



Careers Policy

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1. Principles and Background

Careers Education Information Advice and Guidance (CEIAG) has an important contribution to make to the education of all our students in ensuring they make a successful transition from school to further education or employment with training. The trustees as a governing body are required to ensure that all registered students at Brunel College are provided with independent careers guidance.

The governing body must ensure that the CEIAG provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

This policy document is in line with the guidance issued by the DfE, which relates to Sections 42A and 45A of the Education Act 1997. Brunel College also follows the Career Development Institute (CDI) Framework for careers, employability, and enterprise education (2015) for Pupil Referral Units (PRU's) and Special Educational Needs (SEN).

This policy is available on the school website, the shared staff area and on request from the Headteacher or SENCO in a hard copy format. It should be read in conjunction with the following policies and resources:

- Child Protection and Safeguarding Policy
- Equality Policy
- Special Educational Needs Policy
- Vision & Ethos
- Centre Development Plan

2. Purpose

CEIAG makes a major contribution to preparing young people for the opportunities, responsibilities, and experiences of life. A planned progressive programme of activities supports them in choosing Post 16 pathways that suit their interests and abilities, help them to follow a career path, and sustain employability throughout their working lives. A robust CEIAG programme enables students to develop personal insight, career knowledge, and career planning and management skills. It offers information and advice that is personalised, comprehensive and impartial.

Brunel College is committed to providing a planned programme of CEIAG for all students in years 9-11. Brunel College will endeavour to follow the National CDI Framework alongside the Gatsby Career Benchmarks to deliver an accurate, well-planned, and structured, up-to-date careers guidance to all our students. This document is a statement of the aims, principles and strategies regarding the management, delivery and monitoring of CEIAG.

Brunel College trustees and staff alike have high expectations and great ambition for every one of our students and we are committed to the formation of character that will enable our students to fulfil their potential. These values centre on developing a responsible character. The careers education programme is defined to prepare students for adult life by providing them with a better understanding of the world of work. It provides opportunities for students to learn from direct experience of work through Work Experience, it provides career events, enterprise activities and a broad differentiated curriculum enabling students to develop knowledge and understanding of the opportunities available to them.

Working alongside independent careers advisors, colleges, employers and outside agencies, Brunel College is committed to providing a planned programme of CEIAG for all students in years 9-11.

3. Objectives

3.1 Aims of CEIAG

The CEIAG delivery is designed to meet the needs of all students. To achieve this Brunel College aims to develop and improve the careers provision by embedding the Eight Gatsby Benchmarks.

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

Careers Education forms an integral part of our curriculum. The three main areas of careers learning are:

- Self-Development – Understanding themselves and their influences
- Career Management – Identifying choices and opportunities to prepare them for employability
- Career Exploration – Investigating opportunities in learning and work

Brunel College CEIAG Policy has the following aims: -

- To contribute to strategies for raising achievement by increasing motivation and attainment for all pupils
- To develop enterprise and employment skills, relating these skills, attitudes, concepts, and knowledge learned in school to applications in the wider world which is presented in an impartial manner
- To increase access for all pupils enabling them to make informed choices about the broad range of career options
- To meet the needs of pupils through appropriate differentiation encouraging them to fulfil their potential

- To focus pupils on their future aspirations improving employability through developing effective links with external partners such as the local colleges
- To be aware of career opportunities available to them as individuals
- To have completed a Work Experience Placement

3.2 Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial, and confidential. It will be integrated into students' experience of whole curriculum and be based on a partnership with students and their parents and carers. The programme will raise aspirations, challenge stereotyping, and promote equality and diversity, and promote equality of opportunity, inclusion and anti-racism.

4. Implementation

4.1 Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the Careers Co-Ordinator, complemented by external providers. The careers programme is planned, monitored, and evaluated by the Careers Co-ordinator/SENCO and overseen by the Head. The independent Careers Adviser provides specialist careers guidance.

Parental/carer involvement is encouraged at all stages. Parents/carers are kept up to date with careers related information through letters, newsletters and at open evenings.

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills, and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

4.2 Curriculum Delivery

The SENCO leads on careers and works alongside an independent Careers Adviser to organise 1:1 interviews with all students in KS4 with the emphasis on Y11 students. We recognise the key role that parents/carers play in career choices and Brunel College continues to welcome them with an 'open-door' policy to attend these discussions with their children. The information from the Independent Careers Advisor is shared with parents/carers with their child's consent.

Regular discussions with students throughout KS4 ensure that the students are assisted to make informed choices regarding their post-16 choices and supported to manage that transition successfully.

Students are encouraged to go on the organised visits to local colleges (Wiltshire College, Sparsholt College) which take place throughout the year. Strong links with these colleges mean our students are welcomed and able to visit in small discreet groups. Students are also notified of any open days and are encouraged to visit with parents/carers too.

The Careers Coordinator/SENCO may accompany the students on these visits or this may be done by the head of year or a trusted adult as for many it can be quite a daunting experience.

Careers education in school will be delivered by the Unifrog platform from Dec 2024 which runs alongside and further supports the PSHE (RSE) curriculum. The platform

‘helps students with the whole progression process – from exploring their interests, to recording the great things they’ve done, to finding education and training opportunities, to drafting their application. [Unifrog](#)

Computers/iPads are readily available to use this platform and students are encouraged to use them to access recommended online resources. Paper based materials including information leaflets and prospectuses are available on request to students and parents/carers.

The delivery is both formal and informal and permeates the whole curriculum. Additionally, Careers education is delivered through assemblies, seminars, tutorials, local businesses involvement and 1:1 sessions.

5. Monitoring, Review & Evaluation

Careers Education is monitored and evaluated annually by the Careers Co-ordinator with the support of Unifrog using the CDI (2015) Framework. When reviewing the programme, the Centre Development Plan is used to ensure that careers support offer links in with the whole school objectives.

All trips and activities are evaluated by both the facilitator and pupils through questionnaires and/or student voice and will feed in to the annual review process. These outcomes identify areas for development, set goals and agree strategies to ensure they are effective.

Year 11 progression data is used to monitor the effectiveness of the both careers education and careers guidance. This is also taken into consideration when reviewing the careers education programme.