COLMERS SCHOOL
& SIXTH FORM COLLEGE

SCHOOL POLICIES

Policy Title:	CEIAG Policy
Review Frequency	2 yearly
Policy Owner/Author	M Brookes
Approved by	Governing Body
Date Approved	September 2025
Next Review Date	September 2027

Purpose of the policy

Colmers School is committed to providing a planned programme of careers education activities to all year groups, including the opportunity for all students to access impartial information and expert independent advice and careers guidance. Colmers School is committed to maximising the benefits for all students by adopting a whole school approach involving parents, carers, external IAG providers, employers and other local agencies, the wider community and FE and HE establishments.

Colmers recognises that it has a statutory duty to provide Careers Education in Years 7-13 (Section 42A, 42B and 45A of the 1997 Education Act, 2003 Education Regulations) and to give learners access to impartial careers information, education, and guidance (2011 Education Act, Section 72 of the 2008 Education and Skills Act) and also Schedule 4 (15) of the School Information (England) Regulations 2008. The Skills and Post 16 Education Act 2022We also follow the statutory guidance highlighted in the Education (Careers Guidance in Schools) Act 2022 and Careers guidance and access for education and training providers which states that schools must now secure independent careers guidance for pupils in years 7 to 13.

The Policy considers requirements set out in the government's careers strategy launched in December 2017, and statutory guidance updated in May 2025. This includes the school's obligation to ensure that there is an opportunity for a range of education and training provider to access all pupils in year 8 to 13 for informing them about approved technical education qualifications or apprenticeships (see separate Provider Access Policy).

https://www.colmers.bham.sch.uk/media/pages/key-information-for-parents-and-carers/careers-information-ceiag/ceeba2bc4c-1681813073/provider-access-policy-baker-clause-2.pdf

Colmers is committed to providing a planned CEIAG Programme for all our students within and through up-to-date careers advice and guidance through our in-house level 6 qualified careers advisor.

Colmers endeavors to follow best practice guidance from the career's profession, from other expert bodies such as OFSTED and from Government departments, as and when they appear. Colmers CEIAG Policy is based on ensuring we use the updated (September 2025) eight Benchmarks of good career guidance, developed by the Gatsby Charitable Foundation, to set a standard of excellence. (See Careers Strategy Document)

https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents

Colmers School has twice gained the Ixion Prospects Gold Careers Quality Award in December 2017 and May 22, the school is in the process of being re- assessed for this award this will take place by March 2026.

Colmers School is a member of the Enterprise Advisor Network and the Birmingham Education Partnership. Regular meetings between our enterprise Advisor and Careers advisor take place termly. The purpose is to update the Gatsby benchmarks and for the Enterprise Advisor to support, through key training and the sharing of new legislation.

Our vision: Opening Minds and Opening Doors

Our vision is to unlock potential in our students, raising aspirations, preparing students for the world of work that is changing at an exponential rate.

All students at Colmers School take part in a CEIAG programme that:

· Aims to inspire as well as inform and guide students.

· Is centered around the student and their needs and is integrated into the students' experience of the whole curriculum.

· Encourages all students to consider their career throughout Key Stage 3, 4 and 5.

· Encourages all students to develop decision making skills.

· Provides each student with high quality, impartial advice.

· Raises aspirations and promotes equality and diversity.

The CEIAG programme at Colmers School follows the principals of the updated (September 2025) Gatsby benchmarks, which set out a framework of good practice:

1. Provide a stable careers programme.
2. Provide learning from career and labour market information.
3. Address the needs of each student.
4. Link curriculum learning to careers including the training of staff.
5. Provide quality encounters with employers (at least 2 per year from Year 8).
6. Provide experience of workplaces.
7. Offer encounters with providers of further and higher education.
8. Offer personalised careers guidance.

Commitment to CEIAG

Colmers School is committed to providing a planned programme of careers education activities to all year groups, including the opportunity for all students to access impartial information and expert independent advice and career guidance. The school careers programme takes account of our location and specific contextual factors.

The aims of Colmers School are to:

· Ensure a programme of careers education and guidance is in place that meets the needs of all students.

· Ensure that students are aware of the full range of career opportunities available.

· Learn from employers about valued workplace skills and have first-hand workplace experience.

· Offer an excellent programme of advice and guidance delivered by qualified advisers.

· Provide information needed to understand job and career opportunities available and how knowledge and skills can help towards particular career paths.

· Give providers of technical education and apprenticeships the opportunity to talk to all pupils.

· Ensure students have at least one meaningful encounter with employers per year.

· Prepare students for the transition to life beyond secondary school.

· Support students in making informed decisions about their career.

· Support inclusion, challenge stereotypes and promote equality of opportunity.

· Be informed by both local and national developments and therefore retain credibility and relevance.

