SHSCC Career Information, Advice and Guidance (CIAG) Policy 2026- 2027

(Updated September 2026) – next review September 2027
Ratified by Governors
All information on our website is updated regularly but a full review will be completed in July 2026.

Aims and Objectives:
At SHSCC we recognise the importance of an effective and comprehensive Careers Education, Information and Guidance (CEIAG) programme that prepares our students from Year 7 to Year 13 for the opportunities, responsibilities, and experiences of life and to help them plan for their futures. Our programme aims to ensure that our young people have the required skills and knowledge to help plan, build and access the education or career pathway of their choice and to motivate them to fulfil their potential, and to raise aspirations in line with our college ethos of 'Aspiration and Achievement for All'. We aim to broaden the horizons of our students and empower them to make informed and realistic decisions at all key points in their education and career.

SHSCC is committed to providing Careers Education Information and Guidance (CEIAG) to students in Years 7 to 13 which is impartial and aspirational and integrated into student educational experience.

The aim of our CEIAG provision is:

- To ensure that all students develop study and employability skills including communication, creativity, problem solving, ICT and resilience.
- To encourage students to develop high aspirations in line with the College ethos of 'Aspiration and Achievement for All', and to consider a broad and ambitious range of careers.
- To engage with employers, external agencies, alumni, post-16 and post-18 providers, and other relevant organisations to raise aspirations through knowledge of the world of work, careers and future pathways.
- To provide meaningful encounters with employers which support the curriculum and link to the world of work and education. We focus on a flexible delivery, offering a variety of encounters and experiences giving young people opportunities that use technology as well as in-person activities.
- To support inclusion, give students the skills to challenge stereotypes and promote equality of opportunity.
- To ensure students receive impartial, independent advice at all stages during their time at SHSCC.
- To develop a broad understanding of the world of work and give students the skills to be flexible, able to adjust to change and equipped to make decisions and manage transitions as learners and workers.
- Offer comprehensive guidance so that students are aware of opportunities available including education, employment, traineeships, technical routes and qualifications, apprenticeships and university pathways.
- To ensure students have access to a wide range of opportunities to ensure they can make informed decisions about their future.
- We endeavour to provide programmes tailored to the individual needs of our young people. One way we ensure this is by the regular use of Unifrog.
- We strive to raise the aspirations and broaden the horizons of all our students, supporting them to understand and reflect of their own achievements, qualities, interests, and values so they are equipped to make considered and realistic decisions post-16 and post-18 and throughout future career development.
- Help students make clear links between earning potential, learning and qualifications and to understand labour market information to help make informed decisions about their future.

- Prepare our students for the transition from secondary school to adulthood including offering guidance and information on the wide variety of opportunities post-16 and post-18

Statutory Responsibility:
At SHSCC, we aim to fulfil our statutory duties by:

- Ensuring students have access to independent and impartial careers guidance. This will include support from a level 6 Career Guidance specialist, as well as a range of FE, HE and other training providers, employers, alumni and employment engagement providers.
- Publishing our Provider Access Policy clearly on our college website.
- Publishing details of our CEIAG programme clearly on our college website.
- Appointing an SLT CEIAG Lead with strategic responsibility and publishing their contact details on the College website.
- Adhering to any new and updated Government CEIAG legislation.

In line with **Provider Access Legislation**, we are committed to offering the opportunity for a range of education and training providers to access all students in year 8 to 13 for the purpose of informing them about approved technical education qualifications and apprenticeships. Our Provider Access Policy is published on our website.

The statutory duty requires that all registered students at SHSCC, are provided with professional careers guidance from a level 6 practitioner from Year 7 to Year 13.

CEIAG Programme Planning:
At SHSCC, we believe that careers guidance should prepare young people for the opportunities, responsibilities and experiences of life. We use the Gatsby Benchmarks as a foundation for our careers programme, as this ensures we are fulfilling our legal duties and responsibilities and providing the best provision for our stakeholders.
At SHSCC, we acknowledge the importance of tailoring our programme to the needs of each young person and use the Unifrog software to provide personalised guidance in addition to our other provision.

