, the SENDCo, the school's multi-disciplinary team, Worcestershire Careers Hub and independent careers advisers.

- School staff contribute to our careers education programme through their varied roles as tutors, subject teachers or members of the support staff team.
- Local employers contribute to our careers education programme through guest speaker sessions and work experience opportunities.
- Parents/carers play an integral part in pupils' understanding of career choices and are encouraged to attend a range of career events including parents' evenings, college open days, transition planning, work experience discussions and EHC plan reviews.

## Our Programme

The Careers Education and Guidance Programme comprises of five components:

- Careers education within the curriculum
- Planning and recording of achievements and work-related activities
- Work experience
- Access to individual guidance and support
- Access to careers information

The programme includes, but is not limited to:

- Careers education lessons
- Careers guidance - careers interviews, information and research activities
- Action planning and recording achievements
- CV writing
- Raising aspiration assemblies and activities
- Vocational taster sessions/certificates
- Guest speakers
- Mock interviews
- Work experience placements and volunteering
- Visits from and to Post 19 providers/FE colleges
- Enterprise activities
- Visits to career skills events and careers fairs

The careers programme at CNES provides our students with meaningful careers experiences to support future career choices and aims to meet the needs of all students. It is differentiated in terms of outcomes, resources and learning styles to ensure that it is appropriate to students' stages of career learning and development. Careers is also part of our PSHE curriculum and is delivered over two half terms during the academic year. Due to the SEN of our students, they may struggle to engage in some of the career-based activities, especially where this involves external speakers or events. School staff will encourage and support students to attend these sessions, and where they are not able to attend, further sessions will be offered.

### **Partnerships**

Partnerships are established and developed on a continuous basis with the relevant SEND teams and local employers who provide work experience placements. CNES continues to maintain links with Post 16 provisions and F.E. colleges such as Kidderminster College, Halesowen College, Heart of Worcester College. The Glasshouse and South Staffordshire College (Rodbaston Campus) for vocational and academic taster days and to support students with their transition post CNES.

### **Meaningful Encounters with Employers**

Meaningful encounters with employers including work experience are an important part of the educational entitlement of students at CNES. Opportunities will be provided for students to engage with employers in the form of activities within school and offsite visits and experiences. Where appropriate students are given the opportunity to complete a work experience placement, which may be either internal within the school environment or with a business in the local area. Where appropriate, students are supported on placement by CNES staff.

The CNES Careers Lead supports the Head of student Development and form tutors in planning, sourcing, and monitoring work experience placements for Y11, 12, 13 and 14 students. Each placement is designed to take full account of the needs of the individual student and to give them an insight into the world of work. Work experience preparation and follow-up (including health and safety) takes place in tutor groups, careers sessions and other appropriate parts of the curriculum.

When students return from work experience, the process and their placements are discussed and evaluated by both staff and students. The Careers Lead/form staff visit or directly support all students whilst they are on placement and report back to relevant staff. Employers also evaluate the process and feedback to the Careers Lead/form staff and students.

All interactions with employers are recorded in students' careers folders.

### **Provider Access**

Provider access is designed to support learners in considering apprenticeships and wider technical education opportunities as part of their post 16 options. CNES fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships and will host encounters with these approved providers.

At CNES we provide opportunities for a range of education and training providers to meet with our year 7 to 14 students to inform them about approved technical education qualifications and apprenticeships.

The aim of this is for students 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.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses.

At CNES we provide encounters with at least one approved technical provider each year to students in year 7 to 14 students during the Autumn and/or Spring term. Due to the SEN of our students, they may struggle to engage in some of the career-based activities, especially where this involves external speakers or events. School staff will encourage and support students to attend these sessions, and where they are not able to attend, further sessions will be offered. We also encourage our students to attend sessions with guest speakers from non-technical sectors and provide opportunities to visit the local job centre, who can support with benefit and social care help and advice.

A provider wishing to request access should contact Pathway to Adulthood Coordinator/Careers Lead – Sam Allen-Wiggin [Sam.Allen-wiggin@cambiangroup.com](mailto:Sam.Allen-wiggin@cambiangroup.com)

### **Promotion of Careers Related Activities and Information**

Careers activities, local college details and careers related information will be shared on our school website [Careers Information | New Elizabethan School](#) and parent/carer newsletters.

### **Feedback**

CNES welcomes parent/carer and employer participation within our careers related activities. Should you wish to support our activities or provide feedback on our careers programme, you should contact Pathway to Adulthood Coordinator/Careers Lead:-

Sam Allen-Wiggin [Sam.Allen-wiggin@cambiangroup.com](mailto:Sam.Allen-wiggin@cambiangroup.com)

### **Monitoring, Review and Evaluation**

An important part of the Careers Education Information and Guidance (CEIAG) programme is evaluation. It is mainly through evaluation that this policy and action plan will develop, whilst keeping abreast of national changes to CEIAG.

Evaluations take place after career-related events to determine the extent to which career outcomes are being met. Students' access to careers related activities are tracked and regularly monitored. Assessment takes place through verbal feedback/assessment, observation, written evaluations and student and employer feedback.

The Careers Lead uses the Gatsby Benchmark Compass Tool on a termly basis in order to review, evaluate and develop CNES's CEIAG programme.

Information from these reviews and evaluations is then used to review and update the Careers Strategy Document.

## **Resources**

Funding for careers education is allocated in the annual budget (within the PSHE budget), in the context of whole school priorities.

## **Links with other Policies**

This policy is underpinned by the school's policies for Teaching & Learning, Assessment, PSHE, Equality and Diversity, Safeguarding, and Health and Safety, in addition to EHC plans.

## **Cambian New Elizabethan School Contacts**

- Pathway to Adulthood Coordinator/Careers Lead – Sam Allen-Wiggin  
[Sam.Allen-Wiggin@cambiangroup.com](mailto:Sam.Allen-Wiggin@cambiangroup.com)
- Head Teacher – Carrie Mcconomy  
[Carrie.Mconomy@cambiangroup.com](mailto:Carrie.Mconomy@cambiangroup.com)
- National Education Lead/Link Governor – Andrew Sutherland  
[Andrew.Sutherland@caretech-uk](mailto:Andrew.Sutherland@caretech-uk)

## **Policy Review Date**

This policy was developed and is reviewed annually and is available to staff, students, parents/carers, and other external agencies for comments.

Created by: Sam Allen-Wiggin	Adopted: September 2021
Last Review: October 2025	Next Review: October 2026