



Graveney School

**Careers Education, Information,
Advice and Guidance Policy
2026-27**

Adopted by:	Governing Body: Curriculum Committee
Last updated:	Summer Term 2026
Review date:	Summer Term 2027
Staff Responsible:	Ms T Cronin
Named Governor:	Ms S Hyder
Circulation:	School Website

1. Aims

This Careers Education, Information, Advice and Guidance (CEIAG) Policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development, employability and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training
- Promote a culture of high aspirations and equality of opportunity

2. Statutory requirements

This policy is based on the Department for Education's (DfE's) statutory Careers Guidance and Access for Education and Training Providers. This guidance refers to The Education Act 1997; The Education and Skills Act 2008; The School Information (*England) Regulations 2008.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022 which came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, requiring schools to secure independent careers guidance from year 7 instead of from year 8, previously; and also in line with the more recent Skills and Post-16 Act 2022, which came into force on 1 January 2023, and which requires schools to provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13.

The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy includes our Provider Access Policy Statement, (see Section 5), which sets out how our school meets this duty.

3. Roles and responsibilities

3.1i Careers and Work Related Learning Co-ordinator

Our Careers and Work Related Learning Co-ordinator is Miss K Ijeh who can be contacted by phoning 0208 682 7000 or by emailing careers@graveney.wandsworth.sch.uk . Our Careers and Work Related Learning Co-ordinator holds a Level 6 Diploma in Careers Education and Guidance (CEG). She works closely with the Senior Leadership Team (SLT) and will:

- Take responsibility for developing, running and reporting on the school's careers programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our Special Educational Needs Co-ordinator (SENDCO) and Careers Adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans
- Work with our school's designated member of staff for looked-after children (LAC) and previously LAC to make sure they know which pupils are in care or are care leavers; understand their additional support needs; make sure that, for LAC, their personal education plan can help inform careers advice
- Review our school's Provider Access Policy Statement at least annually, in agreement with our Governing Body

3.1ii Careers Curriculum Co-ordinator

Our Careers Curriculum Co-ordinator is Ms L Sutton. She works closely with the Careers and Work Related Learning Co-ordinator and will:

- Support the delivery of the Unifrog¹ spiral Careers Curriculum² through the school's pastoral provision, keeping the activities under review, and developing new resources and opportunities as appropriate.
- Support the development and implementation of the Careers monitoring framework
- Liaise with Heads of Department (HODs) to build careers education and guidance into subjects across the curriculum.

3.2 Senior Leadership Team (SLT)

Our SLT will:

- Support the careers programme
- Support the Careers and Work Related Learning Co-ordinator in developing the strategic careers plan
- Make sure our school's Careers and Work Related Learning Co-ordinator is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow Training Providers access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's Provider Access Policy Statement
- Network with employers, education and training providers, and other careers organisations

¹Unifrog is an online universal destinations platform.

² This progressive programme enables students to revisit key careers themes throughout their school experience, building knowledge, confidence, and decision-making skills over time. The Unifrog curriculum provides a structured and personalised approach, offering continuity across year groups, tracking and monitoring of student engagement, and access to up-to-date labour market information, careers guidance, and destination pathways.

- The member of SLT responsible for overseeing the development of the programme is Ms T Cronin.

3.3 The Governing Body

The Governing Body will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Appoint a member of the Governing Body who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that a range of education and training providers can access pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships
- Make sure that details of our school's careers programme and the name of the Careers and Work Related Learning Co-ordinator are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a Provider Access Policy Statement
- The nominated Governor for CEIAG is Ms S Hyder.

4. Our Careers Programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards. Our programme has been developed to meet the expectations outlined in the Gatsby³ Benchmarks:

³ The Gatsby Charitable Foundation was set up in 1967 and works in areas that David Sainsbury (now Lord Sainsbury of Turville) and the Trustees believe charitable funding can make a real difference. In education, the eight Gatsby Benchmarks define world-class careers guidance for young people in England, based on international evidence. They are now used in over 4,700 secondary schools, colleges and independent training providers. The Gatsby Benchmarks have been central to government statutory guidance for secondary schools and guidance for colleges since 2018 and were updated in 2024 to ensure they continue to define world-class career guidance for young people.

- 1) A stable careers programme with a Careers Leader
- 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

Our programme does not show bias towards any particular career path, and promotes a full range of technical and academic options for pupils. It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including lessons, tutor-led discussion, displays, events, guest speakers and assemblies, mock interviews and other simulations, workshops and work experience.

The school will use the Unifrog programme with KS3, 4 and 5 pupils to provide a stable careers programme, enhanced by the increased awareness in subject areas of the importance of integrating careers education into schemes of work, and making pupils aware of the links to career pathways relating to their subjects.

