

LPW School Careers Education Information, Advice and Guidance (CEIAG) and Work Experience Policy March 2025

Document control

Author/Contact:	Nicola Lace
Document Path & Filename:	
Document Reference:	
Version:	2
Status:	
Publication Date:	March 2025
Related Policies:	Curriculum Policy Safeguarding and Child Protection Policy Equal Opportunities Policy Provider Access Policy PSHE Policy
Review Date:	March 2026
Approved/Ratified by:	Rachel Robinson
Distribution:	All School Staff, Governors, Parents/Carers and wider LPW Community

Contents

LPW School Careers Education Information, Advice and Guidance (CEIAG) and Work Experience Policy March 2025	1
1. The Statutory Duty for Schools to provide Careers Guidance	2
2. Aims	2
3. Commitments	3
4. Gatsby Benchmarks	4
5. Provision	4
6. Work Experience Provision	5
7. Process	5
8. Equal Opportunities	5
9. Monitoring, Evaluation, and Review	6
10. Safeguarding	6
11. Provider Access Policy (PAL)	6
12. Relationship to Other Policies	6
13. Management	7
14. Resources	7
15. Stakeholders	7
16. Policy Review	7

1. The Statutory Duty for Schools to provide Careers Guidance

All Schools now have a legal duty to provide all registered learners at School with independent careers guidance from year 7 to year 13. Young people want and need to be well-informed when making subject and career decisions. The Governing Body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Will promote the best interests of the learners to whom it is given.

The March 2015 statutory guidance placed the emphasis on high quality, independent careers guidance to help learners emerge from School more fully rounded and ready for the world of work. Our CIAG enables all KS4 to make the right choice about their future pathways. Progression at the ages of 16 to further learning is now required for every young person. This means that they must be in the position to make informed choices about their study programmes. Students' choices are critical and they must make the right choice

2. Aims

At LPW, we are dedicated to providing high-quality, trauma-informed Careers Education, Information, Advice, and Guidance (CEIAG) that is aspirational, inclusive, and tailored to meet the individual needs of our students. Good career guidance is a necessity for social mobility: those young people without significant social capital or home support to draw upon have the most to gain from a strong career guidance system. Our careers programme supports students in developing self-awareness, employability skills, and the confidence to make informed career decisions.

We aim to:

- Empower students to explore diverse career paths and make decisions that align with their skills, interests, and aspirations.
- Equip students with the resilience, bravery, and curiosity needed to navigate career challenges, changes, and opportunities.
- Support trauma-informed practices that ensure every student feels safe, supported, and valued in their career development journey.
- Ensure that impartial guidance is provided for all post-16 options, including higher education, apprenticeships, vocational training, and employment.

- Promote positive mental health and well-being, ensuring that career decisions contribute to long-term happiness and success.

3. Commitments

LPW is committed to delivering an inclusive and trauma-sensitive careers programme that provides:

- **Impartial Careers Guidance:** All students will have access to an impartial careers advisor who will help them explore their options without bias.
- **Equal Opportunities:** Careers guidance will challenge stereotypes and provide equal access to all pathways, regardless of gender, ethnicity, or socioeconomic background.
- **Parental/Carer Engagement:** We actively involve parents/carers in their child's career development, offering regular updates, advice, and opportunities for involvement.
- **Student Well-being:** The CEIAG programme is designed to support students' mental, emotional, and social development in alignment with our trauma-informed practices.

To ensure that the information we provide is independent, we:

- Use advisers that are trained to level 7 to be able to deliver CEIAG
- Invite FE providers and our Local Authority's SEND Assessment, Planning and Review Team to appropriate reviews
- Signpost learners and their families to careers exploration websites, and Bristol's Offer.
- Signpost students and their families to information events at other establishments
- Invite other providers and support organisations to attend our Parent Information sessions and workshops.