· Develop and sustain high quality links with local businesses, further and higher education providers

CEIAG Provision within the school curriculum

At Colmers School, there is a planned programme of learning experiences within the PSHE (Personal, Social, and Health Education) curriculum as part of year 7-11 students' entitlement to CEIAG. The programme of activities in year 12-13 is delivered during tutor time, year group assemblies and speaker periods.

Key Stage 3

In Years 7 and 8 students, receive information relating to CEIAG through their PSHE sessions and through the Colmers curriculum, employer assemblies and STEM trips and activities.

In Year 9, Colmers students continue to study all the core curriculum but can opt into 3 subjects from the specialist GCSE and vocational courses offered at Key Stage 4. Year 9 students are given substantial support when deciding their

specialism subjects: Subject leaders prepare information for students about the different subjects that they can specialise in. A Year 9 Options Evening provides opportunities for students to find out more and get the advice and guidance they need to inform their decisions from both subject leads and teachers and careers advisors. Senior Leaders, Subject Leaders and the Careers Advisor are available throughout the evening to offer support and information to parents/carers and children.

In Year 9, students choose their GCSE Options. Each student can attend small group interviews by our Level 6 qualified careers advisor to help them in choosing the right GCSE's, based on what they want to do post- 16 and their individual needs and aptitudes. After each interview, the students are given an Action Plan with the career's advisors contact details and websites that can be used to find other impartial advice. Parents/carers are also encouraged to attend Careers Interviews.

Key Stage 4

In years 10 and 11 students will be offered the opportunity to visit local Colleges and Universities to have Taster Sessions. In year, 10 students take part in interview Day. In year 11 students have the opportunity to visit open days at colleges and see what other options are available to them post-16. The qualified in-house Careers Advisor sees all students in year 11 on a 1-1 basis and students in 10 are seen as and when the student requires them, or if referred by their head of year or form tutor. All these students are given an Action Plan.

A wide range of activities is organised throughout the school calendar to inform students about different career pathways and opportunities so that students are fully informed and ready to take their next steps when they leave school.

Key Stage 5

In year 12 students have talks from university staff. They also learn about student finance and go on visits to university open days. Year 13 are given support with the process of applying to Universities through UCAS and/or support in applying for apprenticeships or work.

Careers fair

We run an annual Careers fair in October where we invite up to 25 local providers to talk to our students regarding post 16 choices. We ensure that our students are given impartial advice. Year 10, 11 and Sixth form students attend this event. Parents and carers can also attend after school. Our careers advisors are also on hand to support.

Students with Special Educational Needs or Disabilities SEND / EHCP

Transition from one key stage to another and onto future careers is included as part of the annual review process for a student with an EHCP. Personalised support from the SENCO, Careers adviser and external bodies is used where appropriate.

Students in receipt of Pupil Premium funding / Looked After Children

Students who are disadvantaged and or need more support are prioritised and where appropriate are given additional support. For example: early, regular careers meetings, the student is assigned a Designated Teacher within in school who has regular meetings with all agencies involved. Funding is secured and this funding is used for Extra tuition and employing external agencies (therapists etc.), depending on individual needs.

NEET prevention

Use of the RONI list to identify, prioritise and provide additional support to students is reviewed annually. Ongoing work with external providers such as The Birmingham Careers Service and the Local Education Authority and Colleges such as Halesowen and SCCB to familiarise students with moving from a relatively small school to a large college, this work is used as and when needed.

Management, Monitoring and Evaluating

A member of the SLT has strategic responsibility for CEIAG, with the Careers Lead responsible for the delivery of the careers programme. Additional support comes from the Head of Sixth Form. A link governor further supports the careers provision and strategy.

Destination data of students leaving school at both 16 and 18 is reviewed carefully every year to help improve the CEIAG programme to students.

The CEIAG programme is also monitored and evaluated annually through discussions with key staff and feedback from students and parents.

Colmers Careers Portal

Students, Parents, carers, teachers and other stakeholders can access a comprehensive area of our school Portal specifically for careers and CEIAG. This portal has links to a wealth of information regarding Careers. It has specific sections for Teachers, Parents/Carers and Students so they can access information regarding many aspects regarding careers such as support choosing options at Year 9, labour market information, post 16 choices. It also has guidance for parents of SEND children with support for next steps in their educational journey.

Training and Development

To maintain the continuous development of the CEIAG provision at the school, Colmers School ensures the continual professional training and development of relevant staff.

School – Employer Engagement and Opportunities

At Colmers School, we have many positive relationships with local employers, and we are always looking to form new partnerships for mutual benefit. We realise the vital role local business can play in developing our students' life skills, contributing to the curriculum, and supporting our students' future employment prospects.

SLT CEAIG Lead: Martin Brookes, Assistant Headteacher

Careers Lead: Alice Roberts