



Local Procedure Title	Careers Education Information, Advice and Guidance (CEIAG)
Service	Aspris Telford School
Local Procedure date	February 2025
Local Procedure review date	February 2026
Local Procedure Author(s)	Jennifer Lewis, Careers Lead
Local Procedure Ratification	Clare Davis, Headteacher

Context and Rationale

As career options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. The Department for Education published updated guidance in August 2023 titled "Careers guidance and access for education and training providers." This guidance includes updates to the provider access legislation and emphasizes the importance of providing students with encounters with a range of education and training providers, including technical education and apprenticeships.

Key points from the updated guidance:

1. **Provider Access Legislation:** Schools must ensure that there is an opportunity for a range of providers to access pupils to inform them about technical education and apprenticeships.
2. **Gatsby Benchmarks:** The guidance reinforces the importance of meeting the Gatsby Benchmarks, which include providing students with encounters with employers and experiences of workplaces.
3. **Meaningful Encounters:** Schools should ensure that provider encounters are meaningful and high quality, preparing students for the full range of learning opportunities available to them.
4. **Involving Parents and Carers:** The guidance highlights the importance of involving parents and carers in the careers education process.

"Careers guidance" is understood in this document to be the full range of activity delivered under the eight Gatsby Benchmarks. Colleges also have a legal requirement to provide all college students with guidance materials and a wide range of up-to-date reference materials relating to careers education and career opportunities, as per section 45 of the Education Act 1997.

The update states that independent careers guidance must:

- Be presented in an impartial manner (independent careers guidance)

- Feature information on the range of education or training options, including apprenticeships and other vocational pathways for years 8 to 13.
- Promote the best interests of the students to whom it is given

At Aspris Telford our Careers Education information, Advice and Guidance (CEIAG) programme makes a major contribution to preparing young people for the world of work. The CEIAG programme uses a progressive curriculum meeting the updated Gatsby benchmarks, preparation for adulthood and living in the wider world which is a core theme of the PSHE programme of study. The programme incorporates careers education lessons, work experience, volunteering, training opportunities, external unbiased careers advice/guidance, post 16 visits and opportunities to meet employers. This supports the students in choosing pathways that suit their interests and abilities and prepares them to follow a career path and sustain employability throughout their working lives.

Commitment

Aspris Telford School is committed to providing all students with a programme of careers education information, advice and guidance, following the guidance of the updated Gatsby Benchmarks, the PSHE curriculum and preparing for adulthood (2017).

We have a named Careers Lead (Jennifer Lewis) who has responsibility for maintaining and developing the careers programme for Aspris Telford school.

Aims

Aspris Telford School (CEIAG) policy has the following aims:

- To focus students on their future aspirations
- To increase motivation in regard to work and training opportunities after school
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To reduce drop out from and course switching in education and training
- To meet the needs of all our students through appropriate differentiation
- To involve parents/carers in their child's careers development.
- To encourage participation in continued learning including higher education and further education
- To develop enterprise and employment skills, to prepare for the world of work.

To help students to:

- Develop an understanding of the possible work opportunities available
- To understand where their own skills and qualities lie and how they might be suited to certain careers
- Understand the possible pathways involved in future career choices
- Gain experience in the work environment and understand the required expectations

- Develop the required communication skills for a work environment
- To learn the skills needed to search and apply for jobs

Implementation of Careers Education

At Key Stage 3, students create a vocational plan, explore their skills, and begin to familiarise themselves with different jobs within their career development lessons. School speakers are invited to talk about different jobs and allow for questioning. Students additionally have the opportunity to complete virtual work experience to build their skills and participate in volunteering within the community. At the end of Key Stage 3, students can have individual unbiased careers advice from a careers advisor.

At Key Stage 4, students explore their skills and interests in more depth and are provided opportunities to develop their skills through online training opportunities and BTEC vocational level 1 courses. BTEC vocational level 1 consists of a mandatory unit and two chosen units. In the mandatory unit, students work towards creating a professional progression plan in preparation for meeting a careers advisor in Year 11. Students then have a variety of optional units centred around their interests to choose from. KS4 students have another opportunity to meet with a careers advisor to make an action plan, preparing them for their post-16 route. The careers lead works with teachers to link curriculum learning with careers, and there are celebration dates such as careers week, which covers all the curriculum.

