

Date: July 2026

Careers Education Guidance Policy

Combe Pafford School

1 Rationale for CEIAG

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

A career is an individual's journey through learning, work and other aspects of life. All young people need access to Careers Education, Information, Advice and Guidance (CEIAG) to help them make informed choices.

The school recognises its statutory duty under current guidance:

"All young people in secondary school should receive a programme of careers guidance that is stable, structured and delivered by individuals with the right skills and experience."

(DfE Careers guidance and access for education and training providers, updated May 2025) **[gov.uk]**

To achieve this aim, the school uses the Gatsby Benchmarks as the framework for developing and improving its CEIAG provision. These remain the national standard and are embedded within the most recent guidance.

Our CEIAG programme supports pupils to:
• Develop the values, skills and behaviours required for adult life
• Access a stable and progressive careers programme
• Understand labour market information and future pathways
• Receive personalised advice and support
• Challenge stereotypes and promote equality and diversity
• Link curriculum learning to future careers
• Engage with employers and workplaces
• Access experiences of the workplace
• Understand academic, vocational and technical pathways
• Receive independent and impartial careers guidance
• Make informed decisions at key transition points

2 The CEIAG Programme

The programme:
• Meets the Gatsby Benchmarks
• Reflects DfE statutory guidance (May 2025)
• Adheres to Provider Access Legislation (PAL)
• Inspires pupils through a wide range of activities

The school ensures that:
• From Year 7, all pupils access careers and labour market information
• Parents/carers are supported to engage in careers planning
• Equality, inclusion and aspiration are central
• Pupils access meaningful encounters with employers and providers

• Pupils experience the workplace before leaving school
• Pupils receive independent guidance before transition points

3 Provider Access Legislation (PAL)

Combe Pafford School complies with the Provider Access Legislation (updated January 2023), which requires schools to ensure pupils are fully informed about technical education and apprenticeship pathways.

3.1 Pupil Entitlement

All pupils are entitled to:

• Learn about the full range of post-16 and post-18 options
• Access meaningful encounters with providers of technical education and apprenticeships
• Receive unbiased information about all pathways

3.2 Statutory Provider Encounters

The school guarantees a minimum of six encounters with approved providers:
• 2 encounters in Years 8–9 (mandatory)
• 2 encounters in Years 10–11 (mandatory)
• 2 encounters in Years 12–13 (offered; optional for pupils)

3.3 All encounters:

• Take place during the normal school day
• Are available to all pupils in the relevant year groups
• Are meaningful and appropriately timed

3.4 Content of Encounters

Providers will be given the opportunity to:
• Share information about their provision and qualifications
• Explain routes into careers
• Describe learning/training experiences
• Respond to pupil questions

3.5 Management of Provider Access

The school will:
• Provide fair and unbiased access to a range of providers
• Coordinate access through the Careers Leader
• Ensure safeguarding procedures are followed
• Publish a Provider Access Policy Statement on the school website

4 Commitment

Combe Pafford School is committed to a planned CEIAG programme for all pupils in Years 7 to 13/14.
Guidance is delivered through:
• A qualified Careers Adviser (in school)
• Partnership with the Local Authority Careers Service

The school follows DfE statutory guidance (updated May 2025) and relevant Ofsted expectations.
The school:
• Employs a Careers Leader that sits on SLT and Careers Adviser
• Ensures the Careers Adviser is professionally qualified and registered
• Maintains recognised quality through Investors in Careers Award

5 Development

This policy is reviewed in consultation with:
• Staff
• Careers Adviser
• Support for Careers Hub South West
• Pupils and parents
• Governors and employers

6 Links with Other Policies

This policy supports:
• Teaching and Learning
• PSHE
• Work Experience
• Equality and Inclusion
• Health and Safety

7 Objectives

Pupils' Needs
The programme is:
• Personalised and progressive
• Aspirational and inclusive
• Designed to challenge stereotypes and raise aspirations, particularly by celebrating the success of previous pupils.
• Designed to provide meaningful encounters with employers and providers

8 Entitlement

All pupils are entitled to:
• Impartial and confidential careers guidance

• Equal access to opportunities
• Support in managing transitions
• Opportunities to raise aspirations

9 Implementation

9.1 Management

The school employs a Careers Advisor who co-ordinates the CEIAG programme and is responsible to the Careers Leader and Headteacher. The area is led by a Careers Leader who sits within the senior leadership team and is responsible for the curriculum.

Teachers deliver discrete careers lessons in KS4, with CEIAG embedded across curriculum in all years. CEIAG as an integrated part of the Sixth Form provision. The Careers Leader oversees the work experience programme and develops links with employers across the school. The programme is supported by CSW Group who are currently contracted by the Local Authorities in Devon & Torbay to produce “My Plans” for pupils at the point of transition.

