



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

**September 2025**

*(To be reviewed September 2026)*

# 1. Policy Statement

Larches High School is committed to providing a high-quality programme of Careers Education, Information, Advice and Guidance (CEIAG) to all students in Years 7–11. Our careers provision aims to raise aspirations, broaden horizons, and equip pupils with the knowledge and skills needed to make informed choices about their future pathways, including further education, training, and employment.

## 2. Statutory Duty

This policy is underpinned by:

- *Education Act 1997* (Section 42A, as amended)
- *Skills and Post-16 Education Act 2022* (strengthening the Baker Clause)
- Statutory Guidance: *Careers Guidance and Access for Education and Training Providers* (DfE, January 2023)
- Ofsted *Education Inspection Framework* (2019), with particular reference to *Personal Development*
- The eight **Gatsby Benchmarks of Good Career Guidance**

We ensure:

- **Independent careers guidance** is provided for all pupils from **Year 7 to Year 11**.
- All pupils have the opportunity of **at least six provider encounters** with technical education and apprenticeship providers across Years 8–11.
- CEIAG is impartial ( Company ) in the best interests of students, and includes a range of progression routes (academic, vocational, technical, and apprenticeships).

## 3. Aims of the CEIAG Programme

- To support students in understanding themselves, their strengths, and interests.
- To provide high-quality, impartial careers information about opportunities in education, training, and employment.
- To equip students with decision-making, employability, and resilience skills.
- To promote equality of opportunity and challenge stereotypes.
- To prepare students for successful transition at 16.

## 4. Provider Access Legislation

In line with provider access legislation (*Section 42B of the Education Act 1997* as amended), Larches High School is committed to:

- Ensuring all pupils from Years 8–11 are offered **at least six encounters** with providers of approved technical education qualifications and apprenticeships.
- Scheduling provider encounters at appropriate points:
  - **Years 8–9**: 2 encounters
  - **Years 10–11**: 2 encounters

- Guaranteeing access during the school day, ensuring sufficient time for information, Q&A, and follow-up support.
- Publishing the **Provider Access Policy Statement** on the school website.

## 5. Implementation

- The **Careers Leader** Sharon Settle [s.settle@larches.lancs.sch.uk](mailto:s.settle@larches.lancs.sch.uk) has strategic oversight of the CEIAG programme.
- The **Senior Leadership Team** ensures CEIAG is integrated into the wider curriculum and school development plan.
- The **Careers Programme** includes:
  - Dedicated Personal Development lessons
  - Careers fairs, workplace visits, and employer talks
  - Work experience opportunities
  - Online platforms, labour market information, and one-to-one guidance interviews
  - Encounters with further education, apprenticeship providers, and employers
- The school works closely with the **Careers and Enterprise Company (CEC)**, the local **Careers Hub**, and external providers to meet the Gatsby Benchmarks.

## 6. Monitoring and Evaluation

- The **Careers Leader** evaluates the programme annually against the Gatsby Benchmarks using the CEC's **Compass tool**.
- Student, parent, staff, and employer feedback informs ongoing development.
- The impact of CEIAG is measured by student destinations data.

## 7. Access for Providers (Provider Access Policy Statement)

Education and training providers wishing to request access should contact:

**Careers Leader:** Sharon Settle  
**Email:** [s.settle@larches.lancs.sch.uk](mailto:s.settle@larches.lancs.sch.uk)  
**Telephone:** 01772 792412

Opportunities for access may include:

- Personal Development lessons
- Careers fairs and events
- Small group workshops
- One-to-one sessions

The school will make appropriate facilities available to providers (classrooms, AV equipment, and online platforms) and ensure all students have the opportunity to engage.

## 8. Publication and Review

- This policy, the **Careers Programme**, and the **Provider Access Policy Statement** are published on the school website.
- The programme impact and review date are clearly stated.
- This policy will be reviewed annually by the Careers Leader and governing body.

**Date approved:** September 2025

**Review date:** September 2026