The pathways of post-14 students through school will provide new opportunities to explore their interests and future aspirations. This will keep track of their intentions after school and progress towards this. By the age of 16, every student should have at least one first-hand experience of a workplace, which could be through work visits, work shadowing, and/or work experience. By the age of 18, each student should have had at least two further such experiences. By the age of 16, every student should have had a meaningful encounter with providers of the full range of learning opportunities, including colleges, universities, and apprenticeship providers. Students will participate in work experience in Key Stage 4. Where possible, this will be in a field of their interest. By the age of 18, all students who are considering applying for university should have had at least two visits to universities to meet with staff and students. All students will have a portfolio that will contain any certificates they achieve, a work experience diary with photographs of their work, their vocational profile, and their curriculum vitae.

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 without stereotypes. All students are provided with the same opportunities, and diversity is celebrated.

Opportunities

Students have access to an external careers advisor through Enable and Future focus which are both funded by the local authority. Those students outside of the Telford and Wrekin local authority will meet with a careers advisor from their local authority, which will be organised by the school's careers lead.

Students will be encouraged to visit local job fairs and other careers events.

Students will explore their strengths and interests and match these to appropriate jobs.

Students will have the opportunity to access BTEC vocational courses and release days from school.

Students will have experience of the world of work through work experience, work visits, meeting with employers and volunteering within the community. They will also benefit from careers speakers that visit school and talk about different jobs.

Students will have opportunities to go through the application and interview process when applying for work experience, volunteering opportunities or weekend jobs for older students. Students will also be able to practise their interview techniques during carers development lessons.

The careers lead will teach students how to source post 16 opportunities, explore what their options are and prepare them for transitions.

Parents and Carers

Parental involvement is encouraged at all stages. Parents will be kept up to date with careers related information via email with a careers monthly update and phone calls if preferred. Parents will be kept informed on relevant careers events that may be of interest. Career paths will be discussed with students and parents at (SEN/EHCP) annual and interim reviews. Careers advisors will attend transition reviews at year 9 and 11 where possible.

Management

The Careers Lead (Jennifer Lewis) will liaise with the head teacher and deputy head teacher to organise meetings and support students in accessing appropriate opportunities.

Monitoring Review and Evaluation

Careers Guidance is monitored and evaluated annually through using Compass Classic, discussion with staff, students and parents/guardians and appropriate observation of activities by the management team.

Exploring careers: Useful links for parents/carers

- [National Careers Service](#) - A comprehensive careers website with job profiles, outlining: the skills required, main tasks, pay levels and career prospects for hundreds of different jobs. In addition, valuable guidance on the different stages involved in getting a job.
- [iCould](#) - Check out 1000s of career videos to help you on your careers journey. You can also self-assess your 'personality type' here as well.
- [Careers Box](#) - A free careers resource showing 100s of real people doing real jobs.
- [MYPATH](#) - general careers videos, but especially good for Science and Math.
- [The Marches Careers Hub](#) - Longer 10 minute videos from local people covering a range of careers.
- [BBC Bitesize](#) - Whether you're deciding what to study, taking your exams, planning a career or just curious, the Bitesize team can explain the world of work, with advice from people who have found the right path for them.
- [UCAS](#) - a very helpful website for students thinking of applying to higher education. Also contains valuable information on different options, including apprenticeships.
- [Community Resource](#) - Help with solving young people's transport issues in getting to college etc.
- [Career Pilot](#) - a great range of videos covering careers by the school subjects they relate to.

List of local Post 16 providers

[Telford college](#)

[Shrewsbury Colleges Group](#)

[North Shropshire College](#)

[Reaseheath College](#)

[Hereford and Ludlow Colleges](#)

Apprenticeships

- [Apprenticeship.gov.uk](https://www.apprenticeship.gov.uk) Essential to register if looking for apprenticeships.

