



Liskeard School and Community College Careers Education, Information, Advice and Guidance (CEIAG) Policy

Approved: 29th September 2026

To be reviewed: 28th September 2027

Careers Vision

Explore • Encounter • Embark

Inspiring career success for all students through collaboration, innovation and education

At Liskeard School and Community College, we believe every student should leave school equipped with the knowledge, skills, experiences and confidence needed to successfully navigate future education, training and employment opportunities.

We are committed to delivering a high-quality Careers Education, Information, Advice and Guidance (CEIAG) programme that enables all students to make informed and ambitious decisions about their futures.

1. Policy Statement

The school is committed to providing a broad, balanced and impartial careers programme for all students in Years 7-13.

Careers education is a key component of the school's Personal Development offer and contributes directly to whole-school priorities relating to aspiration, achievement, inclusion, attendance, student wellbeing and positive post-16 and post-18 destinations.

The careers programme is embedded within the school's strategic planning and forms part of the annual School Improvement Planning cycle.

Careers education forms a key part of our curriculum and supports students to:

- Develop aspirations and ambition.
- Understand career pathways and progression routes.
- Build employability and enterprise skills.
- Make informed decisions at key transition points.
- Prepare successfully for adult life.

The careers programme supports social mobility and aims to ensure that every student can access high-quality careers information, guidance and meaningful experiences of the workplace.

2. Statutory Framework

This policy is informed by:

- DfE Careers Guidance and Access for Education and Training Providers (updated June 2026).
- Gatsby Benchmarks of Good Career Guidance.
- Provider Access Legislation (PAL).
- Education Act 2011.
- Equality Act 2010.
- Children and Families Act 2014.
- SEND Code of Practice.
- Keeping Children Safe in Education.
- Working Together to Safeguard Children.

The school is committed to fulfilling all statutory responsibilities relating to careers guidance and provider access.

3. Careers Programme Aims

The careers programme aims to:

Explore

- Help students identify their strengths, interests and aspirations.
- Develop employability skills and career management skills.
- Raise aspirations and broaden horizons.

Encounter

- Introduce students to employers, industries and workplaces.
- Enable access to current labour market information.
- Provide encounters with apprenticeship, college, university and training providers.

Embark

- Support successful transition at ages 16 and 18.

- Encourage informed decision-making.
- Equip students for education, training and employment.

The programme also aims to:

- Reduce the risk of students becoming NEET (Not in Education, Employment or Training).
 - Promote equality, diversity and inclusion.
 - Challenge stereotypes.
 - Support students with SEND and additional needs.
 - Develop enterprise, resilience and confidence.
 - Prepare students for lifelong career development in a rapidly changing labour market.
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4. Student Entitlement

Every student is entitled to:

- A planned programme of careers education from Years 7-13.
 - Access to impartial careers guidance.
 - Encounters with employers and workplaces.
 - Encounters with colleges, universities and apprenticeship providers.
 - Access to labour market information.
 - Support at key transition points.
 - Access to careers resources and online guidance tools.
 - Personalised support where required.
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5. Roles and Responsibilities

Governing Body

The Governing Body will:

- Support the strategic development of careers provision.
- Monitor programme effectiveness and student outcomes.

- Receive annual reports regarding careers provision, destination outcomes and Gatsby Benchmark achievement.
- Ensure careers education contributes effectively to whole-school improvement priorities.
- Ensure statutory requirements are met.

Careers Governor

The Careers Governor will:

- Meet regularly with the Careers Leader.
- Monitor progress against the Gatsby Benchmarks.
- Provide challenge and support.
- Report to governors on careers provision.

Senior Leadership Team

The Assistant Headteacher with responsibility for Careers provides strategic leadership for careers education and ensures careers remains a whole-school priority.

Careers Leader

The school's Careers Leader is currently Wendy Birkbeck.

The Careers Leader is responsible for:

- Strategic development of the careers programme.
- Gatsby Benchmark achievement.
- Programme evaluation.
- Continuous improvement of careers provision.
- Supporting the school's compliance with Provider Access Legislation requirements.

Careers & Guidance Officer

The school's Careers & Guidance Officer is currently Lauren Pearce.

The Careers Leader is responsible for:

- Gatsby Benchmark achievement.
- Employer engagement.
- Work experience coordination.

