



Careers Education, Information and
Guidance (CEIAG)
Policy

Contents:

1. Context	Page 02
2. Aim	Page 02
3. Commitment	Page 02
4. Monitoring and Review	Page 03
5. Student Entitlement	Page 04
6. Parent/Carer Entitlement	Page 04
7. Monitoring Progress	Page 04
8. Equality and Diversity	Page 04
9. Place within the Curriculum and Mentor Support System	Page 04
10. Related Outside Activities and Opportunities	Page 04
11. Monitoring and Tracking of Students	Page 05
12. Management	Page 05
13. Staffing	Page 05
14. Provision of Independent Careers Guidance	Page 05
15. Other Formal and Informal Partnerships	Page 05
16. Information Resources	Page 05
17. Budget	Page 05
18. Staff Development	Page 05
19. Monitoring, Review and Evaluation	Page 06

This policy has been written in consultation with staff, students, parents and Governors. It has been reviewed in **June 2026** and has been approved for implementation by the full Governing Body as dated.



1. Context

The Education Act 2011 inserts a new duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for students in years 8-13. Careers guidance must be presented in an impartial manner and promote the best interests of the students to whom it is given. Careers guidance must include information on all options available in respect of 16-18 education or training, including apprenticeships and other work-based education and training options. The CEIAG Policy should be read in conjunction with other school policies.

2. Aim

To provide outstanding careers education, information, advice and guidance in order to ensure that each student has high aspirations and is fully prepared for their next steps in learning, training or employment beyond their time at Penistone Grammar School. This is in line with the ethos of school in terms of the 5 core values:

- Aim High
- Be Determined
- Be Kind
- Be Supportive
- Be Proud

The school will deliver a comprehensive programme in order to:

- Raise expectations and aspirations.
- Highlight the full range of opportunities and post 16 pathways available to meet the needs and abilities of all students.
- Raise achievement levels.
- Address the negative and promote the positive effects of local attitudes.
- Increase the uptake of Further and Higher Education opportunities.
- Highlight the current economic landscape and provide up to date labour market information.
- Provide opportunities for students to set targets and record achievements.

3. Commitment

To develop a whole school approach to CEIAG by providing a planned programme of activities within and outside the curriculum by:

- Providing a comprehensive curriculum programme relating to clear learning outcomes for careers education, defined by the Gatsby Benchmarks, the CDI framework and the updated Provider Access Legislation.
- Allowing access for all students to independent and impartial careers guidance from a qualified Careers Adviser
- Adhere to the principles of confidentiality, honesty, impartiality and equal opportunity in respect of gender, race, disability, religion, social background or sexual orientation.
- Ensuring support for all students to make a successful transition through mentor and careers support systems
- Achieving a nationally recognised CEIAG Quality Award.
- Personalising support for students that always puts students' interests first
- Motivating and inspiring students to consider all opportunities open to students within and outside Penistone Grammar School
- Helping students to gain the skills needed to make students' career ambitions a reality
- Providing the support students need to be successful
- Helping students access any additional support they might need
- Ensuring CEIAG is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- Protecting and respecting students' personal information and sharing it only with students' consent



- Ensuring support for students to undertake work experience.

4. Monitoring and Review

Termly reviews of the CEIAG programme will take place. Evaluation of the impact of the programme as a whole to take place annually in July at the end of the academic year. This will include analysing the views of students, staff, parents and other key partners. Monitoring to be undertaken by the Careers lead, Careers Adviser, Careers Coordinator and link Governor.

This policy is reviewed annually by the governing body.
The schedule review date for this policy is July 2027.

Procedures

Penistone Grammar School employ a Careers Adviser who provides impartial careers guidance and will support students to aim high in their career's goals and aspirations.

1. Student Entitlement

Teachers in the School and Career staff will support students' career development in a number of ways including:

- Information and discussion in lessons, mentor time, Careers Days and assemblies to help students make decisions about their futures.
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, Careers Days and results days.
- Careers information and I.T based careers programmes
- Information and updates on notice boards, plasma screens and website

2. Parent/Carer Entitlement

Parents have access to careers advisers through attending meetings, results days and via email. Information and updates on the school website, links to national approved websites and career updates / nationally approved websites.