9.2 Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the Careers Leader and Careers Advisor, using the Gatsby Benchmarking Tool. Our Careers Advisor provides specialist impartial careers guidance alongside the Local Authority Careers Service in the CEIAG Centre.

Careers Information is available on the school website and on the ICT network in school. The information is maintained under the guidance of the Careers Leader and Careers Advisor.

The school employs job coaches to support sixth form students to access work placements and volunteering opportunities under the guidance of the Careers Leader and Sixth Form Manager.

9.3 Curriculum

The careers programme includes:

- In years 7/8, pupils have access to CEIAG through a vocational curriculum, a range of PSHE, cross curricular activities, enterprise activities and encounters with employers.

- **In year 9 pupils have the opportunity to:**
  - Participate in weekly vocational taster sessions and parents evening.
  - take part in an Enterprise day
  - access transition support
  - CEIAG support from school careers adviser
  - Have visits to employers and employers visit them in school.
  - Access the Post 16/18 options event

- **In year 10/11pupils participate in:**
  - Discrete Careers Lessons – 50minutes per week
  - Work Experience – up to 1 week in year 10, up to 2 weeks in year 11.
  - Visits to at least two major employers who operate in Devon.

- Labour Market Survey of the opportunities locally.
- Accredited Vocational Option Subjects
- Business Enterprise Days
- Interview Day
- Visits to employers/education & training providers.
- Post 16/18 Options Event
- Visits from Employers, Sixth Forms, Colleges and Training Providers to Careers Lessons.

- **In year 12/13 pupils follow a work related/life skills programme which enables them to:**
  - Follow an extended work experience programme
  - Gain a qualification in progression & a vocational area
  - Develop specific work skills
  - Access a range of work related experience with employers & training providers.
  - Employer Celebration Event
  - Post 16/18 Options Event
  - Visits from Employers, Sixth Forms, Colleges and Training Providers to Careers Lessons.

- Careers guidance activities (group work & individual interviews) are delivered by the school's Careers Advisor and an adviser from the Local Authority
- Careers Service across the year groups.
- Other Events across the school include employer events, celebration evening, plus specific events for parents.
- Visits and taster sessions to specialist provisions where appropriate.
- Transition support at the Education, Health, and Care Plan reviews.
- The school employs apprentices across the school in a variety of roles.
- Tese apprentices act as role models for our pupils and enables us to work with a variety of training providers.

10 Assessment & Accreditation

Assessment is through:
• Gatsby Benchmark monitoring (Compass+)
• Employer and placement evaluations (pupil, parent and employers)
• Termly Compass review

11 Partnerships

Strong partnerships are maintained with:

- Local Authority Careers Service
- Links with South Devon College, Exeter College, Bicton College, Duchy College, Cornwall College, Hannahs@Seale Hayne, Plymouth City College, ROC, Oakwood Court, Eat that Frog enables pupils to undertake visits and tasters where appropriate.
- Links with large employers such as Torbay Hospital, South West Highways, Sainsbury's, Asda, Fermoy's, The Cary Arms, The Palace Hotel, The Passage House Hotel, Torre Abbey/Torquay Museum, Department of Work & Pensions & Centrax, plus a large range of smaller employers gives the opportunity for pupils to experience the world of work in a variety of ways.
- The Careers Advisor is a member of a forum of employers who employ apprentices in Devon, which enables her to network with a variety of employers.

12 Resources & Staffing

Funding is allocated in the annual budget planning round in the context of the whole school priorities and particular needs relating to CEIAG. The Careers Leader and Advisor are responsible for the effective deployment of resources.

13 Staff Development

There are staff development opportunities through the Careers and Enterprise Company. Funding for staff development is accessed through school funds. School will endeavour to meet the training needs within a reasonable period.

There is the opportunity for job coaches to undertake training for their specific role. The Careers Leader has undertaken this training.

14 Monitoring, Review & Evaluation

The school:

- Reviews provision termly - A full review of our programme against the Gatsby Benchmarks is conducted every term with the support of our Enterprise Advisor.
- Uses Compass+
- Reports to SLT and Governors
- Uses pupil and parent feedback

15 The Board of Trustees:

- Reviews the policy every two years
- • Ensures compliance with statutory duties
- • Monitors outcomes and impact
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UPDATED REVIEW DATE
Date approved by Governors: Spring 2026
Date of next review: Spring 2028

16 Contact Information

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17 Policy Feedback

Should you have any comments regarding this policy, please address them to the HR Policy mailbox at **admin@combepafford.torbay.sch.uk**

History of Policy Changes

Date	Page	Details of Change	Agreed by:
July 2026		**New Format Policy Introduced**	**Trustees**