



Careers Education Information Advice and Guidance at Gateways School (CEIAG)

The school is committed to providing independent and impartial careers education, information, advice and guidance via a planned programme of lessons, activities and events for all students in Upper 3 to Upper 6, as well as pupils in Lower 3 of the Prep School. All pupils in Upper 5 and Lower 6 participate in scheduled one-to-one guidance meetings, along with any other pupils and parents who wish to receive individual guidance.

The on-going development of the Careers programme reflects Gateways' core values of *Growth, Wellbeing and Success* alongside relevant DfE legislation within *Careers Guidance and Access for Education and Training Providers* (June 2026); the *CDI Career Development Frameworks* (Secondary: April 2021 and Primary: Sept 2021); the relevant ISI Standards; and the updated Gatsby Benchmarks in *Good Careers Guidance: the next 10 years* (2024), with the aim to continually assess provision against these recommendations and standards.

Objectives

The careers programme is designed to meet the needs of all pupils. It is differentiated and personalised to ensure the progression through activities that are appropriate to students' stages of career learning, planning and development.

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations and motivation
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

Implementation

The Careers Coordinator & Adviser is responsible for planning and coordinating CEIAG. The Careers Coordinator is also a Level 6 qualified careers adviser and on the professional register of the Careers Development Institute (CDI), and as such is able to provide independent and impartial one-to-one careers guidance for pupils in school.

Reviewed Autumn 2025

Next review Autumn 2027

The Head of Sixth Form and Sixth Form tutors provide further CEIAG support to Sixth Form pupils, as well as specific Careers workshops with the Career Coordinator. The Head of PSHE liaises with the Careers Coordinator to plan for a specific Careers programme of lessons in High School, as well as PSHE topics that link with Careers education.

Form tutors in High School lead weekly Form time Careers activities which are designed to broaden awareness of the range of roles and pathway opportunities available.

Subject teachers also contribute to Careers education within their lessons by including discussions on skills development, emerging career sectors relating to their subjects, promoting key figures within their subjects, displaying Career-related posters and information within their subject areas, and participating in whole-school Careers activities, such as the annual Careers Week.

Delivery

Prep School - An introduction to CEIAG is delivered to Lower 3 pupils by the Careers Coordinator. This off-timetable Careers Day is designed to raise awareness of the world of work, its diversity, its continual change and development, and to reduce the effect of stereotypical thinking regarding future opportunities.

High School - Careers education is delivered within the PSHE curriculum and specific lessons are delivered by the PSHE Coordinator, with on-going liaison and consultation with the Careers Coordinator. Lessons are linked to the PSHE curriculum where possible to encompass the many overlapping topics.

- Upper 3 and Lower 4 pupils examine the importance of Careers education and widening their knowledge, as well as beginning to analyse their own personal skills and strengths. The importance of good-quality information is considered as well as employment trends and labour market information. Pupils are introduced to the Unifrog Careers platform.
- Upper 4 pupils continue to develop knowledge and awareness, examine assumptions about careers, personal and academic strengths, and choices at GCSE. They also have off-timetable options workshops which include tips on making subject choices and the opportunity to test out GCSE subject lessons.
- The programme in Lower 5 includes self-assessment of personal qualities, challenging assumptions, research using a range of resources, and the preparation and compilation of CVs. Off-timetable workshops examine how

one presents to the world, including face-to face practice interviews, and awareness of self-presentation on social media. Pupils will also attend the school Careers Fair or Alumni Afternoon event as they rotate each year.

- The programme continues in Upper 5 with an introduction to post-16 options, the impact of current labour markets, compiling personal priorities and action planning, undertaking careers research and organising personal work experience. U5 pupils also attend the school Careers Fair which alternates each year with the school Alumni Afternoon.
- Each pupil in Upper 5 participates in individual careers meetings with the school Careers Adviser, and provided with detailed notes, an action plan, website resources, which are added to their Unifrog account. Follow-up meetings with the Careers Adviser are also available, as required.

