



Careers Education, Information, Advice & Guidance (CEIAG) Policy 2025 – 2026

Cardinal Heenan Catholic High School

Approved by:	Name: F&F Committee	Date: 16/10/2025
Last reviewed on:	Date: October 2025	
Next review due by:	Date: October 2026	

Responsible Staff: Joanne Roberts (Careers Leader), Nicholas Kimberley (SLT Link), Tracey Gossage (Careers Link Governor)

Our Vision:

To ensure that every student leaves our school with the confidence, knowledge, and experiences to pursue their chosen path—whether that be further education, apprenticeships, or employment—with a strong foundation for future success.

Compliant with DfE Statutory Guidance (May 2025), Gatsby Benchmarks, Provider Access Legislation, and Ofsted EIF 2025

1. Introduction

Cardinal Heenan Catholic High School is committed to equipping every student with the knowledge, skills, and confidence to make informed, ambitious and realistic decisions about their future learning and careers.

In line with our Catholic mission and values, CEIAG at Cardinal Heenan promotes personal development, social mobility, and equal access to opportunity. We support students across all key stages in identifying and pursuing meaningful careers that reflect their God-given potential.

We give particular focus to learners who are vulnerable to becoming NEET (Not in Education, Employment or Training) and those who face barriers to achieving their aspirations. The school collaborates with internal and external providers to build a coherent programme of careers education, to ensure that every learner reaches their full potential. The development of careers advice and guidance is a continuous priority in the school's strategic development plan.

*“...strive to live out our God-given vocation... to respect ourselves, others and the world around us, that we may achieve our full potential.”
— School Mission Statement*

At Cardinal Heenan, our careers programme is built on the values of Respect, Believe, Achieve - empowering every student to take ownership of their future.

- **Respect** – We respect every student’s unique talents, interests, and ambitions. Our careers programme supports informed, inclusive choices and values all pathways equally — whether university, apprenticeships, employment, or entrepreneurship.
- **Believe** – We believe that all our students has the chance to succeed. Through employer engagement, guidance and meaningful encounters with the world of work, we build the confidence and aspiration needed for students to pursue fulfilling careers.
- **Achieve** – We aim for every student to leave school ready for the future: equipped with the knowledge, skills, and resilience to thrive in a changing world. Our careers provision helps students set goals, make informed decisions, and achieve their ambitions.

2. National and Statutory Context

Our careers programme complies with the following:

- DfE Statutory Guidance: Careers Guidance and Access (2025)
- Section 42A & 42B of the Education Act 1997
- Skills and Post-16 Education Act 2022 (Provider Access Legislation)
- Gatsby Benchmarks of Good Career Guidance (Updated 2024)

- Ofsted Education Inspection Framework (2025)
- Quality in Careers Standard framework

3. Aims of the CEIAG Programme

Cardinal Heenan is committed to all eight benchmarks:

1. A stable career 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. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

We aim to:

- ✓ To develop positive attitudes in the pupils towards study and work and develop employability and enterprise skills, such as problem solving, oracy and planning.
- ✓ To equip students with the key skills, attitudes, and qualities necessary to make a successful transition to adulthood and working life.
- ✓ To help students plan and take control of their futures by making well informed and realistic choices at key points in their education.
- ✓ To provide students with the relevant careers inspiration and guidance that is suitable to their personal needs including age, ability, attitude and aptitudes.
- ✓ To provide students with a comprehensive understanding of opportunities post 16 and post 18 including alevels, vocational courses, apprenticeships, T levels, traineeships, school leaver programmes, university, degree apprenticeships, employment, and training opportunities.
- ✓ To help students raise their standards of achievement and to reflect their abilities, skills, aptitudes and attitudes, so they can use the knowledge to encourage development and build their self-esteem and confidence.
- ✓ To develop effective quality links with businesses and other relevant external partners and agencies via the school's Industry Days and work experience links.

These aims are achieved through the career's curriculum, which is outlined on the Careers Area of the school website. All strategies are in line with the Gatsby Benchmarks. The Compass self-evaluation framework is completed each term by the named Careers Leader, and the

identified action points are a focus at Careers Hub meetings with the dedicated Enterprise Coordinator and at SLT/ Governor meetings to drive improvement. The Compass assessment tool has helped Cardinal Heenan to identify high quality delivery within the Careers programme and which areas the school needs to further develop.