- Compass+ reporting and Gatsby Benchmark reviews.
- Destination tracking.
- Continuous improvement of careers provision.
- Deliver impartial careers guidance.
- Support progression planning.
- Conduct individual guidance interviews.
- Support students at key transition points.

Teaching and Support Staff

All staff contribute to careers education by:

- Linking curriculum learning to future careers.
- Promoting employability skills.
- Raising aspirations.
- Supporting careers activities across the school.
- Encouraging students to reflect on their future aspirations and opportunities.

6. Supporting Students with SEND

The school is committed to ensuring all students receive appropriate careers support.

Support may include:

- Individual careers guidance interviews.
- Additional transition planning.
- Careers discussions during EHCP reviews.
- Preparing for Adulthood planning.
- Supported workplace experiences.
- Liaison with parents, carers and external agencies.

Particular attention is given to students with SEND, disadvantaged students and those who may be vulnerable to becoming NEET.

The school recognises that students have different needs and aspirations and seeks to provide personalised guidance which supports successful progression into education, employment or training.

7. Engagement with Parents and Carers

Parents and carers are recognised as key partners in supporting young people to make informed decisions about their future education, training and employment pathways.

Liskeard School and Community College is committed to working in partnership with parents and carers throughout a student's career development journey.

The school will:

- Provide up-to-date careers information through the school website.
- Share information relating to post-16 and post-18 progression pathways.
- Support parents and carers with work experience preparation and arrangements.
- Invite parents and carers to careers and progression events.
- Provide information relating to apprenticeships, technical education, further education and higher education pathways.
- Signpost parents and carers to labour market information and careers resources.
- Encourage active parental involvement in progression planning and key transition decisions.

Feedback from parents and carers will be regularly sought and used to inform the continuing development of the careers programme.

8. Careers Programme Delivery

Careers education is delivered through a progressive programme from Years 7-13.

PSHE and Tutor Programme

Students receive careers learning through:

- PSHE education.
- Tutor activities.
- Assemblies.
- Careers awareness lessons.

- Financial capability education.
- Progression planning activities.

Curriculum Careers Learning

All curriculum areas contribute to careers learning by:

- Highlighting links between subjects and employment.
- Promoting transferable skills.
- Raising awareness of career opportunities.
- Supporting informed option choices.

Employer Encounters

Students participate in:

- Careers talks.
- Employer assemblies.
- Workplace visits.
- Industry workshops.
- STEM activities.
- Mock interviews.
- Employer-led projects.
- Careers fairs.

These opportunities are designed to provide meaningful encounters with employers and employees which help students understand the workplace and the opportunities available to them.

9. Work Experience and Workplace Encounters

The school recognises the value of meaningful encounters with employers and workplaces.

Year 9

Students participate in:

- Take Your Child to Work Day.
- Careers awareness activities linked to future pathways.

Year 10

Students undertake:

- One-week work experience placements.
- Employer engagement activities.
- Pre-placement preparation sessions.
- Post-placement reflection and evaluation.

Year 12

Students undertake:

- One-week work experience placements.
- Progression-focused workplace opportunities.
- Career-related enrichment activities.

Alternative Provision and SEND

Where appropriate, students may access:

- Personalised placements.
- Supported workplace experiences.
- Tailored work-related learning opportunities.

Future Development

The school will continue to review and develop workplace experiences in line with emerging national guidance, the Gatsby Benchmarks and future expectations relating to the government's Work Experience Guarantee.

This includes ensuring that students have access to a progressively planned programme of meaningful workplace experiences from Year 7 through to Year 13.

10. Independent Careers Guidance

Students have access to independent, impartial and confidential careers guidance delivered by appropriately qualified careers professionals.

Guidance interviews are designed to help students explore options, identify suitable progression routes and develop career management skills.

All careers guidance interviews are recorded through the school's careers tracking systems and contribute to individual progression planning.

Students are provided with guidance at key transition points and may receive additional support where identified through monitoring, referral or individual need.

Universal Careers Guidance

Universal guidance interviews are provided for:

- All Year 11 students.
- All Year 12 students.
- All Year 13 students.

Targeted Careers Guidance

Additional guidance is prioritised for:

- Students with SEND.
- Disadvantaged students.
- Vulnerable learners.
- Students requiring additional support.

Students in all year groups may self-refer or be referred by staff, parents or carers.

