Careers Education, Information, Advice & Guidance Policy

Glebe Farm School

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Date to be reviewed:		September 2027 *This policy will be reviewed every year unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.*
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Key:

**** Publication on website:***

IFtL website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

***** Policy level:***

1. Trust wide:
   - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
     - *Approved by the IFtL Board of Trustees.*
2. Trust core values:
   - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore from the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
     - *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
     - *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*

3. School / department policies
   - These are defined independently by schools / departments as appropriate
     - *Approved by school / department governance bodies.*

Careers Education & Guidance Policy 2026/2027

Introduction

Glebe Farm School is committed to ensuring that every learner leaves with enthusiasm, confidence, and ambition for the next stage of their life. We strive to place each student on a clear pathway towards a fulfilling future and a successful career. Our core values underpin all aspects of school life, with 'Endeavour and Responsibility' closely aligned to our approach to careers education, information, advice and guidance (CEIAG).

The development of career-related and employability skills is central to this vision and forms an integral part of the Glebe Farm School journey. Through a comprehensive careers programme, including meaningful encounters with employers, workplaces, and further and higher education institutions, students gain valuable real-world experiences. These opportunities broaden their understanding of life beyond school and enhance their employability.

We actively encourage students to reflect on their interests, strengths, and aspirations. While initial goals may be modest and short-term, these are nurtured over time into informed ambition for the future. As students' aspirations evolve, we provide ongoing support and guidance, equipping them with the knowledge and skills needed to make well-informed decisions about their next steps.

By the time they leave Glebe Farm School, students will have developed a strong sense of direction and purpose, enabling them to pursue opportunities aligned with their individual talents and ambitions. Our alumni will be resilient, creative, and aspirational individuals, equipped with the skills required to thrive in a rapidly changing world.

CEIAG is a vital element of the support we provide. High-quality careers education prepares young people for the opportunities, responsibilities, and experiences of adult life, supporting them in making decisions and managing key transitions. A young person's career journey reflects their progression through learning and work, and it is our responsibility to ensure they are well prepared. As part of our vision, all learners benefit from a structured and progressive programme of CEIAG and Work experience (WEX). This enables them to choose pathways that are right for them, sustain employability, and achieve personal and economic wellbeing throughout their lives. Glebe Farm School is dedicated to equipping students with the tools and confidence to successfully manage their future education and career pathways.

Glebe Farm school follows the principles of the Gatsby Benchmarks to ensure:

- A stable careers programme delivers effective CEIAG
- Students learn from the career and labour market information
- The needs of all students are met
- CEIAG is linked to curriculum
- Students are provided with encounters with employers and employees
- Students are able to participate in experiences of workplaces

● Students experience encounters with further and higher education
● Students receive personal, independent guidance

Making choices about education and training can be a challenge and Glebe Farm School will ensure that students receive support to help them choose well. Careers advice and guidance will be available from their Crew leads, subject teachers and the Careers team.

The school recognises that CEIAG and WEX are important as it:

● Makes a major contribution to preparing students for the opportunities, responsibilities and experiences of life
● Supports young people to achieve their full potential
● Empowers young people to plan and manage their own futures
● Provides comprehensive information on all options
● Raises aspirations
● Promotes equality, diversity, social mobility and challenges stereotypes
● Supports young people to sustain employability and achieve personal and economic wellbeing throughout their lives

Glebe Farm School is committed to providing all students with a structured and progressive programme of careers education, alongside opportunities at key transition points to access up-to-date information, impartial advice, and expert guidance. To support this, the school works in partnership with the Local Authority, further and higher education providers, and employers, ensuring that all learners benefit from a broad range of experiences and insights. Additional support is provided where needed to ensure that students with additional needs are fully included and able to make informed decisions about their futures.

Glebe Farm School strives to align its provision with recognised best practice within the careers profession. This includes guidance from national bodies such as Ofsted, the Gatsby Foundation, and relevant Government departments, ensuring that our careers programme remains current, high-quality, and responsive to the evolving needs of our learners.

Objectives

Learners' needs

The careers programme is designed to meet the needs of learners at this school. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at Glebe Farm School.