The SHSCC Careers Programme is based around the Gatsby Report's Benchmarks. These are:

1. A Stable Careers Programme
2. Learning form Career and Labour Market Information (LMI)
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

Our programme is based on an effective partnership between pupils, parents, FE and HE Institutions, teaching and support staff, local authority departments, external CEIAG providers, alumni and business and industry employers as well as providers of approved technical education qualifications or apprenticeships and other educational institutions. It embraces equality of opportunity in all areas as covered in the SHSCC Equality Policy.

SHSCC is a member of the Cambridgeshire and Peterborough Combined Authority Careers Hub. This enables us to access the support of an Enterprise Coordinator who works with the College to support our careers programme, ensuring compliance with statutory duties and to progress towards achievement of the Gatsby Benchmarks.

Staffing:
A Senior Leader has overall strategic responsibility for the SHSCC CEIAG programme and provision, and careers guidance is provided by the SHSCC Careers Co-ordinator (level 6 qualified). The Co-ordinator carries out 1:1 guidance

meetings with students and coordinates careers sessions, workshops, and assemblies, as well as organising events and visits related to CEIAG.

Careers guidance is both a whole-staff and a whole-institution responsibility. All SHSCC staff have a duty to contribute to Careers Guidance through their roles as curriculum teachers, Year Leaders, Support Staff and Tutors. Much of the advice and guidance is delivered through lessons by teachers and tutors (including the use of Unifrog), and training of staff is an important element of CPD. The CEIAG SLT Leader ensures that the CEIAG programme is linked to the SHSCC vision and strategic plans.

SHSCC CEIAG Strategy and Principles:

Our programme is based on an effective partnership between students, parents, FE and HE Institutions, teaching staff, support staff, external CEIAG providers, alumni and business and industry employers as well as providers of approved technical education qualifications or apprenticeships and other educational institutions.

We have a strategy for CEIAG which adheres to the following principles:

- Builds strong links with local and national employers.
- Provides our students with access to a wide and varied range of activities that are inspirational and aspirational.
- Offers a range of experiences to prepare students for the world of work.
- Ensure good quality advice and guidance at transition points in KS3, KS4, post-16 and post-18.
- Provide impartial face-to-face advice and guidance within the CEIAG programme.
- Work with local authorities and external agencies to identify and support vulnerable and disadvantaged young people, including those with special educational needs and those at risk of becoming NEET (not in education, employment and training) post-16.
- Provide information to students about financial support that may be available to them post-16 and post-18.
- To ensure that students are aware of out-of-school opportunities that may help them with their career aspirations.

Partnerships and Stakeholders:

At SHSCC, we recognise the range of partners that support our CEIAG programme.
These include:

- Cambridgeshire County Council in respect of their provision of Destination Data and their Transition Team who provide specialist support for targeted groups of students.
- Liaison with post-16 and post-18 providers.
- Local and national businesses and employers.
- Training providers to help deliver specialised support, including Future first and Form the Future.
- Parents and Carers.
- Alumni.

Monitoring and Evaluation of Programme:

At SHSCC we monitor, evaluate, review and measure the impact and effectiveness of our CEIAG provision by:

- Tracking the destinations of our Year 11 and Year 13 students.
- Monitoring and evaluating NEET data to highlight areas for improvement.
- Using the Careers & Enterprise Company's Compass Tool to self-assess our programme against the Gatsby Benchmarks to highlight areas for improvement. In 2025, SHSCC migrated to Compass+, a tool which will support our CEIAG activity planning.
- Recording student aspirations from year 9, and then annually to ensure they become realistic and aspirational.

- In 2025, we started to use the CEIAG Unifrog platform. The data on this will be used to monitor, review, evaluate and help planning future provision.

Policy Review:

This policy will be reviewed annually. The next scheduled date for review is September 2026, but this may be bought forward if new legislation is introduced.