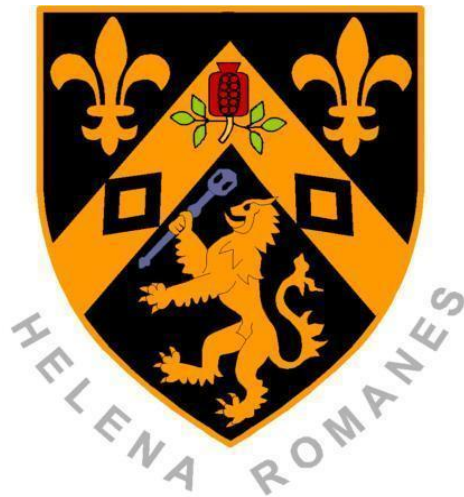


Helena Romanes School



Careers policy

Reviewed and agreed by governors: 3rd February 2026

HELENA ROMANES SCHOOL

Careers Education Information Advice and Guidance Policy

Careers Lead: Abby Diss
SLT Oversight: Neal Foster

Rationale for Careers Education Information Advice and Guidance (CEIAG)

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood and a place of work. It includes:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives

Purpose

Helena Romanes School is committed to providing structured learning opportunities for work-related learning and economic well-being and intends to fulfil any statutory obligations.

Governors and senior leaders have a key role in developing and approving school policy and practice, which is reported to the Local Governing Body. The CEIAG Policy supports and is itself underpinned by a range of key school policies, particularly those relating to teaching and learning, curriculum, assessment, PSHE (Personal, Social & Health Education), and special educational needs.

Commitment

The School is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

HRS endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and from Government departments that might appear from time to time.

The school complies with the following legal obligations:

- **The Education Act 1997 & Education (Careers Guidance in Schools) Act 2022:** Duty to provide independent careers guidance from Year 7 to Year 13.
- **Provider Access Legislation (PAL) 2023/2025:** Requirement to provide at least **six encounters** with providers of technical education and apprenticeships for all pupils in Years 8-13.
- **Statutory Guidance (May 2025):** Adherence to the refreshed Gatsby Benchmarks and the "Meaningful Encounter" definitions.

The statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from Year 8 to Year 13, and emphasises that the independent careers guidance provided should be presented in an impartial manner, including information on the whole range of post-16 and post-18 education and training options, including apprenticeships and other vocational pathways. Guidance should promote the best interests of the pupils to whom it is given. The significance of inspiring every pupil through real-life contacts with the world of work is emphasised. To meet the schools legal requirements therefore requires combining in-house arrangements with advice and guidance from independent and external sources.

The updated DfE 'Careers Guidance and Access for Education and Training Providers' document includes a number of important developments that impose statutory obligations on school and will advise developments at HRS. is . Specifically:

- The 'access to schools for education and training providers' section has been revised following changes made through the Skills and Post-16 Education Act 2022, these changes will come into effect on 1 January 2023. Changes to the provider access legislation includes the minimum requirement to provide six encounters during year 8-13.
- Every school and academy providing secondary education should use the **Gatsby Charitable Foundation's Benchmarks** to develop and improve their careers provision. The revised statutory guidance is structured around the Benchmarks: "The Gatsby Benchmarks are not a statutory framework but by adopting them, schools can be confident that they are fulfilling their legal duties".
- Schools should use '**Compass**', an online self-evaluation tool, to assess how their careers support compares against the Gatsby benchmarks and the national average. Schools should baseline themselves using this tool, consider the opportunities to improve their careers programme based on their confidential results, and track their progress against the Benchmarks over time.
- The Careers & Enterprise Company (CEC) will provide external support to schools by giving young people more opportunities to connect with employers of all sizes, and from all sectors. It is intended that the CEC will take on a more ambitious role by coordinating support for schools across all of the Gatsby Benchmarks.
- From September 2018, every school should have a nominated **Careers Leader**, "who has the energy and commitment, and backing from their senior leadership team, to deliver the careers programme across all eight Gatsby Benchmarks".
- The way in which careers guidance will continue to be considered during Ofsted inspection is set out in Ofsted's Education Inspection Framework and School Inspection Handbook. Destination measures at ages 16 and 18 will continue to provide clear and comparable information on the success of schools in helping all of their pupils take qualifications that offer them the best opportunity to continue in education or training.
- The Technical and Further Education Act 2017 will take effect from 2 January 2018. Section 2 of the Act will insert a new section 42B into the Education Act 1997, and will require schools to give education and training providers the opportunity to talk directly to students in Years 8-13 about approved technical education qualifications and apprenticeships that they may offer. This is intended to ensure that young people hear consistently about the merits of alternatives to academic and school-based routes and are aware of all routes to higher skills and into the workplace.

