



Fulston Manor School

Policy for Careers Education, Information, Advice & Guidance (CEIAG)

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September 2027

Member of Staff Responsible:

**Mrs E Mason
Assistant Headteacher**

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

Our Vision

Increasing ambitions within the Fulston Family to unlock a world of possibilities

At Fulston Manor School we are committed to raising ambitions for our students to give them the skills and knowledge to be able to open up any door they aspire to in later life. Therefore, our Careers policy reflects this. We aim to give students the opportunity to understand the benefits of Higher Education including academic and vocational courses as well as gain understanding of the work place and what that might look like for them. We believe that Careers education should start from when students join the school so that they may plan their futures accordingly.

Introduction

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide a structured careers education in Years 7-13 and to ensure that students are aware of a number of different pathways available to them (Statutory Guidance Careers Guidance and access for education and training providers, 2025)

Fulston Manor School is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13, in partnership with the Canterbury Christ Church University, Kent and Medway Progression Federation, Kent Education and Business Partnership, The Education People and other outside providers.

We link our CEIAG programme to the updated Gatsby Benchmarks which are referenced to the Statutory Guidance for Careers (September 2025). The Gatsby Benchmarks are as follows:

1. A Stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

This policy was developed and is reviewed annually in discussion with relevant stakeholders.

Fulston Manor School has trialled Modern Work Experience with Key Stage 3 in the last academic year, including Take Your Child to Work Day. We will continue to trial new methods this year, including a business day with Year 8. Year 10 and Year 12 Work Experience approach remains unchanged.

Objectives

The careers programme is designed to meet the needs of students at Fulston Manor School. It is differentiated and personalised to ensure progression through learning activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEIAG which is person centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Key staff involved in the implementation of this policy are:

Mrs E Mason, Assistant Head Teacher and Careers Leader, oversees the careers programme.

Miss M Jones, Information, Advice and Guidance Coordinator.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered at appropriate times within the school year. The CEIAG programme is planned, monitored and evaluated by the Careers Leader, supported by the Information, Advice and Guidance Coordinator. Careers information is available in the school Careers Office, which is maintained by the Information, Advice and Guidance Coordinator, and in the Careers Resources Centre which is maintained by the school librarian.

The careers programme includes careers education sessions, career guidance activities, assemblies, trips, information and research activities, work related learning (including 5 days of work experience in Years 10 and 12) and individual learning activities. In the Sixth Form students receive careers lessons at appropriate and key points of the year in their tutor groups and through their PDC (Personal Development Curriculum) lessons. Other focused events, such as a Higher Education Convention, are provided throughout the year. Work experience preparation and follow up take place in PDC and in tutor time, as well as in assemblies.

All students in Year 12 are required to undertake a work experience placement relevant to their programme of study or to their future career ambitions. We work with employers to help disadvantaged students to find placements. Work experience is an optional activity in Year 10 though all students are encouraged to participate. We are also currently trialling methods to imbed Key Stage 3 Work Experience, which includes Take Your Child to Work Day.

The school currently contracts in support from Kent Education and Business partnership. This includes the running of our biennial careers fair and Year 11 Employability Day. Where service contracts exist with external providers, they will be reviewed annually. The careers programme is reviewed annually by the Careers Leader and opportunities for improvement are constantly sought.

Funding is allocated in the annual budget planning round in the context of whole school priorities. The Careers Leader is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Staff training needs are identified by the Careers Leader, and are usually met either internally or through partners such as the University of Kent and The Education People.

The school measures and assesses the impact of the careers programme through student feedback, parental feedback, and through outcomes (measured by destinations tracking once students leave the school).