

Grateley House School

Careers Education, Information and Advice (CEIAG) Policy

2025-26

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Policy Reviewed By	GHS SLT
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Rationale

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications. This is particularly prevalent when working with young people or students with needs.

Grateley House School has a culture of aspiration, expectation and success. Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievements while at Grateley House School and beyond. We are committed to providing a planned programme of careers education for all students in Years 7-12 to prepare students for the opportunities and challenges of adult and working life.

Careers Education and Guidance has a high profile at Grateley House School and is led by a member of SLT and a Careers [Middle] Leader, to manage and develop delivery and to ensure the needs of our students are being met. All students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore career options and support them in making decisions about opportunities open to them.

Grateley House School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The Grateley House School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Grateley House School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023). Additionally, recent changes to Gatsby Benchmarks (May 2025) have been incorporated into the Careers Delivery plan to ensure all statutory guidance has been met. The changes to the Gatsby Benchmarks are:

- From September 2025, updated Gatsby Benchmarks become statutory guidance for all secondary schools, colleges, and, for the first time, Independent Training Providers (ITPs) delivering programmes for learners aged up to 18 (or up to 25 for those with Education, Health & Care Plans).
- Eight benchmarks remain, but have been refined: summary statements and success criteria have been sharpened.
- Stronger emphasis on leadership & governance: Senior leaders and boards are expected to take oversight of careers provision.
- Inclusion and impact for each and every learner, especially those who are disadvantaged or have SEND, are now made more explicit.
- Parental and carer engagement is now an explicit requirement in plans for careers guidance and programmes.
- The definition of "meaningful experiences" (Benchmarks 5, 6, 7) has been expanded, especially in terms of workplace experiences. For example, from 2025 all pupils must have multiple workplace experiences by

age 16 and at least one further by age 18; for ITPs/colleges, every learner must have at least one during their programme.

- There is also a requirement for strategic embedding: careers guidance must be a whole-institution priority, integrated across curriculum, backed by leadership, supported by data, and aligned with institutional improvement plans.

Aims

CEIAG is crucial in order to meet the skills, knowledge and understanding needed by each student. We follow the Careers Guidance and Access for education and training through the Careers and Enterprise Company and review our progress against the Gatsby Benchmarks each term in partnership the Hampshire Futures Careers Hub. We are also attempting to be awarded the Investors in Careers charter mark as part of the priorities given to careers at Grateley House School.

The Staff and Governors at Grateley House School recognise that career planning is not limited to just one stage in life. For this reason, careers education and guidance aim to develop career management skills which students can draw on at each stage in their career planning. The CEIAG programme is continually evaluated to improve its effectiveness.

Grateley House School will also be looking to:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Objectives

The CEIAG programme at Grateley House School is both stand-alone and integrated within the curriculum and is designed to provide help at specific decision or transition times. Grateley House School is committed to raising the aspirations of all learners. In line with the School's values and ethos, careers education and guidance aims to develop the skills, talents, understanding and aspirations of all our learners, enabling them to become responsible citizens who achieve personal success and fulfilment in life.

Our CEIAG programme will:

- Provide impartial and up to date information through close working with independent careers professionals, employers as well as FE and HE institutions.
- Challenge stereotyping, deal with prejudice and discrimination, use skills of assertiveness and negotiation and encourage students to widen their career ideas.
- Reflect the true nature of today's and tomorrow's world of work, through the use of Labour Market Information (LMI)
- Support key policies including those for teaching and learning, assessment, recording and reporting achievement, equality and diversity, health and safety and inclusion (special educational needs).

Raising students' achievements to their full potential is a key goal of the Careers Education Information and Guidance policy.

Delivery and Content

Careers information, advice and guidance is provided through individual interviews, enterprise events, attending careers fairs, college/university visits, employer presentations, posters, mock interviews, leaflets, options evenings, whole school assemblies and across the curriculum in all subjects. An independent Careers Advisor is at Grateley House School on a regular basis (equivalent to 8 days across the academic year) to provide group or individual advice and guidance to students. All careers advice and guidance given is person-centred, impartial, unbiased and meets professional standards of practice. All information and the school's CEIAG Policy are accessible to pupils, parents, staff, governors and the wider community via the school website once reviewed.

CEIAG programme

Students in Years 7-13 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.
- Hear from a range of local providers (in- about the opportunities they offer, including technical education and apprenticeships).
- Understand how to make applications for a full range of academic and technical courses across multiple local colleges and those further afield.
- Grateley House School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships.
- The school will comply with the legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school or at each Trust school.
- Grateley House School plans to be well in excess of these 6 encounters, but will make allowances for ensuring they meet this minimum requirement.
- At points across the school year, a variety of employers and external providers are invited into Grateley House School to talk about different careers, provide workshops for students to develop skills and provide real-life work context to additional learning. Any provider wishing to visit should see the CEIAG Policy Statement.

