



The Hinckley  
SCHOOL

# Careers Education, Information, Advice and Guidance (CEIAG) Policy

<b>Date of last review:</b>	<b>January 2026</b>
<b>Reviewed by:</b>	<b>Lucy Sturgess</b>
<b>Approved by Governors:</b>	<b>February 2026</b>
<b>Date of next review:</b>	<b>January 2027</b>



## **Rationale**

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned programme of activities supports them in choosing 14 – 19 pathways that suit their interests and skills and inspires them to consider a range of career pathways to help ensure sustained employability throughout their working lives. The aim of this programme is to ensure that the Gatsby Benchmarks are achieved.

The Hinckley School is committed to providing all the students a programme of careers education, information, advice and guidance (IAG). This includes PSHE lessons with tutors, visits and visitors, mock interviews, careers interviews, open evenings, assemblies and subject specific information in the curriculum.

## **Aims**

This Careers Education and Guidance policy has the following aims:

- to contribute to strategies for raising achievement, especially by increasing motivation and aspiration.
- to support inclusion, challenge stereotyping and promote equality of opportunity.
- to encourage participation in continued learning including higher education and further education.
- to develop enterprise, employment and citizenship skills.
- to reduce drop out from and “course switching” in education and training.
- to contribute to the economic prosperity of individuals and communities.
- to meet the needs of all our students through appropriate differentiation.
- to focus students on their future aspirations.

The main aims of careers provision at The Hinckley School are to:

- Prepare pupils for the next stage of their education – further/higher education.
- Develop an understanding of different career paths – nontechnical, technical and apprenticeship pathways.
- Develop an understanding of the world of work.
- Inspire pupils to chase and achieve their dreams.
- Offer targeted support for vulnerable and disadvantaged young people.
- Instil a healthy attitude towards work and foster a strong work ethic.

## **Roles / Responsibilities and Accountability**

All staff contribute to careers education and guidance through their roles as tutors or subject teachers. Specific sessions are delivered by tutors in PSHE sessions or by outside speakers/agencies



(some of which are supported by local businesses). The Headteacher has an overall responsibility for the provision of careers education, with the day to day running of the provision managed by the Leader of Careers and Director of 6th Form. Specialist careers advice is provided by the Careers Adviser.

### **Student Entitlement**

Throughout KS3, KS4 and KS5 students will:

- Have access to Unifrog.
- Have produced a personal careers action plan.
- Completed a CV.
- Completed a Personal Statement.
- Be able to effectively apply for the next stage of their education/employment.
- Be able to access a variety of sources of information about careers including the annual Careers Fair (years 10-13).
- Visit a university twice.
- Hear speakers (or attend a workshop) from specific job sectors.
- Have had at least one mock interview with members of the local business community (year 10).
- Have visited a national careers event.
- In Year 13 Oxbridge candidates and Early Entry (medic, vet, dentistry) are given the opportunity to practise their interview skills.
- Understand the options open to them Post-16 and Post-18 and be able to decide upon a course of action and rationally justify their choices.
- Understand their rights and responsibilities at work including Health and Safety and Equality.

### **Opportunities**

The Hinckley School provides a range of opportunities to raise student aspirations of individual academic achievement and personal development. These are promoted whilst identifying and overcoming any barriers to wider participation (differentiation of resources; financial limitations; language).

- Promote an awareness of the world of work and employability skills.
- Promote any opportunities and provisions that assist in raising aspirations and achievement, including those that are socially and culturally gendered (for example: nursing, engineering, careers in STEM industries).
- Provide opportunities to help students explore and identify how their existing skills, attitudes and knowledge learned in school can be applied to, and developed further, in the world of work.
- Provide access for all students to impartial careers guidance through meaningful selection and use of teaching resources and visitors to the school. This should enable all students to make informed and considered decisions with regards to future choices of employment and/or education.



- As an integral part of the above, promote independent reflection and enquiry by students into their academic strengths and needs, qualifications and skills required for their desired careers. As such, students can make informed and wise decisions about education and employment post-14.
- Provide assistance for all students in basic career management such as CV writing, job searches and preparing for job interviews.
- Visit open days at further and higher education institutions.
- Access to Enterprise and Employment activities supported by national organisations and businesses.

#### **Monitoring and Evaluating:**

- Dedicated year team of tutors monitor progress of student applications and careers progression through Unifrog for their tutor group. Overview of applications monitored by the Leader of Careers and the 6<sup>th</sup> form team.
- Evaluation of the PSHE programme and tutor support to be done via NEET figures and student, parent and staff voice.
- Work with the LLEP (regular meetings, training and surveys).
- Careers Audit and review carried out three times a year using the Compass Audit and Tracker (LLEP).
- Learning Walks.
- Monitoring of UCAS application data and tracking of all students in Year 11, 12 and 13 to ensure NEETs are minimized.

#### **Links with other Policies and resources:**

- Careers education is underpinned by key academy policies including those for Teaching and Learning and SMSC.
- Implementation of Careers Education.
- Through our school ethos and learning both within and beyond the classroom, we provide opportunities for students to develop the skills, knowledge, understanding, characteristics and attitudes they need to be active and employable citizens.
- Careers Education is delivered during PSHE sessions in tutor time, through specific assemblies, and collapsed timetable sessions where appropriate, e.g. practice interviews in Year 11.
- There is a careers section within the school website and students are encouraged to research the type of careers they aspire to do, and the qualifications needed using Unifrog.



**Equality and Diversity** Careers education is provided to all students, and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities.

The **Baker Clause** can be found on our website.

**Key Staff:**

Mrs K Grocock – Head of school

Mrs L Sturgess – Leader of Careers

Ms V Bull – Director of 6<sup>th</sup> Form

Mrs H Thompson – Careers Adviser

*Monitoring, Evaluation and Impact evidence all held in CEIAG QA file*