Independent Careers Guidance is delivered by our Partnership organisation Re:Build and the Local Authority

Transitions SEN Team where needed. Our individualised and personal approach to learning ensures that guidance is bespoke to the student and their family and is informed by their views and aspirations. These plans contribute to the student's Educational Health Care Plan and transition planning. We support parents in attending meetings and liaising with the SEN team around what provision would best meet their child's needs at Post 16. We gain advice from the Educational Psychologist Team to identify provision and outcomes for Post 16 students who have complex needs.

4. Gatsby Benchmarks

Below are the Gatsby Benchmarks which we hold LPW's careers policies and processes against. This policy highlights how these have been met and mapped across the curriculum and school setting.

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

5. Provision

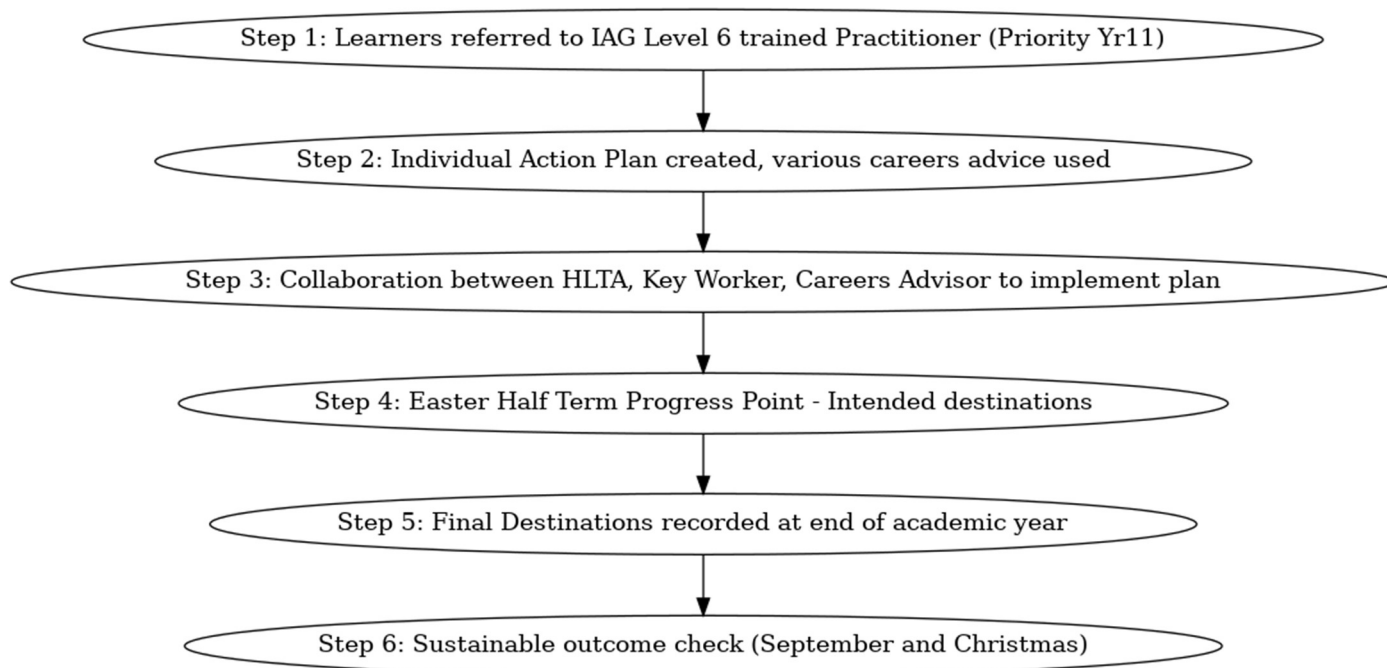
The CEIAG programme at LPW provides a wide range of activities and services, including:

