

CEIAG

Careers Education, Information, Advice and Guidance

Policy

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Approved by: Trust Board

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Lead author: Assistant Deputy Headteacher responsible for Careers

OUR VISION

A community of primary and secondary academies that are the first choice for students and families in Sussex, with an outstanding reputation for high aspiration and high achievement.

Achieving success together

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Introduction

At South Downs Learning Trust, we believe that all students are entitled to a careers programme which includes information, advice and guidance. Careers education, information, advice and guidance (CEIAG) will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to develop the knowledge, understanding and skills they need to make informed and aspirational decisions about their future and manage transition into learning and work. CEIAG will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

Policy Scope

This policy covers Careers Education, Information, Advice and Guidance given to students in Years 6 to 11.

The policy has been written in line with the 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 8 updated 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 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

This policy refers to events and opportunities in Years 6 to 11 across Trust Schools.

All members of staff at Trust Schools 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.

Aims

Our aim is to work with young people, parents, staff, governors, trustees and members of the local community to prepare learners to leave school as young people who are able to make informed and aspirational choices for themselves.

The aims of the Careers Education, Information, Advice and Guidance policy are as follows:

To ensure that all students at trust schools receive a stable careers programme

To enable all students to learn from information provided by the career and labour market

The CEIAG programme should be individual and address the needs of each student

- To link the curriculum learning to careers learning
- To provide students with a series of encounters with employers and employees
- To provide students with meaningful experiences of workplaces
- To ensure that students have a series of encounters with further and higher education
- To provide each student with the opportunity to receive personal guidance

Delivery

South Downs Learning Trust is committed to the delivery of a comprehensive careers programme that meets the needs of all pupils, which include:

A designated strategic careers leader responsible for the implementation and monitoring of provision

Reports to senior leaders and governors/trustees to ensure effective delivery and equality of access

Careers education provision mapped across the curriculum in line with the most recent National Careers Framework set out by the CDI

Adherence to the updated Gatsby benchmarks and guidelines

Engagement with external providers such as Education and Employment

Tailored, unique support to specific identified pupils

Talks and visits to and from external providers and businesses

Engagement with alumni

Careers fairs

Visits to and from universities and colleges

Staff training and development

Our disadvantaged students are supported through our SEN (Special Educational Needs) provision and with a 1:1 interview with a Level 6 professional; those identified as Pupil Premium, FSM (Free School Meals), LAC, EAL are supported with a 1:1 interview by a professional (Level 6) and those identified as being at risk of NEET (Not in Education, Employment or Training) are referred to CXK Ltd. Students requiring help with finding an apprenticeship are also supported by CXK Ltd.

Provider Access Policy:

The **Appendix** shows the way in which education and training providers should get in touch with the Strategic Lead for Trust Careers Programme to gain access to pupils and/or parents to inform them about further opportunities

Trust schools will then work with providers to identify the most effective opportunity for them to share information about education and training opportunities.

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

Feedback from stakeholders through mechanisms such as student and parent surveys

Feedback from external visitors to the school such as the School Improvement Partner (SIP) or Ofsted

The number of students who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county.

Compass– careers benchmark tool to evaluate careers activity against the 8 Gatsby Benchmarks

Appendix

South Downs Learning Trust Provider Access Policy

This policy statement sets out the trust's arrangements for managing the access of providers to pupils at the schools 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.

Pupil entitlement

All pupils in years 8-13 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;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships– through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

For Pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- Explain what career routes those options could lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- Answer questions from pupils

Premises and facilities

The schools will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The schools 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 Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre.

Management of provider access requests procedure

A provider wishing to request access should contact:

Mr. Jamie Welsh, Assistant Headteacher for Careers Information Advice and Guidance
 Telephone: 01323 504011 Email: jwelsh@ratton.co.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Event	Year Group	When	Details
Work Place Visits	Year 8	Throughout the year	Each year 8 student to go on one workplace visit. Students attend for 1.5 – 2 hours in groups of up to 15 (minibus full) This work is administered and organised by our Work Related Learning Co-ordinator
College Assemblies/Presentations	Year 11	Term 1	Colleges offered the opportunity to present to students in an assembly.
Careers Day	Year 11	Term 1	Students to spend the day with their tutors on the following: Motivational Speaker Talk on Apprenticeships Interview skills session with tutors Writing a CV session with tutors College Fair Hour in computer room on Careers East Sussex and writing up CV's

Year 6 Careers Fair	Year 6	Term 2	Parents and Local employers/businesses provide an activity appropriate to the age of the students to allow students to learn about the job role/sector
Mock Interviews	Year 11	Term 3	Representatives from the business world come into school to give students a mock interview.
iCan	Years 9 & 10	Term 4	Careers event for students with SEND
Assemblies	One for each year group 7 - 11	Term 4	Local employer/employee or Ex Ratton Student does presentation about life after Ratton and gives details of the job they do
Careers Day	Year 9	Term 4	Students attend 3 activities. What's My Line Real Cost of Living The Buzz Quiz
Careers Fair	Years 9 & 10	Term 4	All local colleges and a selection of local employers attend and talk to students about opportunities for the future
Parent information evening	Year 10	Term 5	Evening event for parents to find out about all the options available post 16.
Work Experience	Year 10	Term 6	All students offered the opportunity to do Work Experience for the 3 enrichment days, also an opportunity for Virtual WEX to be done with a research task to be completed