St Alban's Catholic High School

Careers Policy

2026-2027

Approved by Full Governing Body

Recommission Date: September 2027

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

1. Mission Statement

At St Alban's Catholic High School, we are committed to providing a stable, inclusive and aspirational Careers Education, Information, Advice and Guidance (CEIAG) programme which enables every student to fulfil their God-given potential and make informed decisions about their future.

Our careers programme supports students in developing the knowledge, skills and confidence needed to progress successfully into further education, higher education, apprenticeships, technical education or employment.

The programme aims to ensure that students:

- Raise their aspirations and broaden their horizons
- Recognise their strengths, interests, skills and ambitions
- Make informed decisions about their future using current labour market information
- Understand the full range of progression pathways available, including sixth form, further education, apprenticeships, T Levels, higher technical qualifications (HTQs), higher education and employment
- Appreciate the relevance of curriculum learning to future careers and opportunities
- Develop the knowledge, employability skills and personal qualities needed for success in education, training and employment, including communication, teamwork, leadership, resilience and decision-making
- Understand local, regional and national labour market trends and opportunities.
- Become confident, responsible and adaptable young adults, prepared for the changing world of work
- Experience equality of opportunity and be encouraged to fulfil their God-given potential regardless of background or circumstance.

Catholic Ethos

As a Catholic school, we believe that every individual is uniquely created in the image and likeness of God and is called to use their gifts and talents in service of others.

Careers education at St Alban's supports students in discerning their strengths, interests and aspirations, enabling them to make informed decisions about their future vocation and contribution to society. Through our careers programme, we encourage students to develop ambition, resilience, integrity and a sense of social responsibility.

We seek to ensure that all students are equipped to flourish as confident, compassionate and responsible members of their local, national and global communities, living out Gospel values through their chosen pathways and future careers.

2. Statutory Requirements

The school is committed to:

- Providing independent and impartial careers guidance
- Meeting the requirements of the Provider Access Legislation (PAL)
- Working towards the Gatsby Benchmarks of Good Career Guidance
- Ensuring all students have access to high-quality careers education and guidance.

3. Careers programme delivery

The CEIAG programme is delivered through curriculum learning, PSHE, tutor time, assemblies, employer encounters, educational visits, independent careers guidance, encounters with education and training providers, work-related learning activities and careers events.

4. Gatsby Benchmarks

The school delivers careers provision in line with the Gatsby Benchmarks of Good Career Guidance.

The programme reflects the following areas:

1. Careers at the heart of education and leadership
2. Learning from career and labour market information
3. Addressing the needs of each young person
4. Linking curriculum learning to careers
5. Meaningful encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance.

The school is committed to ensuring careers education is a whole-school responsibility and that all students, including disadvantaged students and those with SEND, have equitable access to high-quality careers guidance and opportunities.

5. Roles and Responsibilities

Governors

Careers Link Governor: Mrs S Mainstone

The Governing Body will:

- Support the strategic development of careers education
- Monitor compliance with statutory requirements
- Receive updates regarding destinations and careers provision
- Appoint and support a Careers Link Governor.

Careers Leader: Mrs S Morris (Assistant Headteacher)

The Assistant Headteacher and Careers Lead will:

- Provide strategic leadership for careers education across the school
- Champion careers education as a whole-school priority
- Ensure compliance with statutory careers guidance and Provider Access Legislation
- Monitor the effectiveness of the careers programme and its impact on students
- Support quality assurance and programme evaluation
- Report to Governors and senior leaders as required

Careers Coordinator: Mr J Pickard

The Careers Coordinator will:

- Coordinate the delivery of the careers programme
- Organise careers activities, events and employer encounters
- Maintain partnerships with employers, universities, colleges, apprenticeship providers and other stakeholders
- Coordinate provider access opportunities and careers communications

- Support the organisation of independent careers guidance
- Monitor progress against the Gatsby Benchmarks
- Maintain destination data and careers records
- Lead on Compass+ and other careers quality assurance processes
- Support the evaluation and continuous development of careers provision.

St Alban's Staff

All staff have a role in supporting CEIAG and contribute through curriculum delivery, enrichment activities, educational visits, careers-related learning opportunities, raising aspirations, developing employability skills, signposting students to appropriate opportunities, and helping students understand the relevance of their learning to future education, training and employment pathways.