- Individual Careers Guidance: One-to-one careers counselling sessions with an impartial advisor as soon as learners are enrolled at the school.
- Career Exploration: Workshops, taster days, community work projects, college taster days and college link programmes and events showcasing different career pathways, including university, apprenticeships, traineeships, internships and vocational options.
- Skills Development: Focus on resilience, communication, teamwork, and problem-solving through our trauma-informed approach to education.
- Transition Support: Support for students to ensure successful transitions to post-16 education, training, or employment.
- Employer Forum: Support decisions with local employers around how they can provide supported employment opportunities, helping to remove barriers and apprehension around working with young people.
- Using labour market information about Bristol and the surrounding areas we strategically plan areas of industry growth to support young people into fulfilling, rewarding and sustainable career options. Resources such as LMI support this well.
- The opportunity to gain Work Experience, starting with the soft skills needed for the workplace and building to a half day placement each week in Year 11 or earlier if appropriate.
- Additional support delivered through LPW's PSHE curriculum.

6. Work Experience Provision

Work experience is offered to ALL learners, with a flexible approach to accommodate individual student needs and preferences. All placements are risk-assessed from an external health and safety officer and paperwork stored in a central location. Students receive support in securing and reflecting on their experiences – this is recorded in a work placement journal

7. Process



8. Equal Opportunities

We are committed to promoting equality and challenging stereotypes in all aspects of careers education. Our programme includes:

- Lessons on career stereotypes within PSHE
- Regular audits of careers resources to ensure they encourage all students, including minority and disadvantaged groups, to consider a range of career options.
- Regular reviews to track aspirations, career progress, and emotional well-being for ALL learners
- External support from WECA Careers hub, Supported Internships Work and other governmental support agencies.
- Staff training on a range of EDI principles and policies

9. Monitoring, Evaluation, and Review

The careers programme is subject to continuous monitoring and evaluation, with annual reviews by the governing body. We use feedback from students, parents/carers, and staff to assess:

- The effectiveness of the programme in meeting student needs.
- Compliance with statutory guidance, including the Gatsby Benchmarks.
- The impact on student destinations and well-being, particularly for those transitioning into post-16 options.

10. Safeguarding

In organising work experience placements, LPW ensures that robust policies and procedures are in place to protect students from harm. Key safeguards include conducting risk assessments before placements, ensuring appropriate supervision during placements, and promptly addressing any concerns or disclosures that may arise. For students under 16, Disclosure and Barring Service (DBS) checks for supervising adults are not typically required unless the adult is engaged in "regulated activity," such as regularly supervising or being solely responsible for children. In such cases, LPW requests that the employer ensures that the supervising individual is not a barred person

Any questions, disclosures or information you would like to share please contact: safeguarding@lpw.org.uk

11. Provider Access Policy (PAL)

We are committed to facilitating encounters with a wide range of post-16 providers, in line with the statutory requirement. All students will have access to opportunities to explore a variety of educational and training routes, including technical and academic qualifications.

12. Relationship to Other Policies

This policy is aligned with our school's:

- Curriculum Policy
- Safeguarding and Child Protection Policy
- Equal Opportunities Policy
- Provider Access Policy
- PSHE Policy

13. Management

The Careers Lead at LPW, under the direction of the school's Strategic Leadership Team, is responsible for the implementation and development of this policy. They will work closely with key stakeholders, including students, parents/carers, and external providers, to ensure the success of the programme.

An appointed governor is also responsible for careers to ensure that the approach is so embedded and accountable throughout the school. Careers leads have undergone careers leader training through the Careers and Enterprise Company, [Careers Leader training | The Careers and Enterprise Company](#).

14. Resources

LPW provides dedicated careers resources, including a careers office, access to career exploration software, and materials on further education, apprenticeships, and employment. We maintain an open-door policy for students seeking advice.

15. Stakeholders

LPW recognises the value of engaging with various stakeholders, including employers, post-16 education providers, and community organisations, to provide students with diverse career insights and opportunities. We maintain regular communication with these partners to facilitate a robust and meaningful careers programme.

16. Policy Review

This policy will be reviewed annually by the LPW School Governing Body to ensure it remains aligned with statutory requirements and the evolving needs of our students.