Entitlement

Learners are entitled to CEIAG which meets professional standards of practice and which is delivered by trained staff and which is person-centred, impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Every effort is made to introduce students to different career paths early in their time at Glebe Farm School. The school is continually taking advantage of opportunities for students to have meaningful encounters with a range of local and national employers, encounters and/or visits with colleges, training providers and universities, in order to enrich their learning.

Work experience

All students in Year 10 undertake Work experience and take part in a 1 week period of block work experience. Work experience is primarily an educational activity which gives students an insight into the world of work for one week. It is one of the greatest learning curves students will encounter during their school-based education.

Following a period of work experience it is hoped that they may have developed their:-

· Confidence
· Self esteem
· Ability to communicate with adults
· Timekeeping skills
· Practical work skills
· Problem solving skills
· Personal learning and thinking skills

All work experience placements normally take place during the Autumn term of Year 10. Parents are always fully involved through information evenings and other communications

There are a wide variety of placements available however, in some cases legislation imposes restrictions on the type of work that students can do, which may result in the student observing some activities. The emphasis is always on trying to provide an interesting and well-balanced placement.

Student own placements can be organised in consultation with Glebe Farm School and after being verified as suitable for the safety and needs of the student. Further information regarding work placements can be linked through the Unifrog platform

Apprenticeships

The school is committed to providing good quality advice and guidance regarding all levels of apprenticeship opportunities. The school engages with the Apprenticeship Support and Knowledge (ASK) Programme provided by the “Get My First Job” Agency in order to provide students with meaningful opportunities to engage with and develop an understanding of apprenticeships

Implementation

Management

The Careers Leader and Careers Coordinator develops the careers programme together, and the Careers Leader is responsible to the Assistant/Deputy Headteacher. This area is supported by a link

Governor. The CEIAG Coordinator is also responsible for all administration surrounding careers and work related learning, including work experience**.**

Staffing

All members of staff contribute to CEIAG through their roles as Crew leads and subject teachers. Careers education sessions are delivered in all year groups by the Crew lead. The CEIAG programme is planned, monitored and evaluated by the Careers Leader in consultation with the senior leadership team and other key members of staff.

Pastoral

Regular Crew time sessions will be dedicated to careers development, understanding and opportunities for all students throughout Glebe Farm School with resources being provided internally and from Unifrog.

Unifrog

"Unifrog is the complete destinations platform – a one-stop-shop for students across KS3, KS4 and KS5 regardless of their interests or academic ability. It is the only place where students can compare every university course, apprenticeship and FE course in the UK as well as universities in 30 other countries across the world. This is alongside getting access to labour market information and advice on careers and subjects for all routes. Helping students to record and evidence their key activities & competencies and prepare their CVs and personal statements alongside the teacher reference, CEIAG interactions recording and destination tracking tools - all in line with the Gatsby Benchmarks - Unifrog makes managing students' progression into their next step after school a doddle." Career Development Institute, 2020

All staff and students will have a Unifrog account created that is associated with their Crews in Years 7-11 – this process will be completed by the October half term. Staff and students will receive their login information via email.