The Curriculum Leader along with the Enterprise Coordinator, Careers Leader, Careers Guidance Adviser, external providers, and all staff and governors strive for continuous improvement and the achievement and sustainability of all Gatsby benchmarks.

4. Implementation & Delivery of Careers Education

The range of activities the school is using to help meet its objectives includes:

- Relevant vocational courses and qualifications.
- Careers education and guidance.
- Work experience.
- Extended work placements.
- Visits to employers.
- Problem solving and insight into work activities.
- Aspects of personal, social, health and citizenship education.
- Business, University and Pupil mentoring.
- Industry days.
- Visits from industry and business.
- PSHE work related learning aspects.
- Association availability (Medical, Engineering, Computer Science, Drama, Journalism, Law)

5. Responsibility for the development of the Careers Programme

All staff have the responsibility to contribute to the on-going development of the overall careers programme within the school, including Labour Market Information linked to curriculum areas.

Role	Name
Careers Leader	Joanne Roberts
SLT Link	Nicholas Kimberley
Careers Link Governor	Tracey Gossage
PSHE/Curriculum for Life Lead	Fiona Rushe
Careers Adviser (L6)	Joanne Roberts
Subject Careers Champions	Named by department
SENDCo / Key Stage Leaders	Linked to CEIAG pathways

The careers team have the overall responsibility for overseeing the Careers Education, Information and Guidance provision.

6. Entitlement to Careers Education, Information and Guidance

Advice and Guidance includes careers, work experience, Post-14, 16 or 18 Options. Students and parents are also encouraged to use the careers section on the school website which provides them with updates and web links to support their understanding of career education. There is also a link to the National Careers Service for their own use.

We will ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards institutions, education or work options.
- includes information on the range of education or training options, including apprenticeships and technical education routes.
- is guidance that the person giving it considers to be in the best interest of the pupils receiving it.

All students have access to:

- Multiple encounters with employers, providers and HE institutions
- Digital and printed resources to research careers and pathways
- Tracking tools through Unifrog, enabling goal setting and portfolio development

7. Destinations and Evaluation

We collect and analyse destinations data annually:

- Intended and sustained destinations are monitored and post-16 and post-18 are sent to the local authority
- Gaps in transition support are identified and addressed
- NEET prevention strategies are implemented with targeted groups
- Data is reviewed with SLT and reported to governors

8. Careers Strategy, Action Plan & and Review of Policy

The named Careers Lead will create the careers strategy and action plan annually, approved by SLT. SLT will approve curriculum and activity developments of the Careers programme and will ensure that such developments are incorporated into departmental action plans and the overall school development plan.

9. Professional Development of Staff

To maintain a whole curriculum programme of delivery, the school will ensure that all staff receive appropriate and relevant professional development.

We ensure:

- Key staff access CPD on CEIAG, LMI, and careers curriculum
- Staff are trained to embed careers into curriculum learning
- Links to careers are made explicit in lesson planning and delivery
- Departmental action plans reflect Gatsby Benchmark 4

10. Resources and Funding

The governing body and SLT are responsible for the allocation of resources and funding to implement recommendations suggested by the manager(s) of the policy. The school will seek to access additional funds and will take up any entitlement to such funds for the implementation and delivery of this policy.

11. Support for pupils with Special Education Needs or Disabilities

Cardinal Heenan Catholic High School aspires for all pupils, including those with special educational needs and disabilities (SEND) and supports them in preparing for the next phase of their education or training. Further information for students with SEND can be found in the SEND Policy, which is available on the school website.

Our programme is fully inclusive. We provide:

- Individualised guidance and support for EHCP students
- Collaboration with the SENDCo and external agencies
- Bespoke transitions support and enhanced careers meetings
- Targeted mentoring for LAC, young carers and at-risk pupils
- Personalised vocational profiles for all students 9-13 with an Educational Healthcare Plan

Further information is available in the SEND Policy.

12. Equity and Targeted Support

Our programme is committed to fairness and equity. We provide:

- Priority support for LAC, Pupil Premium, SEND, EAL and young carers
- Differentiated resources and early interventions
- Mentoring and access to additional encounters for underrepresented groups
- Parental engagement to widen participation in further education or training

13. Provider Access Policy

Cardinal Heenan provide at least six encounters with approved providers of apprenticeships and technical education for all our students. In accordance with the Provider Access Legislation (2023), all students will receive:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend.
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend.
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

This legislation is a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

The Provider Access Legislation can be found in our policies section of our school website.

