

Fiveways School
Careers Education Advice Information Guidance Policy



Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Every 3 years or on guidance change	November 2021 April 2025	Swavek Nowakiewicz Samantha Ensor	November 2024 April 2028

Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver	At governors meeting	13.06.2025
Head Teacher	Swavek Nowakiewicz	At governors meeting	13.06.2025

Details of Policy Updates

Date	Details
30/11/2022	Updated to reflect Baker Clause
13/06/2025	Updated to reflect development of "My Future" / Careers Curriculum

“What does a good life look like for me now and in the future?”



CEAIG

Careers Education Advice Information & Guidance

Including Provider Access information – Baker Clause

This policy should be read in conjunction with:

- Curriculum Policy
- Sixth Form Policy Preparation for Adulthood Policy

Page	Contents
3	Safeguarding statement
3	School Aims
3	CEIAG Aims
3	Statutory requirements and expectations
4	My Future – Imagine the Possibilities
4	Careers Advise and Guidance Programme
4	Management and Delivery
6	Baker Clause: Access to Providers

Safeguarding

Fiveways School adopts a rigorous approach and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

School Aims

- To create a happy and secure learning environment rich in stimulation and challenge.
- To ensure all members of the school community can grow in self-esteem and develop to their full potential.
- To provide developmentally related experiences responding to pupils' individual needs.
- To provide pupils with an education appropriate to the world beyond the classroom.
- To develop pupils' communication and interaction skills enabling them to make positive relationships and decisions, and giving them more control over their lives.

CEIAG Aims

Good careers guidance is invaluable to ensure young people raise their aspirations and are able to capitalise on opportunities available to them to achieve their best adult life. Our young people have equal and personalised opportunities to access careers guidance which is suitable and relevant to their future pathways.

We aim to raise aspirations of young people, their families and the community by an increased focus on 'what a good life looks like for me', and CEIAG should be viewed as one element within the wider context of the Fiveways "My Future & Preparation for Adulthood" programme which covers the following four main themes:

- Employment and further education
- Independent living skills
- Friends, relationships and being part of the community
- Leading a healthy life

We will ensure that our young people feel that their opinion is valuable and strive to offer communication strategies to ensure that their voice is heard. Working in collaboration with young people's families and/or carers to ensure they have a life that is enriched, happy and fulfilled.

The careers programme is designed to meet the needs of learners at Fiveways School. Activities are differentiated and personalised to ensure progression in their learning and development, and to strengthen their motivation and aspiration whilst giving young people the opportunity to think about what they would like to do in the future, with particular reference to work.

Statutory Requirements and Expectations

The careers provision at Fiveways is in line with the [statutory guidance](#) developed by the Department for Education. This guidance is part of the government's [careers-strategy-making-the-most-of-everyones-skills-and-talents](#) which was published in December 2017. It set out a series of measures to improve careers guidance in England, including new benchmarks for careers education and instigating the requirement to have a named Careers Leader in every school. Our Careers Leader, Debbie Morgan, and Careers adviser, Emma France, are committed to providing a programme of careers education across the school, which meets the eight Gatsby Benchmarks for careers guidance:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each young person.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance (Gatsby Foundation,2024).

The school monitors its effectiveness in these benchmarks using the Compass Evaluation Tool. In accordance with this statutory guidance Fiveways School provides independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the young person

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5th January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to pupils about approved technical qualifications and apprenticeships. Further information relating to this is set out under Provider Access.

My Future – Imagine the Possibilities

At Fiveways School we focus on Preparation for Adulthood from the earliest year groups, developing the skills that our young people will need to live a good adult life from the moment they enter school and as they progress through the school. Every one of our learners needs a personalised approach to prepare for adulthood and we offer a bespoke curriculum for every learner which is appropriately linked to a national careers strategy and includes; encounters with employers and employees, experiences of workplaces, encounters with further education provision, personal guidance for our young people and advice for parents, informed by current career and labour market information.

We use the term “**My Future**” so that in the curriculum careers and work are considered in a wider sense where learners have meaningful supported experiences of work and develop employability skills appropriate to their, interests, skills, barriers to learning, and developmental stage.

Careers Advice and Guidance Programme

Careers advice and guidance is provided by a commissioned independent careers adviser, Emma France. These differentiated one to one sessions are provided to young people annually in Years 10 to 14. These sessions ensure that thoughts and aspirations of our young people are captured and meaningful advice can be provided to enable them to have their best life. Information from these sessions will be used to inform EHCP updates and Person Centred Reviews.

Further information about how skills for work and employment are threaded through Fiveways curriculum is in the Preparation for Adulthood Policy.

Management and Delivery

Responsibility for the My Future / careers provision and curriculum is with the careers lead (Preparation for Adulthood Lead) in liaison with Curriculum Lead and Deputy Head. The careers lead has the support of a job coach and careers advisor.