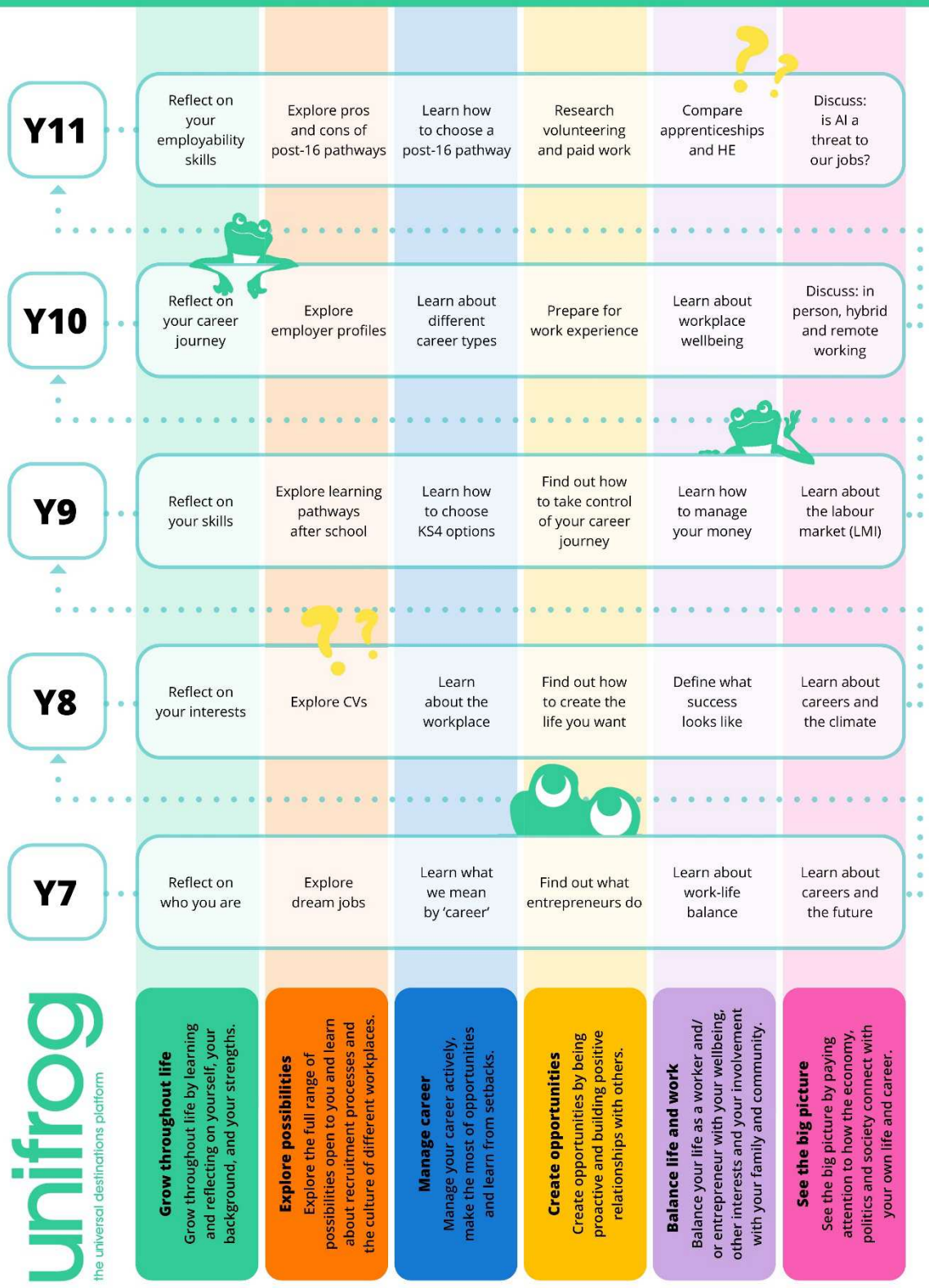
The Careers Leader and Careers Co-ordinator will have editing access so that they are able to monitor the use and engagement of the platform across all year groups and ensure that active careers engagement and preparation for onward destinations is considered and completed throughout the academic year.

Unifrog allows individualised progression plans to be created and actioned by the students whilst being observed and tracked by staff – it provided a clear approach to achieving Gatsby Benchmarks for all students.

How

Using a morning Crew time at key times throughout the year, we will ensure that a range of topics are covered throughout each student's time at Glebe Farm School:

Careers education learning journey (11 - 16)



The above listed sessions will be run annually and are designed to build the student portfolio and understanding of employment opportunities over a sustained period of time.

Crew leads will use designated times throughout the academic year to complete the resources as outlined above and ensure that their Crews are completing the associated activities.

From this basic engagement, Heads of Year, working with the Personal Development team, will identify resources that would best suit the learning and development of their students in addition to the ones stated as above. These resources will be delivered during the Careers slots scheduled as part of Crew time.

Why

By engaging with the platform from Year 7 we are able to track and manage student's progress throughout their time at Glebe Farm School to ensure that our understanding of their ambition is clear and we are able to suit the student rather than the student just suiting us – this will help create a bespoke learning experience for the student and given them targeted goals which, in turn, will lead to their success.