11. Provider Access Legislation

The school is committed to meeting the requirements of Provider Access Legislation and ensuring that students have opportunities to learn about the full range of education, training and apprenticeship pathways available to them.

Students have opportunities to hear from:

- Apprenticeship providers.
- Further Education colleges.
- Sixth Form providers.
- Universities.
- Independent training providers.
- Employers.

Provider encounters are planned to be meaningful, impartial and in the best interests of students.

12. Labour Market Information

Students are provided with access to up-to-date labour market information through:

- Careers guidance interviews.
- Careers lessons.
- Online careers resources.
- Employer encounters.
- Careers events.

Information includes:

- Growth sectors.
- Employment trends.
- Skills shortages.
- Local, regional and national opportunities.

Labour market information is used throughout the careers programme to support informed decision-making and raise aspirations.

13. Monitoring, Evaluation and Quality Assurance

The effectiveness of the careers programme is reviewed annually using:

- Compass+ reporting and Gatsby Benchmark reviews.
- Student voice activities.
- Parent and carer feedback.
- Employer feedback.
- Staff feedback.
- Destination data analysis.

Findings inform future planning and continuous improvement.

The school will regularly review opportunities for external quality assurance and continuous improvement, including nationally recognised careers quality frameworks where appropriate.

Findings from self-evaluation, Compass+ assessments, Gatsby Benchmark reviews and stakeholder feedback will be used to inform annual careers development planning.

14. Equality, Diversity and Inclusion

The school promotes equality of opportunity through all careers activities.

The programme seeks to:

- Challenge stereotypes.
- Promote aspiration.
- Encourage participation.
- Ensure equitable access to guidance and experiences.
- Support all students to achieve positive destinations regardless of background or circumstance.

All students will have equal access to careers education, information, advice and guidance.

Appendix A

Gatsby Benchmark Mapping

Gatsby Benchmark	Evidence at Liskeard School
Benchmark 1	Stable careers programme, annual review, governor oversight, Compass+
Benchmark 2	Labour market information embedded in careers learning, guidance and enrichment activities
Benchmark 3	Personalised support, SEND provision, EHCP reviews and targeted interventions
Benchmark 4	Careers embedded across curriculum areas, PSHE and tutor programme
Benchmark 5	Employer talks, assemblies, workshops, STEM activities and workplace visits
Benchmark 6	Take Your Child to Work Day, Year 10 Work Experience, Year 12 Work Experience and wider workplace encounters

Benchmark 7	Encounters with colleges, universities, apprenticeship providers and training providers
Benchmark 8	Independent careers guidance delivered by appropriately qualified professionals

Appendix B

Annual Careers Review Checklist

Leadership

- ☐ Careers Leader identified
- ☐ Careers Governor identified
- ☐ Annual report completed
- ☐ Careers included within School Improvement Planning
- ☐ Policy reviewed

Gatsby Benchmarks

- ☐ Compass+ assessment completed
- ☐ Gatsby review undertaken
- ☐ Action plan updated
- ☐ Evidence retained

Careers Guidance

- ☐ Year 11 interviews completed
- ☐ Year 12 interviews completed
- ☐ Year 13 interviews completed
- ☐ SEND careers reviews completed
- ☐ Careers interview records reviewed

Work Experience

- ☐ Year 10 programme reviewed
 - ☐ Year 12 programme reviewed
 - ☐ Employer feedback evaluated
 - ☐ Student feedback evaluated
 - ☐ Future Benchmark 6 developments reviewed
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Provider Access Legislation

- ☐ Provider encounters reviewed
 - ☐ Website compliance checked
 - ☐ Evidence retained
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Destinations

- ☐ Year 11 destinations reviewed
 - ☐ Sixth Form destinations reviewed
 - ☐ NEET prevention measures evaluated
 - ☐ Destination data reported to governors
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Stakeholder Feedback

- ☐ Student voice collected
 - ☐ Parent feedback collected
 - ☐ Employer feedback collected
 - ☐ Staff feedback collected
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Quality Assurance

- ☐ Compass+ reviewed
- ☐ Gatsby Benchmark review completed
- ☐ External quality assurance opportunities considered
- ☐ Annual careers development priorities agreed

Approval

- ☐ Policy reviewed by Governors
- ☐ Approval date recorded
- ☐ Review date updated
- ☐ Website updated