Form Tutors are responsible for teaching and giving feedback on the Unifrog programme. Subject areas are responsible for integrating relevant careers education into schemes of work and for ensuring pupils are made aware of the careers related elements of any work. The Careers Team is responsible for maintaining the careers information store in the school, including on the relevant Careers Google Classrooms and distributing relevant information to Heads of Years (HOYs) for display in Year Administration Areas and in their Year bulletins.

Currently, an experienced team of Careers Advisers facilitates high quality one to one guidance. This includes an external Consultant Careers Adviser, Ms S Dakowah and the Careers and Work Related Learning Co-ordinator, Miss Ijeh who holds a Level 6 Diploma in Careers Education and Guidance (CEG).

Student visits to industry and employer visits to school should be recorded across the curriculum. The use of Compass+ or similar software will facilitate the recording and allow student individual records.

4.1 Key Stage 3:

Y7: Registration and tutor periods: Careers programme, year 7.

Focus on supporting transition from primary school, developing self-awareness, identifying personal strengths, skills and interests, entrepreneurship and introducing pupils to a wide range of future careers and pathways through the Unifrog Spiral Careers Curriculum resources. Pupils complete offline Unifrog curriculum activities during tutor time and will be encouraged to access the Unifrog online platform independently at home to further explore careers, subjects and progression routes.

Subject specific inspirational talks, visits and lesson activities.

Y8: Registration and tutor periods: Careers programme, year 8.

Focus on developing knowledge of strengths and areas for development, decision making, teamwork, employability skills and investigating a broad range of careers, including less common occupations such as careers related to the climate. Pupils will explore the relationship between skills, success, lifestyle choices, CVs, challenges of work and job satisfaction through the Unifrog Spiral Careers Curriculum resources.

Subject specific inspirational talks, visits and lesson activities.

Assembly for Y8 specific to progression pathway options and choices available, and how to apply.

Pupils will continue to use offline Unifrog curriculum activities in school and will be encouraged to access the online Unifrog platform at home to support independent careers research and exploration.

Y9: Registration and tutor periods: Careers programme, year 9 focus on choices for Key Stage 4 and the implications of these.

Focus on Key Stage 4 choices, careers exploration, managing money, employability skills and understanding how current decisions can impact future opportunities.

Assembly for Y9 specific to progression pathway options and choices available, and how to apply.

Next Steps Parents' Evening: careers information and advice available. Parents' information booklet on alternative routes plus Graveney website information to aid pupils' progression choices.

Tutor group-based enterprise event developing employability and enterprise skills through a “Dragons’ Den” style activity, where pupils work collaboratively to develop a business plan and deliver a presentation to potential investors, with an overall winning team selected.

Y9 Careers Networking Event – Speed Meetings - Interviewing employers/employees from a wide range of career areas including meeting FE and Vocational training providers.

“What’s My Career Path?” Careers Activity. This in-house session introduces year 9 pupils to various study and career pathways and resources to help them investigate them, prior to choosing their GCSE subjects. Traditional as well as ‘alternative’ study pathways are discussed and pupils register with the Career Pilot website, to explore relevant issues in the world of work and to research less common career roles, to help pupils widen their horizons and develop independence in deciding their career pathways. “What’s My Career Path?” takes a holistic approach to career guidance and includes issues related to employment, such as career choice and values, and ‘future proofing’ your career.

Career and employment skills activities integrated into subject curriculums and pupils encouraged to reflect on outcomes.

Subject specific inspirational talks and visits.

One to one careers guidance meetings available on request from parents/tutors.

Recruitment of pupils onto the Duke of Edinburgh (DofE) Bronze Award Scheme and sourcing of volunteering and work experience opportunities. Reflection of DofE challenge and volunteering to identify employability skills developed.

4.2 Key Stage 4:

Y10 and 11: Registration and tutor periods: Careers programme, years 10 and 11.

Pupils will complete activities from the Unifrog Spiral Careers Curriculum resources, focusing on progression pathways, employability skills, well-being in the work place, post-16 opportunities and preparation for the world of work including preparing for work experience. Pupils will be encouraged to use the Unifrog online platform independently at home to research careers, courses, apprenticeships and future pathways.

Y10 and 11 Parents’ Evenings: Careers Information and Advice is available from the Careers Team.

Y10: Access to Unifrog and the Careers Google Classroom for Y10 and Y11 pupils and other online programmes such as Career Pilot.

Assembly for Y10 specific to progression pathway options and choices available, and how to apply. Access to information on FE College Open Days and Apprenticeship opportunities provided through the Year bulletins and access to the KS4 Careers Google Classroom.