The platform is designed around the Gatsby Benchmarks and will therefore enable the school to develop the aspirations of our students to a higher level and also allow a tracked record for each student so that when there is staff handover, the student is not left behind.

Careers Education

The content of the taught careers education programme is based around the learning outcomes outlined in the Careers Framework.

Students of all years access UNIFROG, a single, impartial, user-friendly platform that helps students to make the best career choices. Students build up their careers profile, focussed on their interests, personality and work environments. Students have access to subjects and careers library, where they can read or watch webinars at their own pace.

Year 7

Students focus on a range of skills and qualities which they will need to be successful in and out of school. This is an ideal opportunity to assess their strengths and weaknesses and identify areas that they would like to focus on. The emphasis at this stage is on employability (soft) skills. Students are also introduced to STEM (Science, Technology, Engineering and Maths) careers.

Year 8

Students learn about what having a 'career' means. They look at how different subjects learned in school can be linked to careers. Sessions focus on challenging stereotypes, decision making and personal identity.

Year 9

During this year the main focus is on choosing Key Stage 4 Options and preparing for WEX. Students have the opportunity to attend a networking session with local universities, schools and colleges and the school invites representatives from local businesses, outlining the skills and attributes required by employers. Students learn the meaning of Employability Skills.

Year 10

In addition to the careers programme which covers self-development, career exploration and career management, students are given the opportunity to experience the world of work for one week. They learn what qualities and skills are relevant to different careers and build on their employability skills. Students begin the process of researching the options available to them Post 16. Representatives from local colleges, universities and apprenticeship organisations visit school in the autumn term to expose students to all the options available to them during this decisive year. The school collaborates with the Careers Hub and other local high schools to organise a Careers Fayre which is attended by a large range of colleges, universities, training agencies, apprenticeship agencies and employers. They learn how their education and training can take place in a number of environments from further education to apprenticeships and traineeships.

Year 11

The careers programme at this stage again visits transferable employability skills and qualifications required for various careers, incorporates information about different qualifications and courses available post 16, successful completion of applications forms, CV writing and interview skills

Representatives from local colleges, universities and apprenticeship organisations visit school in the autumn term to expose students to all the options available to them during this decisive year. The school collaborates with the Careers Hub and other local high schools to organise a Careers Fayre which is attended by a large range of colleges, universities, training agencies, apprenticeship agencies and employers.

Curriculum

The careers programme includes careers education sessions, career guidance activities, information and research activities and work-related learning (including two weeks' work experience). Careers lessons are part of Glebe Farm School's crew time personal development programme. Other focused events, e.g. taster days, presentations by further education and sixth form colleges, a careers fair, collapsed timetable days which focus on careers and work related learning are provided at different times of the year. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

Learners are actively involved in the planning, delivery and evaluation of activities by way of surveys, feedback and focus groups.

Specific emphasis is placed on the important transitional periods for students; Year 9 Options and Year 11 Post 16 choices. Dedicated lessons are scheduled into the careers education timetable for this purpose.

Partnerships

Relationships with local colleges and universities are excellent and the school is constantly working to develop associations with other similar establishments outside the area. Representatives regularly attend parent consultation evenings, options evening and deliver assemblies at key transition points.

The Careers Leader and CEIAG Coordinator has established links with local employers to provide opportunities for students to participate in taster sessions and visits which provide them with knowledge of the qualifications needed to progress at all levels.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Careers Leader and Careers Co-ordinator are responsible for the effective deployment of resources. Sources of external funding for activities are actively sought.

Careers information is presented in the Careers hub area which is maintained by the CEIAG Team Leader. This includes leaflets relevant to a wide variety of career choices. College and university prospectuses are also available throughout the year but specifically at the important transitional periods**.**

Monitoring, review and evaluation

An annual cycle of evaluation and action planning is undertaken by the Careers Leader and CEIAG Coordinator, in association with the Assistant/Deputy Headteacher with responsibility for personal development.

