



Liskeard School

Careers Policy and Provider Access Statement

Date	Changes
Autumn Term 2024	First draft of new policy to replace old Careers Policy
2025/12/16	Approved by LGC
2025/11	Reviewed by Careers Leader – Careers Strategic Lead (Assistant Headteacher)
2025/11/25	Approved at LGC2

Adopted Date: 25/11/2025

Status: Approved by Local Governing Board

Review period: 30/09/2026

Contents

1. Rationale.....	3
2. Commitment	3
Careers Provider Access Legislation (PAL) Policy Statement	4
3. Aims.....	4
4. Roles and Responsibilities.....	5
5. How CEIAG is delivered	6
6. The CEIAG Curriculum.....	7
7. Monitoring and Evaluation	7
8. Sharing of information.....	8

Liskeard School and Community College

Careers Education, Information, Advice and Guidance Policy

1. Rationale

Careers Education, Information, Advice and Guidance programmes (CEIAG) make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. It is our responsibility as a school to raise awareness of the range of careers, career pathways and training opportunities on offer to enable students to make the right choices at key transition points and leave compulsory education or training, fully equipped for their chosen paths ahead.

This policy is underpinned by our long-term vision and core values; Liskeard School vision for Careers Provision is focused on the three key areas: Explore - Encounter - Embark. We aim to inspire career success for all students through collaboration, innovation, and education. Through our inclusive, responsive, and professionally accredited guidance, we will provide opportunities to:

- EXPLORE - Develop employability skills, confidence, and experience through innovative curricular, co-curricular and work-related activities in collaboration with colleagues and employers.
- ENCOUNTER - Connect Liskeard School with Local, regional, national employers and organisations, to build effective partnerships and create diverse opportunities.
- EMBARK - Enabling Students to make informed choices about their future through accessible, approachable, and effective careers education, information, and guidance.

2. Commitment

The school is committed to fulfilling its statutory duties the governors, Headteacher and staff at Liskeard School are committed to sourcing and delivering high quality independent Careers Education, Information, Advice and Guidance (CEIAG) for all students in Years 7 – 13.

Provision for students is based on the DfE Statutory Guidance *'The duty to secure independent and impartial careers guidance for young people in schools'* (March 2013), the Personal Development, Behaviour and Welfare section of the OFSTED Common Assessment Framework (2015); Careers' Guidance and Access for Education and Training Providers, DfE, January 2018, including the 8 Gatsby Benchmarks and in line with the Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023)

Careers Provider Access Legislation (PAL) Policy Statement

The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023) All pupils in years 8 to 11 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 six encounters for pupils during their time at secondary school.
- Two encounters for pupils during the ‘first key phase’ (year 8 or 9) that are mandatory for all pupils to attend, to take place at any time during year 8, and between 1 September and 28 February for year 9 pupils. The aim being that pupils chose their GCSE options having received input around technical and vocational options.
- Two encounters for pupils during the ‘second key phase’ (year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10, or between 1 September and 28 February during year 11.
- Two encounters for pupils during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during year 12, or between 1 September and 28 February during year 13.

Meaningful provider encounters:

One encounter is defined as one meeting/session between pupils and one provider. The school is committed to providing meaningful encounters to all pupils using the following guidelines from the Gatsby benchmarks 7. Meaningful online engagement is also an option, and the school is open to providers that can provide live online engagement with our pupils.

3. Aims

The CEIAG programme at Liskeard School aims to:

- help students make informed decisions based on course and career awareness;

- introduce students to the full range of career pathways; for example, apprenticeships, university courses, traineeships, etc;
- ensure students know where and how to access independent information, advice and guidance; for example, online through the National Careers Service website and helpline, other websites signposted to them through careers related lessons, as well as the school's Careers Advisor
- provide appropriate access to advice and guidance for SEND students
- provide additional support for students with SEND needs and those from disadvantaged backgrounds (pupil premium);
- expose students to a broad range of careers and employment opportunities including those available locally, nationally and internationally;
- enable students to manage transitions in their lives, most importantly at 14 (GCSE OPTIONS), 16 (POST 16 OPTIONS) and 18 (POST 18 OPTIONS)
- ensure no child leaves Liskeard School not in education, employment or training (NEET);
- contribute to strategies for raising achievement.
- support inclusion, challenge stereotyping and promote equality of opportunity;
- develop enterprise and employability skills;
- provide opportunities for students to experience the world of work and develop transferable skills;
- contribute to the economic prosperity of individuals and communities.