3. Monitoring Progress

Penistone Grammar School uses a tracking system to identify the needs of all students and arrange access to guidance and support. For example, drop-in sessions, individual meetings, group meetings, self-referrals and referrals from mentors, Head of Year and Assistant Head of Year, and other key staff.

4. Equality and Diversity

We are committed to advancing and achieving equality of opportunity for all students / carers / associated persons, staff, governors and visitors. Additional support for specific students is delivered through the school's SEND and local authority's TIAG teams.

We believe that all people are of equal value and encouraging their progression will promote equality of opportunity, celebrate diversity and challenge stereotypes.

5. Place within the Curriculum and Mentor Support System

The Careers curriculum has been devised following the guidance of the ACEG National Framework for all year groups in core provision. This is supplemented by the following: programme of assemblies, mentor time activities, one to one meetings and Careers Days.

6. Related Outside Activities and Opportunities



Penistone Grammar School attend a higher education fair to support students and raise aspirations to higher level learning and access higher education. Penistone Grammar School also runs a Year 10/11 Careers Fair that includes a number of outside agencies such as, local colleges, employment and apprenticeship providers and offer mock Interviews delivered by local business professionals to all Year 11 students. Other providers such as the Armed Forces, Barnsley College and Barnsley Football Club provide guidance during the year to all students. These activities are regularly reviewed in line with the career's development plan. There are a number of careers days at KS3 as well as trips and visits.

7. Monitoring and Tracking of Students

The school tracks intended destination courses and where students attend in the next academic year with further NEETS intervention. The School maintains records of all CEIAG interventions and interviews. Agreements are in place with outside Post 16 provision to inform the school of students applying and attending their place of education.

8. Management

The CEIAG Programme is co-ordinated Mr Adam Gillett, who is a member of the Senior Leadership Team. This area is supported by a nominated link governor (Mrs. Natalie Dodds).

9. Staffing

Mrs Gaynor Want was appointed as the school's careers coordinator in January 2021, a role created to coordinate, track, monitor and evaluate a range of CEIAG activities across key stages 3 & 4 & 5. All staff contribute to CEIAG through their roles as mentors and subject teachers or Assistant Head of Year. Staff training is provided on a regular basis and updates given in briefing. Staff are provided with guidance sheets, mentor hand outs and option booklets.

10. Provision of Independent Careers Guidance

Ms Helen Blakeman was appointed as the school's Careers Adviser in September 2022 to provide specialist and impartial careers advice. Ms Blakeman is employed on a full-time basis and conducts guidance interviews and drop-in sessions throughout the week.

11. Other Formal and Informal Partnerships

The school works with Barnsley local authority to access the latest CEIAG guidance, information and staff training. Information is shared with regard to vulnerable students and students at risk of becoming NEET. The school works closely with the careers hub, including regular meetings and peer reviews, and lots of external employers.

12. Information Resources

A variety of Careers information is provided in the Careers office. However, the majority of information is provided online. There is a designated area on the school's website which provides links to further education providers and guidance such as how to structure CVs and personal statements. It also has links to careers websites, current apprenticeships, local colleges, post 16 providers and the National Careers Service.

13. Budget

A significant budget to support CEIAG is held by Mr Adam Gillett to resource:

- Student career trips
- The creation and production of careers resources



- Visits that allow students to experience the world of work
- External speakers
- Work experience

14. Staff Development

All staff have access to CPD time to update themselves in relation to current developments in careers pathways.

In addition, staff are provided with continual support in the delivery of CEIAG by the SLT Lead, with Y10 and Y12 mentors directly involved in supporting work experience.

15. Monitoring, Review and Evaluation

The SLT Lead meets constantly with the careers team to review the CEIAG provision. A report will be submitted to the Governors on an annual basis, including an account of activities, a review of progress and an evaluation of student and parental response to provision.



Huddersfield Road
Penistone
Sheffield, S36 7BX
T: 01226 762114
enquiries@penistone-gs.uk
www.penistone-gs.uk