Responding to the 8 Gatsby Benchmarks

https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers
CEIAG is an important and distinctive element of the whole curriculum, relating to all key stages and areas of learning and experiences culminating in preparation for eventual employment. We feel confident that we work within the guidelines of the eight Gatsby

Benchmarks:

1. **A Stable Careers Programme**

The programme for careers education is published on the school website. The careers programme includes careers education sessions, career guidance activities, information and research activities and work-related learning (including two weeks' work experience). Careers lessons are part of Glebe Farm School's personal development programme. Other focused events, e.g. taster days, presentations by further education and sixth form colleges, a careers fair, collapsed timetable days which focus on careers and work related learning are provided at different times of the year. Work experience preparation and follow-up takes place in careers lessons and other appropriate parts of the curriculum. Specific emphasis is placed on the important transitional periods for students; Year 9

Options and Year 11 Post 16 choices. Dedicated lessons are scheduled into the timetable for this purpose.

2. Learning from Careers and Labour Market Information

Students and parents have access to good quality information regarding CEIAG and Labour Market Information via the careers section on the school website. It also has links to a range of careers based websites, which are both interactive and informative. In addition, information regarding careers and LMI is discussed with students in lessons and via the use of visiting speakers in school. Information is given to students and parents via parents information evenings and regular electronic communications.

3. Addressing the Needs of Each Student

All students follow a programme of Careers Education, which is adapted and suitable to students of different ages and abilities. All students receive individual careers guidance whilst at school which is focussed on and tailored to their individual needs. (Students on an EHC Plan or who are LAC receive additional CEIAG support and intervention via appropriate stakeholders). In addition, the CEIAG coordinator receives requests from the Pastoral system within school to support individual students and lunch time 'drop in sessions' exist for students requiring individual support.

4. Linking Curriculum Learning to Careers

Subjects recognise the link between subject learning and future career prospects for students. Teachers will include a careers focus within planned lessons where appropriate – for example the demonstration and acquisition of employability skills.

Subject staff will also arrange for visiting speakers and/or visits, which link learning in the classroom to careers. Heads of subject complete an audit of careers within the curriculum.

5. Encounters with Employers and Employees

Students have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This is offered via the annual careers fayre, work experience, mock interview programme, business breakfasts, visiting guests, assemblies, and employer premises visits.

6. Experience of Workplaces

Year 10 students are given the opportunity to carry out an in person work experience for a week in the Autumn term. This is to help their exploration of career opportunities and to expand their networks.

7. Encounters with Further and Higher Education

Students have opportunities to hear a range of speakers from FE/HE during assemblies. The school is actively involved with local FE, Sixth Form and HE providers where taster sessions will be arranged.

8. Personal Guidance

All students will have an impartial careers guidance interview with a qualified (L6 or above) Careers Advisor or with the support of a careers leader (L7). Following one to one interviews each student is provided with an individual action plan, which focuses on their individual needs and aspirations.

Destinations

Intended destinations

We support Buckinghamshire County with the completion and return of Year 11 'What Next Forms' to inform intended destinations.

Individual student meetings with SLT take place with each Year 11 student to ensure that they have a place for the following September. If a student does not have an accepted place, this will be followed up by the Head of School to ensure no NEETS.

Actual destinations

The CCIS Manager at Buckinghamshire County Council is responsible for the collection of Year 11 County destination data which is provided to the school each December.

The school will also collect more detailed data on 3 years of leavers (Year 11) destinations by emailing a Microsoft form to families and students once a year.

Destinations are tracked annually and reports given to SLT and Trustees to analyse and incorporate into self-assessment reports.

UACS and LinkedIn will also be used to track specific student destinations.

Parents/ carers

We understand how difficult it can be for parents/ carers to navigate through the large amount of information concerning careers.

Choices available to children are likely to be very different from those you had at school. However, parental guidance significantly influences decisions made by our students, so it is imperative you have access to current information. Our programme sets out the kind of support we offer to help widen students' horizons and assist them in making informed decisions.

For careers information and advice specifically for parents, you may also find these websites useful:
www.parentalguidance.org.uk
www.ukcareers.ey.com/schools/career-advice/parental-advice

If you have any careers-related concerns for your child, please contact Mrs Prince (Careers leader) on 01908 794400 or email careerseducation@glebefarmschool.co.uk