- [Shrewsbury College Apprenticeships](#)
- [Telford College Apprenticeships](#)
- [North Shropshire College Apprenticeships](#)
- [County Training](#)
- [Juniper Training](#)
- [Nova Training](#)
- [MCMT](#)
- [SBC Training](#)
- [ProVQ Apprentice – Shrewsbury](#)
- [NHS apprenticeships in Telford and Shrewsbury](#)
- [Severn Trent apprenticeships](#)

Career specific websites

Medicine

- [Step into the NHS - Careers in the NHS aimed at KS3.](#)
- [NHS Careers - Careers in the NHS aimed at KS4.](#)
- [Generation Medics - Careers in medicine.](#)

Teaching

- [Get into Teaching - Help and advice on how and why to get into teaching.](#)

Armed forces

- [Before you Sign up - Pros and cons of joining the armed forces.](#)
- [Royal Navy Careers](#)
- [RAF Careers](#)

Accountancy

- [ICAEW - Info on entry routes, training and opportunities in accountancy.](#)

Animal Care

- [Vet Sure - Information on how to become a vet.](#)

Aerospace

- [Careers in Aerospace - To explore opportunities in aerospace.](#)

Science, Technology, Engineering and Maths (STEM)

- [Tomorrow's Engineers Careers in the engineering sector.](#)
- [Maths Careers - Helps choose your routes to a Maths Career.](#)
- [This Is Engineering - Engineering can help you make a difference in the world.](#)
- [Science buddies](#)

Digital/web careers

- [Bubble Jobs](#) - Explains different kinds of careers in Digital/Web sector.
- [Capgemini](#) - Careers opportunities and apprenticeships at Cap Gemini

Law

- [All About Law](#) - A guide to degrees and careers in Law.
- [LNAT](#) - Guide to the test you may have to take to gain entry onto a Law degree. Every year Shrewsbury School run LNAT master classes. E-mail tpp@shrewsbury.org.uk.
- [Law Careers](#) - Guide to becoming a Lawyer.

Creative

- [Careers in Music](#) - A useful website on careers in music.
- [CC Skills](#) - Careers advice on working in the creative industries. Includes jobs/internship/work experience abroad.
- [Discover Creative](#) - Bringing together careers information and opportunities from creative organisations in one explorable directory.

Media

- [Channel 4](#) - Opportunities to begin and develop your career in the media industry.
- [BBC](#) - Entry and work experience schemes in engineering, journalism and production.
- [Screen Skills](#) Investing in the people driving the success of UK Film, TV, animation and games.
- [Opportunities at ITV](#)

Hospitality and Travel & Tourism

- [Tasty Careers](#) - Careers in the food and drink sector.
- [The Chartered Institute of Logistics and Transport](#) - Jobs in the transport and travel industry.
- [Career Scope](#) - Careers info on jobs in hospitality, tourism and leisure.

- [Cruise.Jobs](#) - Information on jobs on cruise ships.
- [Careers at Sea](#) - From ferries to container ships - careers in the Merchant Navy.

Motor Industry

- [Autocity](#) - Find your dream job in the motor industry.

Construction

- [Go Construct](#) - Providing information around careers in construction.

Writing

- [Indeed Careers in Writing](#)

Sport

- [UkSport.gov.uk](#)

Other large companies

- [Unilever](#) - Careers and apprenticeships at Unilever, producer of consumable goods.
- [BT](#) - Careers at BT, the telecoms company.

Relevant legislation

1. **Careers guidance and access for education and training providers (2023):** This guidance, published by the Department for Education in August 2023, emphasizes the importance of providing students with encounters with a range of education and training providers, including technical education and apprenticeships. It also includes updates to the provider access legislation
2. **Gatsby Benchmarks:** These benchmarks provide a framework for good career guidance and are a key part of the statutory guidance for schools. The benchmarks include providing students with encounters with employers and experiences of workplaces
3. **Education Act 2011:** This act includes provisions related to careers guidance, requiring schools to secure independent careers guidance for students in years 8-13
4. **Technical and Further Education Act 2017:** This act includes the Baker Clause, which stipulates that schools must allow providers of technical education and apprenticeships to access students to inform them about their options

5. **Skills and Post-16 Education Act 2022:** This act aims to improve the quality of post-16 education and training, ensuring that students have access to high-quality careers advice and guidance.

Date policy was last reviewed:	April 2025
Reviewed by:	Clare Davis