



Burnside College

CEIAG Policy 2025

Reviewed by ABW - November 2025
Ratified by Governors - December 2025

School Vision

Careers Education, Information, Advice and Guidance provides students with the ability to make aspirations and appropriate choices about their next steps in education, training or employment. Lifelong learning is a key concept for all students leaving Burnside College and this includes providing opportunities to develop key employability and enterprise skills which are highly valued by employers, colleges, universities and apprenticeship providers. Every curriculum area is committed to delivering the careers curriculum through their individual subject area, making links to job sectors, using LMI information and organising activities that show how the skills developed through the subject have a real life context. By engaging parents and the local community our aim is for every child to fulfil their potential and be inspired to achieve a successful future.

The careers programme has been implemented and planned to ensure:

- It makes a major contribution in preparing students for the opportunities, responsibilities and experiences of life and the journey to adulthood and lifelong learning
- Motivates students to achieve their full potential by broadening their horizons
- Students have the ability to plan and manage their own futures
- Comprehensive information is provided on all academic and technical pathways including apprenticeships
- Aspirations are raised for all students
- Equality, diversity and social mobility are promoted and stereotypes are challenged
- Social mobility is supported by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.
- Students are able to sustain employability and achieve personal and economic wellbeing throughout their lives

The governing body have therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance.

Policy Scope

This policy covers Careers Education, Information, Advice and Guidance given to students across all key stages. The policy also applies to Year 11 and Year 13 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11 and Year 13, the policy is still applicable.

The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff. (DfE, May 2025). This policy accepts the eight Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. This policy covers the legal duty of schools to ensure that a range of education and training providers

can access pupils in Year 7 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

All members of staff at Burnside College are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students. CEIAG is not the sole responsibility of the Careers Leader.

It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

Objectives

At Burnside College the objectives of the CEIAG Policy is to meet the Gatsby Benchmarks by:

- Ensuring all students receive a stable careers programme
- Enabling all students to learn from information provided by the career and labour market
- The CEIAG programme being individual and addressing the needs of each student
- Linking the curriculum learning to careers learning
- Providing students with a series of encounters with employers and employees
- Providing students with experiences of workplace(s)
- Ensuring that students have a series of encounters with further and higher education
- Providing each student with the opportunity to receive personal guidance

School Responsibilities

The school has a series of statutory duties:

- All registered pupils at the school must receive independent careers advice in Years 7 to 13
- This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option
- This advice must cover a range of education or training options
- This guidance must be in the best interests of the pupil
- There must be an opportunity for education and training providers to access pupils in Year 7 – Year 13 in order to inform them about approved technical qualifications or apprenticeships.
- The school must have a clear policy setting out the manner in which providers will be given access to pupils. This policy and these arrangements must be published

The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school.

Governor Responsibilities

The governing body will ensure that the School has a clear policy on Careers Education, Information, Advice and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- Based on the eight Gatsby Benchmarks
- Meeting the school's legal requirements

The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7 – 13.

There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement.

Resourcing

An annual CEIAG budget is set and agreed between the Head, School Business Manager and the Careers Leader. This allocation is used to fund career related activities across the school.

Review and Evaluation procedures

The Headteacher will ensure that:

- The work of the Careers Leader and CEIAG events are supported and monitored
- The named Careers Leader/Member of SLT has an overview of CEIAG work and reports regularly back to the SLT team

The effectiveness of this policy will be measured in a variety of ways:

- Feedback from stakeholders through staff, student and parental voice evaluations
- Feedback from external visitors to the school
- The number of students who are NEET. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county.

The governors of Burnside College will review this policy annually. The named Careers Leader will report bi-annually to Governors (at Full Governors once per year and at Achievement Sub Committee once per year) on the destinations of learners from Years 11,12 and Year 13.

Provider Access

This section of the policy sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them independent information about the provider's education or training offer. This complies with the school's legal obligations under The Education Act (Careers Guidance in Schools) Act 2022.

All pupils in Years 7-13 are entitled to independent careers guidance :

- 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
- To understand how to make applications for the full range of academic and technical courses.

[The Provider Access Policy](#) provides more information about how education and training providers should get in touch with the school in order to gain access to pupils and/or parents to inform them about further opportunities

Contact Us

We are happy to help and guide you through the CEIAG Policy if you have any questions or concerns please do get in touch:

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