Castle View School

Pursue Excellence | Be The Best

Careers Education Information and Guidance

This policy was last updated	March 2026
This Policy was approved by the Governing Body on:	March 2026
The Policy will be reviewed on:	March 2027

Rationale

Careers Education, Information and Guidance (CEIAG) at Castle View School aims to help students develop the knowledge and skills required in order to make realistic and informed choices about their future and to manage transitions in learning and move into Further Education, Higher Education and/or future employment.

Aims & Objectives

The CEIAG Programme has 3 main aims

Self-Development	Enable student to understand themselves and what influences them
Career Exploration	Investigation of opportunities for learning and employment
Career Management	Development of skills required to manage change and transition

These aims are met through the following objectives: -

- Preparation of students for the opportunities, responsibilities, and experience of life
- Supporting students to reach their full potential
- Empowering students to plan and manage their own future
- Provision of comprehensive information on all the available options
- Raising Aspirations
- Promotion of equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout life

Purpose

Castle View School is committed to career learning and development and fulfils its statutory obligations. Career Learning supports the school's values and overall vision and is linked to the school development plan.

Commitment

Castle View School is committed to providing all students with planned programmes of CEIAG activities from Year 7 to 11. All students are provided with opportunities to access impartial information and expert advice and guidance.

The school is also committed to maximising the benefits for students by using a whole school approach and involving parents, carers external IAG Providers, employers and other appropriate local agencies.

Management

CEIAG is supported by a link governor. A senior leader who has strategic responsibility for CEIAG supports the Careers Leader. External careers guidance service is provided in school by Connexions (Southend).

The Careers Leader and the Senior Leader will review and evaluate the provision with all stakeholders including young people and the external IAG service. This review will consider the destinations of past students.

Curriculum Provision

There is a planned CEIAG programme across the school from year 7 to 11, which incorporates the National Framework for the implementation of entitlement to CEIAG in England and aims to meet the 8 Gatsby benchmarks:

1. A stable career's programme
2. Learning from careers and labour market information
3. Addressing the needs of each pupil: Targeted support for vulnerable and disadvantaged young people, information sharing, careers guidance for students with special educational needs or disabilities
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education and access to providers of technical Education and apprenticeships
8. Personal guidance

Personal Provision

Elements of the above will require students to have access to individual information and guidance through: -

- School staff, tutors and mentors
- A one-to-one meeting with our Connexions Adviser
- Visits to /from employers
- Visits to Further and Higher Education establishments
- Apprenticeships providers
- Specialist advice for students with EHCPs is provided by the 'Preparing for Adulthood Adviser' from Essex County Council. Students are also offered one-to-one guidance by the Connexions Adviser.
- External sources of information including e-mail, telephone and web- based information through websites including The National Careers Service

Independent Careers Guidance

Castle View School works with Southend Connexions to provide students with impartial careers guidance. A Connexions Adviser works in school for two days each week and attends parent consultation evenings.

Any student can request an appointment with the Connexions Adviser via the career's coordinator, form tutor, student services officer and/or their head of year. Parents and carers can also request support for their child in the same way and are welcome to attend their child's careers guidance interview. In addition, the careers coordinator liaises with Heads of Year etc. to identify and prioritise students in certain key groups, e.g. Pupil Premium, More Able and those with Special Educational Needs.

Following an appointment with the Connexions Adviser each student receives a summary of Careers Guidance – this document is attached to the students SIMS record and also sent to parents/ carers using Edu Link

Resources

The school will provide resources for the successful implementation of this policy by: -

1. The provision of an annual budget to cover internal needs such as CPD opportunities and commissioning of external providers
2. Adequate staffing with appropriate training
3. Students and staff access to information
4. A designated space for individual guidance meetings

Partnerships

The policy recognises the range of partners which support CEIAG within the school.
These include (but are not limited to): -

- Parents and carers
- Connexions (Southend) for the provision of impartial careers guidance
- Employers and training providers
- Liaison with providers of Further and Higher Education
- Aim Apprenticeship
- Essex Apprenticeship Hub
- Make Happen
- Teach First

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