The role of the My Future / Preparation for Adulthood Lead is to;

- Be the nominated person to work with the Careers Hub Lead, Enterprise Coordinator and Enterprise Adviser on delivering the Hub's objectives
- Use The Careers & Enterprise Company's Compass tool, alongside the Careers Advisor, to audit current provision and identify current performance against the Gatsby Benchmarks and to refresh their Compass return at the end of each school term.
- Develop and adapt school strategy to embed work related learning across the school to encompass delivering all eight Gatsby Benchmarks
- Attend the Somerset Supported Employment Forum
- Ensure the CEAIG Policy reflects the work and curriculum of Fiveways

- Ensure that the curriculum allows for development of key skills needed for "My Future"
- Attend the sen.se PfA meetings
- Liaise with Yeovil College and other relevant post 16 providers about their PfA strategy and opportunities for collaboration
- Oversee and monitor activities that ensure all learners explore different types of opportunities related to the world of work
- Be responsible to draw down extra funding from a variety of sources to help develop a careers programme
- Commission 1:1 impartial information and guidance
- Celebrate the work Fiveways is doing in this area across a range of platforms

The role of the career's advisor is to;

- Provide 1:1 impartial information and guidance
- Support with information for EHCPs
- Support planning of transition visits to colleges, internships, employment and guidance for pupils and parent/carers
- Support with using The Careers & Enterprise Company's Compass tool to audit current provision and identify current performance against the Gatsby Benchmarks and to refresh their Compass return at the end of each school term.

The role of the job coach is to;

- Develop effective job coaching and employment plans
- Communicate with learners to understand their goals and ambitions
- Assist learners to discover and overcome their personal barriers and set goals
- Search for new work experience opportunities, placements or jobs and help learners apply for work experience, work and maintain employment
- Lead work experience placements in sixth form, including establishing placements, complete relevant risk assessments and maintaining placements
- Provide job skill and social skill preparation
- Provide information about different career paths to pupils
- Support the learners in getting to and from their placement/work place
- Lead, maintain and extend the Sixth Forms internal work experience offer e.g. "Hoof & Bean"
- Set and record targets in this area in relation to the sixth form assessments or accreditation schemes
- Provide other staff with CPD to enable them to support on work experience placements
- Teach groups of learners, taking responsibility for planning, assessment and recording

The role of middle leaders is to;

- Ensure their department or curriculum area has considered "My Future" careers and employability focus within their long-term planning
- Ensure that medium term planning reflects regular opportunities for careers information, careers links and business links where appropriate
- Ensure that learners are aware of how the skills they are learning are related to future opportunities

Baker Clause

This section sets out Fiveways School's arrangements for managing the access of providers to pupils in Years 7 – 11 to discuss both academic and non-academic routes that are available to them as part of a holistic careers programme enabling all our students to make an informed choice about their post 16 provision. This is also measured against the careers Gatsby benchmarks using the Compass Tool as part of a progressive careers programme.

Fiveways School proactively seeks to build relationships with colleges, apprenticeship providers employers and other providers. Our "My Future" careers programme and project week activities are planned throughout the school year to ensure pupils have access to the most current and up to date careers information at key transition points and that providers have multiple opportunities to speak to pupils and their parent carers across Years 7 -11 to offer information on vocational, technical and apprenticeship qualifications and pathways.

All pupils in Years 7 – 11 are offered the following:

This list of careers and work-related activity is not exhaustive but rather a summary of opportunities which are implemented depending on the changing pupil cohort. This offer is also extended into post 16.

- Person Centred Planning through Annual Reviews
- Alumni events
- Annual school wide focus on careers and careers based activities early in the summer term
- External providers delivering themed careers sessions and project activities
- Access to Careers Advisor and bespoke support and advice
- Careers Fayre
- AQA unit awards linked to world of work or skills for work
- Introduction and visits to colleges and/or other future providers
- Visits to organisations and employer settings
- Lessons in preparation for work experience, bespoke to learner strengths and needs; related to CVs, application, familiarising with workplace and expectations, communication skills, target learning goals etc.

Learner Offer and Opportunities for Access:

We have a range of flexible opportunities to ensure pupils and parent carers have access to careers information including through assemblies, drop-in parent carer coffee mornings and workshops, parent carer evenings, careers fayre, newsletters and project activities.

Providers are welcome to contact us to discuss what they can provide for our pupils and how we can best accommodate your support. Any provider wishing to access or provide CEIAG to our pupils as part of our careers programme will be supported by our teaching staff throughout their visit and never left unattended, in line with our safeguarding procedures. We will support them with appropriate resources, which will be discussed and agreed in advance to ensure material is accessible to the learning needs of learners and meets our quality assurance and safeguarding measures.

Providers are welcome to leave copies of their prospectus or course literature and we will distribute them to relevant learners. We can promote and distribute details of careers and apprenticeship literature and vacancies to all relevant pupils and parent carers through home school link systems including email, hard copy and half termly newsletter.

Management of Provider Access Requests

Providers wishing to request access should contact Careers Lead.

Telephone: 01935 476227 or email dmorgan@fiveways.school