Y10 Development of first curriculum vitae (CV) and formal covering letter writing in preparation for a mock interview process linked to a chosen job description.

Y10 Individual mock interviews (with wide range of experienced job interviewers) and feedback on performance. Mock interviews introduce pupils to the job application process and give them practice in identifying and promoting their employability strengths and skills.

Recruitment of pupils onto the Silver DofE Award and sourcing of volunteering and work experience opportunities as in-person work experience. Reflection of DofE challenge and volunteering to identify employability skills developed.

Y11: Assembly for Y11 specific to progression pathway options and choices available, and how to apply. Parents' information on alternative progression routes is available on the school website. Support will also be provided by Year Teams through activities like Course Selection and Guidance Meetings (CGSMs).

The Careers Team is actively involved at all stages, giving group talks, individual interviews, drop in sessions, providing individualised information as requested by Heads of Year.

Targeted one to one careers advice interviews are provided for Y11 pupils. One to one careers advice interviews are also available for any student in Y11 or Y10 on request from tutor or student.

Inspirational speakers/ Employer Focus Groups encouraged in subject curriculums to focus on different occupations, careers and progression routes, eg Careers in the Arts Fair.

Pupils will continue to use the personal statement tool on the Unifrog platform and associated curriculum resources to support applications, progression planning and careers research.

KS4 Work Experience (WEX) one/two weeks:

All eligible KS4 pupils will have comprehensive preparation and debriefing programmes, and the opportunity to have five/ten days of work experience. Students are supported to find placements and the Careers Team works closely with Wandsworth BEST (Wandsworth Business and Education

Succeeding Together) to ensure Pupil Premium pupils have opportunities for in-person work experience.

A mentor will be assigned to all pupils, who will make contact with them and their employer/s during the work experience to discuss progress and highlight concerns. The work placements will be reported on by pupils via a series of WEX Diaries and certificated by the school, as part of the recording of achievement process. Learning outcomes will include a record of the key employability skills/functional skills shown during the placement.

All employers must complete safeguarding checks in accordance with Keeping Children Safe in Education (KCSIE).

4.3 Key Stage 5:

Y12 and 13 (16+)

Dedicated Careers lessons and workshops in Y12 provide support for all students in researching choices and pathways using the Unifrog platform and for making applications for their chosen destinations.

Students will continue to use the personal statement tool on the Unifrog platform and associated curriculum resources to support applications, progression planning and careers research, including opportunities for work experience.

Assembly specific to progression pathway options and choices available, and how to apply.

The HE/ Next Steps Day in Y12 presents a wide range of options from HE, FE, Traineeships, Apprenticeships and Employers. The Careers Team is fully involved with 6th Form Team in all activities related to researching choices and progression at 18+, for example HE and Next Steps Day/Events, Inspirational Speakers, UCAS applications.

The Careers Team works closely with KS5 Team members and Education Business Partnership, Wandsworth BEST (Wandsworth Business and Education Succeeding Together) to ensure pupils have opportunities to interact with employers, apprenticeship providers, FE and HE providers.

The Careers Advisers provide one to one interviews for KS5 pupils requested personally by the student or from recommendations by staff; they provide guidance on course choices or potential career progression research, and these are ongoing throughout the academic year.

The Careers Advisers also provide one to one interviews for selected Y12 pupils to facilitate meaningful discussion about progression routes, particularly those identified as not meeting A2 A Level/L3 progression criteria.

The Careers Google Classroom is used to post information on apprenticeships at all levels from a wide range of providers, including employers, educational institutions, and training bodies.

The Google Classroom is used to promote and provide access to special events offered externally, related to careers education e.g. Inspiring Futures, Women in Science, Skills Fair London, Open Doors, UCAS Discovery Fair.

Access via Google Classroom to information on opportunities for courses/apprenticeships from local FE Colleges e.g. South Thames College, Croydon College.

Information on inspirational talks and visits in any specialist area is circulated to subject areas.

Development with London Enterprise Advisor Network (LEAN) of experience of an Assessment Centre for pupils who are particularly interested in apprenticeship applications.

Weekly posting on KS4 and 5 Google Classroom of Jobs Bulletin from Wandsworth Council, listing London wide apprenticeship, employment and training opportunities.

Recruitment of pupils onto the Gold DofE and sourcing of volunteering and work experience opportunities. Particular focus on retaining of pupils from disadvantaged backgrounds at Gold Level. Reflection of DofE challenge and volunteering to identify employability skills developed.

5. Provider Access

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9). All pupils must attend. Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11). All pupils must attend. Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13). Pupils can choose to attend. Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

Our school is committed to providing meaningful encounters to all pupils. 1 encounter is defined as 1 meeting/session between pupils and 1 provider. Meaningful live online engagement is also an option at our school.