6. Independent Careers Guidance

The school will provide independent and impartial careers guidance which promotes all routes equally, including: Sixth Form study, further education, apprenticeships, higher and degree apprenticeships, T Levels, higher technical qualifications, higher Education and employment pathways.

All Year 11 and Year 13 students are offered a personal guidance interview, and additional support is available for students identified as requiring further guidance. Students in other year groups may access careers guidance where appropriate.

7. Provider Access

Student Entitlement

All students in Years 8–13 are entitled:

- To learn about a full range of academic, vocational and technical pathways
- To hear from approved providers of apprenticeships and technical education
- To receive information about progression routes and future careers
- To participate in meaningful encounters with providers
- To ask questions and explore different opportunities

The school will fulfil its statutory duty to provide a minimum of six provider encounters between Years 8 and 13. These include:

First Key Phase (Years 8–9):

- Two mandatory encounters for all pupils.
- Must take place anytime during Year 8 or between **1 September and 28 February** during Year 9.

Second Key Phase (Years 10–11):

- Two mandatory encounters for all pupils.
- Must take place anytime during Year 10 or between **1 September and 28 February** during Year 11.

Third Key Phase (Years 12–13):

- Two encounters that are mandatory for the school/college to organise, but **optional for pupils to attend**.

- Must take place anytime during Year 12 or between **1 September and 28 February** during Year 13.

Provider Access Requests

Providers wishing to request access should contact: **Mr J Pickard,** Careers Coordinator

Telephone:01473726178
Email: stacareers@stalbans-staff.org

Opportunities for access

St Alban's Catholic High School aims to ensure that all provider encounters are meaningful, impartial and supportive of students' career planning. A number of events, integrated into the school careers programme, will offer providers an opportunity to provide a meaningful encounter with students. Providers should speak to J Pickard to find the most appropriate opportunity.

A **meaningful encounter** will:

- Have a clear purpose, which is shared with the employer and the young person
- Be underpinned by learning outcomes that are appropriate to the needs of the young person
- Have opportunities for two-way interactions between the young person and the employer
- Be followed by time for the young person to reflect on the insights, knowledge or skills gained through the encounter

And should include where relevant:

- Information about education and training opportunities available
- Information about qualifications, apprenticeships and progression routes
- An understanding of the skills and attributes required within different sectors
- First-hand insights from providers and employers
- Opportunities to ask questions and engage in discussion.

Providers will work with the Careers Team to ensure content is appropriate to the age and needs of the students involved and are in keeping with the Catholic nature of the school.

Facilities

The school will make available, where appropriate:

- Suitable presentation spaces
- ICT equipment
- Access to student groups
- Opportunities to distribute prospectuses and careers information.

Arrangements will be agreed in advance of any visit.

8.Safeguarding

All external providers visiting the school must comply with the school's safeguarding arrangements, visitor procedures and health and safety requirements.

The school's Child Protection and Safeguarding Policy applies to all visitors and is available on the school website.

9. Partnership with Parents and Carers

The school recognises the vital role parents and carers play in supporting their child's aspirations and progression decisions. Parents and carers will be informed about careers activities through school parent communications, Parents' evenings, Information evenings, School newsletters and the school website.

Where appropriate, providers of Further Education, Higher Education and apprenticeships may be invited to attend parent/carer events to support informed decision-making.

10. Employer, Education and Community Links

St Alban's Catholic High School works closely with employers, universities, further education colleges, apprenticeship providers, training organisations, alumni, Enterprise Advisers, and local and regional careers networks.

These partnerships support students in understanding the world of work, accessing meaningful encounters and developing employability skills.

11. Monitoring, Evaluation and Review

The Careers Leader will monitor and evaluate the effectiveness of careers provision through:

- Student voice
- Parent/carer feedback
- Employer and provider feedback
- Destination data
- Gatsby Benchmark evaluations
- Compass+ reviews
- Annual programme review.

Careers provision will be reviewed regularly to ensure it remains compliant with statutory guidance and responsive to student needs.

12. Complaints

Any provider wishing to raise concerns regarding access arrangements should contact the Careers Leader in the first instance.

If concerns remain unresolved, providers may utilise the school's formal Complaints Procedure, available on the school website.