



CAREERS EDUCATION (CEIAG) POLICY

PRESTON MANOR SCHOOL

An All-Through School

Governors' Committee Responsible: Curriculum	
Statutory Provision: Statutory	
Policy Author: Christelle Nyakeru	Review Period: Annual
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Rationale for Careers Education Information Advice and Guidance (CEIAG)

CEIAG plays a vital role in preparing young people for life's opportunities, responsibilities, and experiences, supporting their successful transition to adulthood. Preston Manor School aims to achieve this through:

- Helping students reach their full potential
- Empowering them to plan and manage their futures
- Developing essential employability skills
- Providing comprehensive information on all transition pathways
- Raising aspirations
- Promoting equality, diversity, social mobility, and challenging stereotypes
- Fulfilling statutory requirements for engaging a range of education and training providers with students in Years 8–13 (see Provider Access Policy)

Purpose

The Education Act 2011 established a statutory duty for schools in England to provide independent, impartial careers guidance for all students in Years 9-11 starting from September 2012. This responsibility was then extended in September 2013 to include students from Year 8 through Year 13. Preston Manor School is dedicated to the career learning and development of its pupils and is committed to fulfilling its statutory obligations while also inspiring students within these year groups.

Careers Education, Information, Advice and Guidance has four interlinked principles:

1. Structured Careers Education

A programme integrated into the curriculum that equips students with the knowledge and skills necessary for effective career planning. At Preston Manor, this is incorporated into the PSHE curriculum for Years 7-13 and aligned with the Careers Development Institute (CDI) Framework. Careers lessons are detailed in the PSHE Schemes of Work for Years 7-11 and in the Sixth Form Schemes of Work for Years 12-13, with the latter developed by the Director of Sixth Form.

Careers programme overview:

Key Stage 3	
Year 7 Awareness	Careers Focus: <ul style="list-style-type: none">● Students should be aware of the different careers and different pathways available to them.● Students can understand their own strengths and personal qualities.
Year 8 Discover	Careers Focus: <ul style="list-style-type: none">● Introduce students to different careers and valuing diversity and inclusion.● Students to investigate available routes and pathways.
Year 9 Decide	Careers Focus: <ul style="list-style-type: none">● Students are prepared to make suitable GCSE options.● Students are introduced to links between their chosen subjects and a career pathway.

Key Stage 4
Year 10 Prepare
Careers Focus: <ul style="list-style-type: none"> • Students to develop and utilise employability skills of preparing for job interviews. • Students understand the value of work experience and build employer contact.
Year 11 Succeed
Careers Focus: <ul style="list-style-type: none"> • To ensure that students are informed and prepared to transition to Post 16 destinations.

Key Stage 5
Managed and overseen by the Director of Sixth Form and Progression and Enhancement
Year 12 Explore
Careers Focus: <ul style="list-style-type: none"> • To further develop students' understanding of Post 18 opportunities. • To further develop skills that will support students in the world of work.
Year 13 Evolve
Careers Focus: <ul style="list-style-type: none"> • To ensure that all students have a valuable destination for the end of their studies.

2. Career Development Goals

The overall aim of careers education at Preston Manor is to enable young people to:

- Recognise and develop their existing skills and understand the skills needed across various careers.
- Develop awareness into the current labour market and the world of work.
- Support career management and employability skills.

3. Careers Information

Providing comprehensive information on learning options, occupational sectors, skills, labour market trends, and progression routes. The Careers Room, staffed by the Careers Leader, is open during breaks and after school. Additionally students can also get careers advice from our independent careers adviser. The Careers Leader uses Google Site to share updates about upcoming careers events, helpful websites, and work experience opportunities.

4. Careers Advice and Guidance

Providing personalised support from the school's independent careers adviser to help students set long-term goals and plan their next steps. This service is available to students from Year 8 to Year 13, with priority given in the following order:

- Year 8-13: all students with statements and EHCPs.
- Year 9-11: all students on the SEND register.
- Year 11: as many students as possible, including after-school and lunchtime drop-in sessions, pre-booked appointments with the Careers Leader, and support for post-16 applications.
- Year 12: under-achieving students are offered 1:1 guidance during the summer term.
- Year 13 students receive support with UCAS personal statements and university interview practice, with plans to expand support to apprenticeship applications.

Work-related Learning

Providing experiences that promote understanding of economic wellbeing, careers, and enterprise. Activities include supporting Year 10 self-placed work experience, and engagement with employer-led events such as:

- "Challenging Perceptions of Women's Work" for Year 8 girls.

- Year 11 Careers Fair

(Note: This list is illustrative and not exhaustive.)

It is underpinned by strong partnerships with organisations such as Brunel University, Making the Leap, and Ask Apprenticeship. Additionally, the school's website plays a vital role in advertising careers activities and providing students and parents with up-to-date information on progression opportunities.

Senior leadership actively participates in developing and endorsing this policy, ensuring that CEIAG remains a prominent and integral part of the school curriculum. The policy is also linked with other key policies, including Equal Opportunities and Health & Safety, to promote a holistic approach to student development.

Commitment

Preston Manor is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximising the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

Management

As the Line Manager, a senior leader has strategic responsibility for CEIAG and oversight of the CEIAG Leader. The school has secured the services of an external career guidance professional, Angela Abrahams.

The senior leader, Teacher in Charge of Careers and CEIAG Leader review and evaluate the provision with all stakeholders including young people and the external IAG service. Evaluations use the CEIAG ACEG framework to structure its paper and Google docs evaluations. These form the basis of planning for the next academic year in Careers line management meetings.

Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- internal staff and mentors, and the CEIAG Leader
- external sources using email, telephone, careers websites

Preston Manor has secured access to face-to-face external specialist career guidance for our vulnerable students, as defined by the school's governing body, in Years 8 through 13, in accordance with the Education Act 2011. Additionally, we strive to provide as many Year 11 students as possible with face-to-face guidance on post-16 options through the school's independent Careers Adviser. All Year 11 students participate in two dedicated PSHE lessons focused on post-16 pathways, delivered by their form tutors and developed in collaboration with the CEIAG Leader.

Resources

Preston Manor will provide resources for the successful implementation of this policy through securing:

- an annual budget to cover internal needs, CPD opportunities and commissioning of external sources
- adequate staffing, student and staff access to information (electronic and hardcopy) designated space for individual, group and research sessions

Partnerships

This policy acknowledges the diverse range of partners who contribute to the CEIAG program at Preston Manor. These partners include:

- Our formal partnership with an independent provider of career guidance
- Collaboration with post-16 and post-18 education providers, higher education institutions, employers, and training organisations
- Professionals involved in facilitating the Year 10 Mock Interview and Work Experience Preparation Day
- Local and national organisations and charities that enrich the program

Please note: The school recognises its statutory obligations under Section 42b of the Education Act 1997 when considering access requests from education and training providers.

Benchmark

The school uses the Gatsby Benchmark to ensure that all students receive high-quality careers guidance:

1. A stable careers programme with a careers' leader
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

Monitoring and review of the policy

This policy is reviewed annually in discussion with staff and external partners and key priorities for action are identified and included in plans for the following year. Recommendations for any amendments are reported in the first instance to the Head.

We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives. Preston Manor is working towards a kite mark for quality in Careers Education Information Advice and Guidance.