Entitlement

The CEIAG programme is designed to meet the needs of learners at HRS. Activities are differentiated and personalised to ensure progression in career learning and development, and to strengthen students' motivation, aspirations and attainment. All learners are entitled to a core CEIAG programme which meets professional standards of practice, which is delivered by internally-trained staff and approved external providers, and which is impartial and confidential. The programme will seek to raise aspirations, to challenge stereotyping and to promote equality and diversity.

Leadership

This area is accountable to the Local Governing Body and is supported by a link governor.

The Careers Leader (a member of SLT) has strategic responsibility for CEIAG.

The school is responsible for securing its external careers guidance service, and currently employs an Independent Careers Guidance Adviser for 37 days per year.

The Careers Leader, Careers coordinators and PSHE coordinator oversee the structure of delivery of CEIAG by members of staff who have access to relevant training.

Members of the Sixth Form team deliver and develop progression programmes for students applying to universities and to training/employment, with input from the Careers Department.

The Careers Leader and relevant staff will review and evaluate the provision with all stakeholders including young people and the external IAG service, taking into account the school's known destination measures from Years 11,12 and 13. An internal review of CEIAG provision is to be undertaken biennially.

Curriculum Provision

The current curriculum model has planned the delivery of the Careers curriculum through PSHE lessons, form time activities and collapsed timetable sessions

It is intended that this programme will enable HRS to meet the Gatsby Benchmarks and to retain external quality approval thresholds.

There is a planned programme of learning experiences from Years 7 to 13, which is intended to enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills
- Make informed progression decisions
- Experience 'employer encounters'

These are delivered through a combination of subject-based curriculum delivery, timetable collapses with internal and external inputs, tutor-led inputs during registration time, and events organised in conjunction with the Uttlesford Consortium and other external agencies.

In addition, all staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions and/or guidance are delivered by the CEIAG team, in conjunction with external providers as appropriate. Careers information in the Sixth Form Silent Study and Learning Zone is maintained by the Careers coordinators.

Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- Inputs from internal staff, external visitors and mentors, the Uttlesford Careers Fair, Uttlesford Apprenticeship Evening, lunchtime 'drop in' sessions by employers and training providers, and inputs to address gender bias
- The contracting of an external, qualified, independent careers adviser
- Planned inputs delivered by Tutors during registration periods
- Assemblies
- Use of external sources such as websites and other resources available through subscriptions to careers-related software, the National Careers Service, the National Apprenticeship Service, UCAS and other providers
- Access to careers resources in the Careers Resource Centre, Careers Guidance Room, Sixth Form Silent Study, the Learning Zone and around the school.
- Planned visits to organisations providing progression opportunities
- Displays around the school

We will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by the school's governing body. Our students with Education Statements are currently given one-to-one guidance by an IAG Personal Adviser from the Transition Pathway Service, Essex County Council.

Gender Bias

It is recognised that in some employment sectors (and in related courses) this is an embedded national problem, but the School aims to ensure that its students are aware of such gender bias, and make progression choices that are not affected by gender-based stereotypes.