Yearly Careers Activity Breakdown

Year 7	<ul style="list-style-type: none"> - Tutor time input: Knowing yourself, Dream jobs, What is a career?, Entrepreneurs, Work-life balance, Steps to your future - Future Skills Questionnaire to be completed (Careers & Enterprise Company / Compass +) - Careers Workshops led by Careers Advisor (Hampshire Futures) or Department for Work & Pensions (Year group dependent) - In-house events such as Green & National Careers Week with activities, tasks, external visitors and speakers linked to career types and pathways available to all students
Year 8	<ul style="list-style-type: none"> - Tutor time input: Your interests, CVs, Challenges and rewards, Your vision, Defining success, Careers in Climate - Future Skills Questionnaire to be completed (Careers & Enterprise Company / Compass +) - Careers Workshops led by Careers Advisor (Hampshire Futures) or Department for Work & Pensions (Year group dependent) - In-house events such as Green & National Careers Week with activities, tasks, external visitors and speakers linked to career types and pathways available to all students
Year 9	<ul style="list-style-type: none"> - Tutor time input: Skills based, Learning pathways, Decision making, Your career journey, Managing money, The labour market (LMI) - Future Skills Questionnaire to be completed (Careers & Enterprise Company / Compass +) - Attending local Careers Fairs – All students within the School (Years 7 – 12) attend event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are expected to be present. - Software programmes (also available to parents). - GCSE Options Meetings 1-1. - Careers Workshops led by Careers Advisor (Hampshire Futures) or Department for Work & Pensions (Year group dependent) - In-house events such as Green & National Careers Week with activities, tasks, external visitors and speakers linked to career types and pathways available to all students - Individual Careers Interviews for ALL students with Hampshire Futures
Year 10	<ul style="list-style-type: none"> - Tutor time input: Reflections, Employer profiles, Best suited careers, Work experience, Wellbeing, Hybrid & remote work - Future Skills Questionnaire to be completed (Careers & Enterprise Company / Compass +) - Targeted College/University visit(s) - College Taster Courses, if applicable - Attending local Careers Fairs – All students within the School (Years 7 – 12) attend event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are expected to be present. - Futures Day – Year 10 students prepare for work experience on subjects and “Ask Apprenticeships.” - Work Experience (in person) - Careers Workshops led by Careers Advisor (Hampshire Futures) or Department for Work & Pensions (Year group dependent) - In-house events such as Green & National Careers Week with activities, tasks, external visitors and speakers linked to career types and pathways available to all students - Individual Careers Interviews with Hampshire Futures

Year 11	<ul style="list-style-type: none"> - Individual Careers Interviews continue. - Attending local Careers Fairs – All students within the School (Years 7 – 12) attend event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are expected to be present. - Future Skills Questionnaire to be completed (Careers & Enterprise Company / Compass +) - Taster Day – Year 11 students find out and trial five subject sessions for the whole day. One session will be guidance for students on Apprenticeship and T Levels from a local provider. - Progression Interviews for all students 1:1 with a member of SLT - College Application support and Interviews. - Careers Workshops led by Careers Advisor (Hampshire Futures) or Department for Work & Pensions (Year group dependent) - In-house events such as Green & National Careers Week with activities, tasks, external visitors and speakers linked to career types and pathways available to all students - Individual Careers Interviews with Hampshire Futures
Year 12	<ul style="list-style-type: none"> - Attending local Careers Fairs – All students within the School (Years 7 – 12) attend event giving overview of local, regional and national opportunities and skills requirement. T Level and Apprenticeship providers are expected to be present. - Future Skills Questionnaire to be completed (Careers & Enterprise Company / Compass +) - Sixth Form Perspectives – Year 12 & 13 (if applicable) meeting various Universities, including Degree Apprenticeship teams - Futures evening for students and parents - UCAS and Apprenticeship guidance within PSHCE, UCAS and Apprenticeship Fair (at a University), if on this pathway, with assisted support with personal statements and interview preparation. - Regular Work Experience (organised individually as part of working week for duration of the academic year) - Careers Workshops led by Careers Advisor (Hampshire Futures) or Department for Work & Pensions (Year group dependent) - In-house events such as Green & National Careers Week with activities, tasks, external visitors and speakers linked to career types and pathways available to all students - Individual Careers Interviews with Hampshire Futures (at least twice each academic year)