



**LAURUS**  
TRUST

# **Careers Guidance (CEIG Policy)**

**Date of Review:** April 2025

**Date of Next Review:** April 2027

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## Vision and aims

Our vision is for all of our students, regardless of background and circumstance, to make outstanding progress and achieve grades which will open the door to the future of their choice. We want our students to be curious and develop a thirst for knowledge; we want them to be resilient and to value effort; we want them to understand that sometimes failure is an essential part of the learning process and to recognise that developing a positive, 'can do' attitude will help them to set and achieve aspirational goals.

All students have an equal entitlement to high quality Careers Education, Information, Advice and Guidance (CEIAG) that helps to prepare them, for choices and transitions affecting their future education, training and employment.

Within each secondary school, through our Careers education, Information, Advice and Guidance we aim to:

- Help students to develop an understanding of themselves,
- To enable students to develop a knowledge and understanding of education, training and employment through investigating opportunities available to them at a local, national and international level.
- To support students in developing and implementing action plans to enable them to take ownership of their own future at and beyond Key Stage 4.
- To provide opportunities to develop enterprise and employment skills.
- To promote equality of opportunity, challenge stereotyping and support inclusion.
- Provide every student with, at least, one employer encounter during every school year.
- Provide six meaningful high-quality encounters with providers across all key stages during Y8 – Y13.
- Work in partnership with employers, careers advisers, local authorities and other education and training providers to support students to prepare for the workplace and to make informed choices about their next step in education or training.
- Use the Gatsby Benchmarks as a measurable framework to ensure CEIAG is of a high standard.

## Statutory duty

All schools have a statutory duty to provide careers education in Years 7-11 (1997 Education act, 2003 Education regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill). Careers guidance and access for Education and training providers (January 2023), and subsequent updates, drives schools towards 'a world class careers system that will help young people and adults to choose the area the career that

is right for them', strengthened by the Skills and Post-16 Act (2022).

Principals underpinning our impartial careers advice:

- Empowers students to plan and manage their future.
- Responds to the needs of each student.
- Provides comprehensive and up to date information and guidance.
- Raises aspirations.
- Actively promotes equality of opportunity and challenges stereotypes.
- Helps our students to progress to the destination of their choice and beyond.

## Entitlement

Every student (Year 7 to 13) is entitled to high quality careers guidance, as part of their overall education, the raises aspirations and allows students to progress to the destination of their choice. All students are entitled to the following as a minimum:

- A stable careers programme delivered throughout each key stage that is informed by quality labour market information providing impartial learning about both academic and technical routes
- Careers learning will ensure pupils are aware of the benefits of apprenticeships, T-Levels, Higher Technical Qualifications and other approved technical education
- The opportunity to have contact with post-16 colleges, sixth forms and other providers, with a minimum of six encounters during Y8 – Y13
- The opportunity to visit and experience a place of work either virtually or in person.
- The opportunity to meet and learn from employers.
- Access to higher education providers.
- Access and information, both locally and nationally, from Apprenticeship providers, employers and employees
- Provision for an impartial 1:1 information, advice and guidance from a suitably qualified Careers Advisor professional

As well as this minimum provision each student is entitled to careers guidance as appropriate to meet the needs of each student. This guidance will come in a number of different way both formal and informal at appropriate times through the school journey.

## Management and delivery

The CEIAG programme, within each school, is overseen by a member of Senior Leadership Team. Each secondary school will have a named Careers Leader (as required by the updated statutory guidance 2023). The Careers Leader will also be a member of the Senior Leadership Team. The Careers Leader will report to the Head of School and the rest of the Senior Leadership Team. The CEIAG programme, within each school, will be delivered by a wide and diverse team that involves Heads of Departments, Form Tutors, Heads of House, Head of Year, SENDCO and all classroom teachers. As part of a stable CEIAG programme there will be explicit links through the taught curriculum. Where appropriate specific subject area responsibility will be attached to relevant TLR positions. This will be at the discretion of the Head of School. There will be a nominated member of the governing body who will oversee the CEIAG programme.

## Provider encounters

The Careers Leader within each school will identify and publish a careers overview that will outline where each of the six provider encounters will take place. Each of the six encounters will fall within the following parameters:

Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9.

Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.

Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.

## Monitoring and evaluating

The CEIAG programme will be measured against the Gatsby Benchmark. This measurement will be carried out throughout the year and involve as many of the wider delivery team as possible. As a minimum there will be three summative reviews against the Gatsby Benchmarks, using the CEC Compass+ evaluative tool. In addition to the Gatsby Benchmarks the Careers Leader will triangulate data from all stake holders to judge the quality of provision, make amendments and respond to emerging needs of the cohort, through evaluations that are accessible to all stakeholders and

monitored termly by each Careers Leader.

As part of our monitoring and evaluating we will pay particular attention to our destination data, tracking and monitoring intended destinations and compare this against local and national trends.

## Stakeholder partnerships

The CEIAG programme is greatly enhanced by our links with a growing number of partners and volunteers. We will work with employers, technical providers, including apprenticeships and FE/HE institutions. Parental involvement is encouraged at all stages. This is promoted through regular communications highlighting upcoming events and inviting volunteers.

We will provide opportunities for students in Years 8 to 13 the opportunity to talk about technical qualifications and apprenticeships. We will work in partnership with local and national providers of post-14, post-16 and post-18 options and allow our students in Year 8 to 13 access to these providers in order to inform important transition points.

We will seek and respond to stakeholder feedback. Feedback will be invited from all stakeholders including students, staff, parents / carers, employers and providers.

## Equality and diversity

CEIAG is provided to all students and provision is made for all students to access the curriculum. Students are encouraged to follow career paths that suit their interest, skills, strengths and aspirations with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Our CEIAG provision will seek to address emerging stereotypes that are highlight within national labour market information and our own data. Careers learning is implicitly taught through discreet Beliefs and Value lessons and Tutor periods.

## Access procedure (Baker Clause)

Each secondary school will publish a procedure document that outlines 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. This document is available on the school's website. Each school produces its own Careers plan setting out the careers programme that students follow at each school.

Any external provider wishing to request access should contact the relevant Careers Leader at the specific school. Contact details will be provided within the access procedure displayed on each school website.

Each school will make facilities available for discussions between the provider and students, as appropriate to the activity. They will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the relevant Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature.

Further guidance and information this policy should be read in conjunction with:

The Gatsby Benchmarks

The CEIAG program specific to each school

The Pupil Premium strategy specific to each school

Laurus Trust Secondary Teaching and Learning Policy

Special Educational Needs and Disability (SEND) Policy for Laurus Trust Secondary Schools and Sixth Form colleges

Laurus Trust Curriculum Policy Secondary

Laurus Trust Single Equality Policy Secondary

Careers guidance and access for education and training providers ([publishing.service.gov.uk](http://publishing.service.gov.uk))

# Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Assistant Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	<input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Sex <input type="checkbox"/> Age <input type="checkbox"/> Religious Belief <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Gender Reassignment
Summary of any issue/proposed changes	
Date	23.05.25
Date of next review	April 2027



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