Progression

Personal guidance on progression opportunities is available for students and their parents at key progression points, specifically:

- Year 8 and 9 GCSE options – student options assembly; parents’ options information evening with attendance by our independent Careers Guidance Adviser; options booklets; input in lessons; PSHE; structured support for SEN students
- Year 11 – Assemblies on Post16 progression options; individual guidance interviews with independent Careers Guidance Adviser; Open Day information for local educational establishments; form tutor support; relevant information and support to parents/carers on opportunities via Groupcall Messenger; displays and external inputs on apprenticeships; tracking via ECC Intended Destinations survey; ‘results day’ input; structured support for SEN students
- Year 13 – ongoing input for both UCAS and non-UCAS applicants as part of the Enrichment programme; University visits; external provider ‘skills’ workshops on CV’s and interview strategy for all students; bespoke guidance from Sixth form team and external providers on ‘early applications’ to Oxbridge, medical school etc.; access to our independent Careers Guidance Adviser.

Resources

HRS will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal costs, CPD opportunities and commissioning of external sources
- Adequate staffing for curriculum provision
- Training of Year Teams and teaching teams as appropriate
- Student, staff and parental access to information on request (electronic or hardcopy)
- Designated space for individual, group and research sessions

The Careers Leader is responsible for the effective deployment of resources.

ICT facilities are available in the Learning Zone, the Sixth Form Study and in teaching rooms. This enables students to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment.

Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with our external provider of careers guidance and others
- liaison with post 16 providers and higher education institutions
- liaison and joint planning with secondary schools via the Uttlesford Consortium
- providers of external CEIAG inputs, such as the National Careers Service, AIM Apprenticeships and Inspiring the Future
- employers and training providers
- parents and carers

Approvals and Review

This policy is reviewed biennially in discussion with the governing body, relevant staff and external partners.

Effective from: January 2026

Review date: January 2028

Appendix The Gatsby Benchmarks

1. A stable careers programme	<p>Every school should have an embedded programme of careers education and guidance that is known and understood by pupils, parents and carers, staff, governors, employers and other agencies.</p>
2. Learning from career and labour market information	<p>All pupils, parents and carers, teachers and staff who support pupils should have access to good-quality, up-to-date information about future pathways, study options and labour market opportunities. Young people with special educational needs and disabilities (SEND) and their parents and carers may require different or additional information. All pupils will need the support of an informed adviser to make the best use of available information.</p>
3. Addressing the needs of each student	<p>Pupils have different careers guidance needs at different stages. Careers programmes should help pupils navigate their concerns about any barriers to career progression. In addition, opportunities should be tailored to the needs of each pupil, including any additional needs of vulnerable and disadvantaged pupils, young people with SEND and those who are absent.</p>
4. Linking curriculum learning to careers	<p>As part of the school's programme of careers education, all teachers should link curriculum learning with careers. Subject teachers should highlight the progression routes for their subject and the relevance of the knowledge and skills developed in their subject for a wide range of career pathways.</p>
5. Encounters with employers and employees	<p>Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment opportunities including visiting speakers, mentoring and enterprise schemes, and could include pupils' own part-time employment where it exists.</p>
6. Experiences of workplaces	<p>Every learner should have first-hand experiences of workplaces to help their exploration of career opportunities and expand their networks.</p>
7. Encounters with further and higher education	<p>All pupils should understand the full range of learning opportunities that are available to them, including academic, technical and vocational routes. This should incorporate learning in schools, colleges, independent training providers (ITPs), universities and in the workplace.</p>
8. Personal guidance	<p>Every pupil should have opportunities for guidance meetings with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These meetings should be available for all pupils whenever significant study or career choices are being made. They should be expected for all pupils but should be scheduled to meet their individual needs. The careers leader should work closely with the careers adviser, SEND coordinator and other key staff to ensure personal guidance is effective and embedded in the careers programme.</p>