Sixth Form - In the Sixth Form, pupils receive a structured programme of careers education within the Enrichment section of the timetable from the Head of Sixth Form, the Careers Coordinator & Adviser, as well as outside speakers. This offers thorough preparation for Higher Education including advice on university admissions, mock interviews in a range of career areas, Oxbridge applications, personal statement writing and student finance, as well as support for researching alternative pathways, such as apprenticeships, gap years and the world of work. Pupils also utilise the Unifrog platform and are reminded of the extra tools available to them within the Sixth Form. The Enrichment Week in July includes opportunities for work experience, either in-person or virtual, as well as time to complete online lectures and courses, taster sessions and further reading for course applications.

Each Lower 6 pupil has one-to-one guidance meetings with the school Careers Adviser and receives a comprehensive set of notes, action plans and website resources for further research which are added to the pupils' Unifrog account. Follow-up meetings are arranged, as required.

Sixth Form pupils attend the annual UCAS Search Fair, along with the school Careers Fair or Alumni Afternoon event (on rotation each year). Parents attend a UCAS and Careers Information Evening in school which includes the latest information on apprenticeships, other routes to qualifications and labour market trends as well as details on university applications.

On results days, pupils receive advice and support from Head of Sixth, the school Careers Adviser, Form Tutors and other members of staff on confirming their university places and, if necessary, the clearing process.

Parents and Carers

Information and support is disseminated in a wide range of formats, including:

- Careers Newsletters emailed to parents every half-term
- Pathway documents on the school website outline pupil activities and events which include parent participation opportunities
- Links to Careers websites on school website and on Firefly
- Careers Coordinator & Adviser available for the Upper 4 Options Evening, the Sixth Form Information Evening, Upper 5 and Sixth Form Parent's Evenings
- Careers meetings with Careers Coordinator & Adviser as required
- Participating and visiting the school Careers Fair
- Utilising the Unifrog Careers platform with pupils

Additional Careers activities within the CEIAG programme

- The Careers Coordinator arranges other career related activities including a Careers Fair for Lower 5, Upper 5 and Sixth Form pupils as well as parents, providing the opportunity of discussing careers and potential courses from many areas all in one place. This event is rotated annually with an Alumni Afternoon where pupils talk to past students to discuss pathways, experiences and skills from their school life that they have utilised in their decision-making and career choices.
- The Careers Library is mainly available on the Careers Resources pages of the school's Firefly platform and within the Unifrog Careers platform. These contain the most up-to-date information, guidance and links to hundreds of current relevant websites and presentations. The Careers Coordinator curates and manages these resources on all areas of CEIAG providing access to pupils, parents and staff both in school and at home. A smaller Careers Library of printed resources is also available in the school library.
- Informal lunchtime drop-in sessions are available to all students throughout the school year along with a weekly lunchtime Careers Cafe for Sixth Form pupils with the Careers Coordinator & Adviser.
- The Careers Coordinator & Adviser provides information and advice at Options and Information Evenings for Upper 4, Upper 5 and Sixth Form pupils, and is available at the Upper 5 Parents' evening for both pupils and parents.
- The Careers Coordinator & Adviser organises a National Careers Week and an Apprenticeship Week using a theme each year to inform assemblies and activities across subject areas in school. The weeks provides a focus for skills

development, current labour market information and reminders of links to all curriculum subjects.

Information regarding the Careers offer at school can be found on the school website, along with website resources to support both pupils and parents. Pathway documents outline milestones and learning outcomes for each Year group alongside the activities and events used to deliver these elements.

How the Policy is developed and evaluated?

The policy is developed and reviewed through the school's improvement and development planning. The policy is evaluated each year to respond to current changes within national Careers legislation, the ISI framework, The Gatsby Benchmarks, The CDI frameworks along with the school's core values.

Feedback from pupils and parents is gathered via ongoing conversations as well as the use of MS Forms following Careers lessons and guidance meetings. This allows for individual comments and questions that can inform future changes and adjustments to the programme. The individual Careers meetings also allow the Careers Coordinator & Adviser to analyse the effectiveness of the programme across a range of pupils.

The Careers Coordinator & Adviser is a registered Careers professional with the Careers Development Institute, and as such is required to undertake on-going CPD (minimum of 25 hours each year). The CPD activities (courses, on-going professional reading, accessing relevant blogs, news posts, webinars) provide the latest information on legislation, good practice and developments to effectively review the CEIAG programme.

Relationship to other whole school Policies

This policy is underpinned by our policies on curriculum, teaching and learning, equal opportunities, confidentiality, safeguarding, health and safety, PSHE, SEND and Pastoral policies.