Information about how CEIAG meets specific learning outcomes is available to view on the Liskeard School website.

4. Roles and Responsibilities

All staff are responsible for contributing to students' careers education and every opportunity should be taken to engage students in conversations about their future. Tutors also have a specific role in delivering CEIAG within PSHE (Personal, Social & Health Education).

In addition to this, the Careers Team have the responsibility of co-ordinating and monitoring the impact of the overall CEIAG programme. Within the team the specific roles and responsibilities are:

- The person responsible who ensures that we as a school meet our mandatory requirements is the designated member of our Senior Leadership Team named as our schools Careers Lead Link who is the Assistant Headteacher with responsibility for Careers. This person has the oversight of CEIAG across the school and ensures that the programme delivered meets our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks. and meets the needs of the students.

- The SLT Careers Lead Link meets regularly with the Head teacher to discuss the careers programme and liaises with, Careers governor.
- Careers Lead and Advisor will deliver a planned career programme of activities across the curriculum and the school. Deliver high quality, impartial and personal Careers guidance and monitor, evaluate the careers programme.

5. How CEIAG is delivered

CEIAG (Careers Education, Information, Advice, and Guidance) is delivered through various formats to ensure that students receive a well-rounded approach to career development. These include:

- **PSHE Tutorial Programme:** This is part of the Personal, Social, Health, and Economic education curriculum, where students receive regular sessions focusing on career awareness, skills development, and future planning.
- **Assemblies:** Career-focused assemblies may feature guest speakers from various industries, alumni, or professionals, providing insight into different career paths and the skills needed.
- **Employer Visits:** Students may visit workplaces, interact with professionals, and learn about various industries, gaining firsthand experience of different work environments.
- **Training Providers and Further Education Establishments Visits:** Trips to colleges, universities, and vocational training centres allow students to explore options for further education and skills training.
- **Workshops:** Specific career-focused workshops are held to help students develop skills such as CV writing, job interview preparation, and personal statement writing.
- **Work Experience:** Opportunities for students to undertake short-term work placements, providing practical insights into different industries and roles.
- **Interviews with Careers Advisor:** Individual sessions with the Careers Advisor advice on career choices, further education options, and the job market
- By using this diverse approach, CEIAG ensures that students are well-prepared for their future career choices and have access to the guidance and information they need to make informed decisions.

6. The CEIAG Curriculum

The CEIAG curriculum includes:

- A structured and progressive careers programme in PSHE from Yr 7-11 including modules on topics such as an introduction to careers; financial capability; getting the most out of my work experience, etc;
- A structured careers programme for sixth form students delivered through assemblies and tutorials
- Presentations by a wide range of training providers to make students aware of the wide range of apprenticeships, traineeships and routes into higher and further education;
- Take Your Child to Work Day (Yr 9);
- 1 week of Work Experience (Year 10 and 12) and extended placements for those on alternative provision within school or as part of sixth form enrichment studies;
- Individual interviews for all students in Yr 11, 12 and 13 with the Careers Advisor
- Individual interviews for SEND students in Yr 9 and 11 with advisors from CSW Group Ltd, the external Careers Service
- Interviews for students from all other year groups on request (by the students themselves or through referrals from staff);
- Subject specific careers related events; for example,
- Visits to local businesses
- National Careers and Apprenticeships Week, involving employers & teachers talking about their job history.
- Access to an up to date Careers Resource Library and bespoke Careers
- Advice booklets on the school website;
- Targeted programmes, eg:), Exeter University Uncover HE Programme for a selection of More Able Students in Year 9,10 and 11.

7. Monitoring and Evaluation

The following provision is reviewed by the Careers Leader and the Assistant Head teacher with oversight of CEIAG:

- Annual review of partnership activities, incorporating destination data (CEIAG Plan)
- Learning walks for PHSE Lessons

- Feedback on the effectiveness of the CEIAG programme is sought through student focus groups and questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Tracking will be done via the Compass+ Profile tool. This is an online platform that supports schools to review their adherence to the Gatsby Benchmarks and ensure they are meeting their statutory duties around career guidance.

8. Sharing of information

Staff are able to view the CEIAG policy on the school system and parents, students and the wider community are able to view not only the policy but also a wide range of CEIAG information on the Liskeard School website.