14. Career Learning, Recording and Impact

- Students record CEIAG activities, encounters and reflections on **Unifrog**
- Staff track engagement and outcomes to personalise support
- 1:1 interviews and progression meetings, using these records to guide next steps
- CEIAG forms part of pastoral conversations and KS4/5 transition planning

15. Quality Assurance and External Recognition

We are committed to continuous improvement through:

- Termly review using Compass+
- Student, parent and staff voice surveys
- Annual review of CEIAG curriculum and impact
- Collaborative work with the Liverpool Careers Hub

*“Cardinal Heenan is working towards achieving the **Quality in Careers Standard (QiCS)**, the national benchmark for excellence in CEIAG.”*

16. CEIAG and Safeguarding

- All external providers are subject to safeguarding checks
- Careers activities follow the school's Safeguarding Policy
- Risk assessments are carried out for all off-site visits and encounters

17. CEIAG, Mental Health and Wellbeing

We recognise that careers planning can be overwhelming for some students. We:

- Embed resilience and self-belief into the CEIAG curriculum
- Provide tailored support in 1:1 guidance sessions
- Work with the pastoral and inclusion teams for joined-up support
- Promote the message that careers journeys are flexible and lifelong

18. CEIAG and SMSC / British Values

Careers education supports students' spiritual, moral, social and cultural (SMSC) development and helps them:

- Understand the role of equality and diversity in the workplace
- Promote respect, tolerance and fair opportunity
- Make ethical decisions and explore social impact careers
- Reflect on their responsibilities in modern British society

19. Alumni Strategy

We actively maintain an alumni network to:

- Provide role models and mentors
- Host career talks and panels
- Raise aspirations by showcasing relatable, real-life journeys
- Support social mobility and widen access to high-level careers

20. CPD and Staff Development

We ensure:

- Key staff access CPD on CEIAG, LMI, and careers curriculum
- Staff are trained to embed careers into curriculum learning
- Links to careers are made explicit in lesson planning and delivery
- Departmental action plans reflect Gatsby Benchmark 4

21. Funding and Resources

CEIAG is funded through:

- School budget allocation
- Liverpool Careers Hub support
- Employer partnerships and external grants

Spending is monitored by SLT and the Careers Leader.

Careers Entitlement Statement

All Students are entitled to independent and impartial external Career Guidance. Cardinal Heenan will support all students with the opportunity to develop their career aspirations. Students need to reflect and evaluate their goals and use information obtained to help make well-informed and realistic decisions about their career pathways. Lessons and Career related events will help support the Entitlement Statement (as detailed below)

It is your future, so you have a responsibility to:

- ✓ Make the most of the opportunities offered to you.
- ✓ Research your options.
- ✓ Have 'post-14, 16 or 18' careers meetings with the school Careers Leader.
- ✓ Be prepared to be realistic when looking for future opportunities.
- ✓ Be prepared to work hard to reach your full potential.

While at school the minimum entitlement we will support you by:

- ✓ Giving you the opportunity to access independent and impartial Careers Guidance.
- ✓ Giving you the opportunity to meet with a variety of industries/employers.
- ✓ Providing up to date local, regional and national Labour Market Information.
- ✓ Giving you the opportunity to learn about the world of work.
- ✓ Being treated with appropriate confidentiality.

Key Stage 3 our aim is to support you with:

- ✓ Develop confidence in yourself and your abilities.
- ✓ Think about what your strengths are and identify the skills and qualities required to help you achieve your goal.
- ✓ Help you think about your career aspirations and learn to plan your careers journey to help you achieve your goal.

Key Stage 4 and 5 our aim is to support you with:

- ✓ Providing access to information on potential Career Pathways including: Apprenticeships, Technical Education, Higher Education, Further Education and Employment. This includes support for researching college courses, higher education courses and understand post-16 or 18 options.
- ✓ Access to 1:1 independent and Careers Guidance.
- ✓ Access and support with relevant Careers resources to provide relevant and helpful information.
- ✓ Being able to identify your skills and strengths needed to achieve your desired profession.
- ✓ Identifying and set yourself future goals.

Parents/Carers entitlement:

Parents/Carers can access careers support for their child in a variety of ways including:

- ✓ Careers information on the school website, including details of the Careers Programme.
- ✓ Access to computer-based career's information via Unifrog.
- ✓ Parent/Carers can contact the school Careers Leader directly regarding any career support they require.

The Careers Leader can be contacted on: careers@cardinal-heenan.org.uk