



CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE (CEIAG) POLICY

2025-2027

Mission Statement

“Team SPH: head, hearts, hands together on the success journey”

Together, we will make the SPH journey: safely, respectfully and with kindness as part of a **united Catholic family**.

God will be at the heart of our journey, supporting us to realise the potential of our **God given talents**.

Our Gospel Values will guide us on our journey, helping us to make **brave choices** along the way.

Respect for all will be at the spirit of our journey and we will **embrace the uniqueness** of everyone we greet.

Inspiration and passion for learning will lead us all to have a **memorable and successful** journey.

Lead	Assistant Headteacher
Prepared	Assistant Headteacher— Charlotte Neves
Approved	September 2025
Review	September 2027

St Philip Howard Catholic Voluntary Academy: CEIAG Policy

INTRODUCTION AND OVERVIEW

At St Philip Howard Catholic Voluntary Academy, we believe that every young person deserves a high-quality, planned programme of Careers Education, Information, Advice and Guidance (CEIAG) to help them make informed decisions about their future. A young person's "career" is the ongoing journey they make through learning, work and life. All students should have access to meaningful opportunities that help them explore the pathways available to them, develop key employability skills, and sustain fulfilling employment throughout their lives.

The school has a statutory duty to provide Careers Education for Years 7–11 and to ensure every pupil receives impartial and high-quality advice and guidance. This is delivered through:

- The Personal Development Curriculum
- SPH Experience Days
- Careers events and assemblies
- Work experience
- Unifrog (from 2025 onwards)
- Encounters with employers, employees and training providers

St Philip Howard is committed to providing a planned and progressive CEIAG programme for all students in Years 7–11, working in partnership with Derbyshire County Council (DCC), D2N2 LEP/EMMCA, the Department for Work and Pensions, local employers, training providers and other key stakeholders.

Our CEIAG learning outcomes are based on the CDI Careers Framework (2024) and informed by the Gatsby Benchmarks.

Policy Development

This policy has been written specifically for St Philip Howard and is reviewed annually. The review process includes input from:

- Students
- Parents and carers
- School staff
- Governors
- The Careers Adviser
- Local employers and providers
- External partners, including EMCAA

Links With Other Policies

This CEIAG policy is supported and strengthened by key school policies including:

- SPHE / Personal Development
- Safeguarding
- Teaching and Learning
- Curriculum
- SEND

- Assessment and Progress
- Provider Access (Baker Clause)

Compliance

St Philip Howard is fully compliant with the statutory guidance “**Careers Guidance and Access for Education and Training Providers**” (DfE 2023).

Our **Provider Access Statement** and CEIAG/SPHE programme are published on the school website.

AIMS AND ETHOS OF CEIAG

St Philip Howard promotes excellence in learning, personal development and character formation within a Catholic, Vincentian ethos. Our CEIAG programme places the individual child at the centre, supporting their aspirations, potential and future success.

CEIAG and the Mission of the School

The CEIAG programme promotes our mission by helping students to grow in confidence, ambition, service and responsibility.

How CEIAG Supports Our Mission

Through a structured and coherent CEIAG programme, SPH supports every student to:

- Understand themselves—their interests, strengths, motivations, values and skills
- Develop awareness of the world of work, including labour market information and pathways
- Build the skills needed to manage their future choices and transitions
- Challenge stereotypes, broaden aspirations and promote equality

Teaching and Learning

CEIAG contributes to high-quality teaching and learning across the curriculum. It enhances:

- Thinking skills
- Communication (including literacy and speaking skills)
- Personal and social development
- Application of knowledge to real-world contexts
- Digital skills, employability skills and problem-solving

OBJECTIVES

Meeting Students’ Needs

The CEIAG programme is designed to be aspirational, inclusive and personalised. Learning is sequenced and age-appropriate, ensuring progression from Year 7 to Year 11.

Entitlement

All students at SPH are entitled to:

- Impartial and high-quality careers information
- Personalised careers support and guidance
- Regular encounters with employers and providers
- Work-related learning experiences

- Integrated careers education through SPHE and curriculum subjects
- Access to **Unifrog** to track opportunities, pathways and destinations

The CEIAG offer includes:

1. **Careers Education** (in Personal Development lessons and Experience Days)
2. **Careers Information** (LRC, website, subject departments)
3. **Careers Guidance** (1:1 career interviews and drop-ins)
4. **Work Related Learning** (including Work Experience in Year 10)
5. **Enterprise Skills Development** (SPH Experience Days and curriculum)

Entitlement statements for KS3 and KS4 are published on the school website.

IMPLEMENTATION

Leadership

Mrs C. Neves – Assistant Headteacher (Personal Development Lead)

Responsible for the strategic leadership of CEIAG as part of the wider Personal Development and SPHE curriculum.

Staffing

- All staff contribute to CEIAG through their curriculum areas, form groups and pastoral work.
- Careers Education is delivered through Personal Development and SPH Experience Days.
- The Careers Leader plans and evaluates the programme with the Careers Adviser and SLT.
- Careers information is available on the website, in the LRC and through departments.
- A qualified Level 6 Careers Adviser delivers personal guidance interviews.

SPH also works with:

- The Department for Work and Pensions (DWP)
- Local employers, apprenticeship providers and colleges
- EMCAA / D2N2 LEP

Curriculum

The CEIAG curriculum includes:

Careers Education

Delivered through:

- Personal Development lessons (Years 7–11)
- SPH Experience Days
- Assemblies and themed weeks

Careers Information

Provided by:

- Careers Library and displays
- Unifrog
- Subject departments

- Employer and provider encounters

Personal Careers Guidance

- Delivered 1:1 by the Careers Adviser
- Prioritised by need, vulnerability and request

Employability and Enterprise Skills

Students develop employability through:

- Personal Development lessons
- Work Experience (Year 10)
- Enterprise activities
- Encounters with employers and colleges
- Mock interviews and CV workshops

Assessment & Evaluation

- Learning outcomes are based on the CDI Framework.
- Provision is mapped against the Gatsby Benchmarks.
- Compass+ is used termly to evaluate CEIAG provision.

Resources

- CEIAG funding is allocated through the school budget.
- The Careers Leader ensures effective use of resources and partnership working.

Staff Training

- Training needs are identified through whole-school CPD and SEF processes.
- Staff receive regular updates on careers developments and curriculum links.

Action Planning, Monitoring, Review and Evaluation

- The Careers Leader reviews the CEIAG/Personal Development programme annually.
- Evaluation includes student voice, employer feedback, provider feedback and analysis of destinations data.
- Findings are reported to SLT and Governors.