A provider wishing to request access should contact our Careers and Work Related Learning Co-ordinator Miss Ijeh on careers@graveney.wandsworth.sch.uk or 0208 682 7000 to identify the most suitable opportunity.

The school will make a main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers and Work Related Learning Co-ordinator or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the Careers Team. The Library is available to all pupils at lunch and break times.

Our Safeguarding/Child Protection Policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

5.1 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. We have invited a wide range of providers from the local and wider area to speak to our pupils: termly updates are provided to the Governing Body. Access may also be available through the GLA Ambitions Portal and the GLA Team London Advisors Network.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
Y 7		Tutor Group opportunities through Unifrog programme Assemblies	Subject based activities raising awareness of career pathways
Y 8		Tutor Group opportunities through Unifrog programme Assemblies National Careers Week Activities	
Y9 <i>encounters by 28 February</i>		Assemblies National Apprenticeship Week Activities Key Stage 4 Next Steps Event	Enterprise Activity Networking event with providers and employers
Y10	Post-16 technical education options assembly with General Further Education College Assembly and tutor group opportunities - employability skills	Assemblies National Careers Week Activities Mock interviews with providers and employers	
Y11 <i>encounters by 28 February</i>	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications Work Experience Preparation	Assemblies National Apprenticeship Week Activities Post-16 Course Selection and Guidance Meetings Apprenticeships – support with applications	Work experience preparation sessions; 2 week Work Experience Confirmation of post-16 education and training destinations for all pupils GCSE Results Day Support
Y12	Post-18 assembly - apprenticeships	Small group sessions: future education, training and employment options Meetings with careers adviser	Higher education (HE) and Next Steps Day Technical/vocational tasters at local college/s, training providers
YEAR 13 <i>encounters by 28 February</i>	Post-18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications One to one support for HE, higher apprenticeship and employment applications	Meetings with careers adviser Assembly and small group opportunities - employability skills Targeted discussions with Carers Adviser for students not planning to go to University	Confirmation of post-18 education and training destinations for all pupils A Level Results Day Support

6. Pupils with special educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed. Our Careers and Work Related Learning Co-ordinator will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education. Our Careers and Work Related Learning Co-ordinator may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

For SEND students years 9 and upwards, we use vocational profiling to explore a more holistic approach to careers. This includes looking at the type of work place environment that may be optimal and work place environments that would be difficult for our SEND students to thrive in; it also covers what type of working dynamics are most likely to be a good match- including whether they identify working in a team, working more alone and levels of supervision and collaboration.

From Year 9 onwards, all SEND Annual Reviews have a Preparing for Adulthood (PfA) where we look at the following areas with the student and parents: further studies/employment; independent living; friendships/relationships and being part of the community; maintaining good health. SEND keyworkers have both explicit conversations with the students and bring careers up as a thread in other conversations linking to their future, skills, learning and targets.

SEND students receive additional support with the application process for their next steps and we may also support them to visit open days. The SEN department has used links with a local College to understand how their provision and support works.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

7. Access to our careers programme information

A summary of our school's careers programme is published on our school website in the form of this policy, including details of how pupils, parents, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting Miss Ijeh: 0208 682 7000 careers@graveney.wandsworth.sch.uk .

8. Implementation, Monitoring, and Assessing the Impact on Pupils

The School Improvement Plan will incorporate an action plan for the continuing development of CEIAG at all Key Stages. The school will encourage and monitor the opportunities for relevant careers education for all pupils, across a range of subject areas, particularly in the core and STEM subjects in Key Stages 3 - 5. Schemes of work and audits should indicate the planned learning outcomes, in terms of knowledge and skills for employability, enterprise, business and economic understanding and labour market conditions through labour market information, emphasising the career progression links to subjects.

Implementation is monitored by the relevant Team leaders and Heads of Department, the Curriculum Development Group, SLT and the Governors' Curriculum Committee.

Our CEIAG programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by using surveys; leavers' information; feedback from pupils, parents, teachers and employers; evaluations.

Last year, our year 11 and year 13 pupils moved to a range of providers in the local and wider area after school: a summary of this information is available on the school website (Y11: <https://www.graveney.org/Performance/Exam-Results/> Y13: <https://www.graveney.org/UCAS-and-Destinations/>)

This policy, the information included, and its implementation will be monitored by the Curriculum Committee of the Governing Body and reviewed annually. The next review date is Summer 2027.

9. Links to other policies

This policy should be read in conjunction with the following policies:

- Curriculum Policy
- Safeguarding/Child Protection Policy
- SEND Policy