

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY (303a)

School Vision

We are committed to implementing a careers programme that ensures students are individually ready for the future. Students are encouraged to keep an open mind and be curious about careers; to aim high (with courage), seize opportunities both inside and outside of school (with truth) and to take plenty of time to explore and reflect (with joy) so that,

- they are both aware of and, can fully consider all their options,
- they can make sense of careers and labour market information (LMI) and keep up to date with changes to the labour market,
- they develop a keen sense of self-awareness to aid with choosing next steps and thinking about the future,
- they are aware of the importance of transferable skills and can confidently evaluate and record these.

By developing and growing their career development skills through our careers programme, students are empowered with the skills, knowledge, and attitudes to uncover their own pathway or steer their next step, and successfully begin to navigate their journey through life, learning and work.

Statutory requirements and expectations

Sutton High School's ongoing commitment to CEIAG is clear, we are proud to hold the Quality in Careers Standard (QCS), having sought formal accreditation for our careers programme since 2006, achieving the Platinum Award in 2019. The QCS is the single national quality award for careers education, information, advice, and guidance and is fully aligned to the Gatsby Benchmarks. We keep abreast of changes and developments regarding statutory guidance and will respond and adapt our careers programme to take account of these, including Provider Access Legislation and the May 2025 update to Careers guidance and access for education and training providers which includes strengthened Benchmarks and preparing for the future introduction of a guarantee of 2 weeks' worth of work experience for every young person. Careers provision and students' access to accurate, up-to-date, impartial careers guidance will also be evaluated under the new Independent Schools Inspectorate framework.

Entitlement

Each student at Sutton High School is entitled to high quality careers information, education, advice, and guidance which is comprehensive, impartial, and relevant. CEIAG is delivered to all pupils in Years 7-13 through the curriculum via PSR lessons, subject lessons, form time and stand-alone activities including a biennial

Careers Fair in addition to short guidance meetings at key transition points in Year 9, 10, 11 and 12. Sixth Form students also benefit from an extensive Enrichment Programme. All students can seek information, advice and guidance from Head of Careers who is also a qualified Careers Adviser. Entitlement Statements are shared with students. Please refer to the Entitlement statements document which outlines what to expect for each year group and our Careers Programme Brochure for further detail.

<https://www.suttonhigh.gdst.net/about-us/policies/>

Provider Access

All pupils in years 8 to 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, and to hear from a range of providers about the opportunities they offer through assemblies, form time activities, lunchtime talks and our biennial careers fair. In order that students can make applications for the full range of academic and technical courses. Please see our Sutton High School Provider Access Policy, for further detail, <https://www.suttonhigh.gdst.net/about-us/policies/>

Management

Head of Careers has responsibility for leading, managing and developing the careers programme and is managed by a member of the Senior Leadership Group. HOC has support from and works in collaboration with many colleagues notably Head of PSR, Head of Sixth Form, Heads of Year, Heads of Departments and LRC colleagues. We have mapped our provision against the Career Development Institute (CDI) framework.

Delivery

CEIAG is delivered to all pupils in Years 7-13 through,

- Timetabled PSR Careers lessons for Year 7, 8, 9 and 10
- Enrichment Careers input for Year 11, 12, and Year 13
- Tutor led, form time activities with resources supplied by HOC
- Year 11 Work Experience programme
- Stand-alone activities e.g., Year 9 Careers related activity, Year 10 Looking Ahead day, Year 11 work experience, Careers Fair, Year 12 visit to a UCAS Discovery Event etc.,
- Evening events e.g., Post-18 Options evening, Year 9 Options, year group information evenings etc.,

- Access to online and paper-based resources including JED, Morrisby, Unifrog (to evaluate and record skills) and signposting to other reliable sources of careers and labour market information (LMI)
- Access to opportunities and events both at SHS, available through the wider GDST network and beyond
- Morrisby Aspirations for Year 9 and Morrisby Profile psychometric testing for Year 11
- Access to a qualified Careers Adviser, Head of Careers
- Expertise of subject teachers who are encouraged to relate their subject to the world of work and together with HOC use alumnae, parents, local employers and other external organisations to engage, inform and inspire students.
- A wide range of co-curricular clubs and societies alongside events, trips and enrichment activities which students can participate in and are encouraged to reflect on the skills they are developing through these activities.

Who delivers the Careers Programme?

- Head of Careers together with PSR Lead review and update PSR Careers lessons for students in Years 7-11 – lessons are largely delivered by PSR teachers, but some sessions delivered by HOC.
- HOC works with Head of Sixth Form to contribute to the Enrichment programme for Sixth Form students by preparing and delivering sessions relating to post-18 pathways and preparation.
- HOC is a qualified Careers Adviser and is available to all students during break or lunch on a Tuesday to Thursday and/or during free periods for sixth form students.
- HOC has scheduled short guidance meetings with all students in Years 9-12 with parents/carers and another staff member.
- All staff are expected to contribute to the CEIAG programme through their roles as subject teachers and tutors. They advise students informally through their years at school and specifically at transition points and provide information about their subject for options, curriculum and sixth form publications.
- For NCW 2026, HOD will be asked to provide a Careers in the Curriculum lesson/activity.
- HOC organises events and activities to support the above and liaises with alumnae, parents, business, and external organisations (e.g., ASK Project, HEIs, Association of Project Managers etc.,)

- Sutton High School work with the Matrix accredited Morrisby Organisation who provide a psychometric profile for Year 11 students followed by individual guidance interviews with impartial, professionally qualified careers advisers to support Post 16 choices.
- Sutton High School uses the Unifrog Placement Tool to manage the work experience process.

Staff Development

Staff involved with CEIAG at Sutton High School can attend appropriate training events and HOC will forward and/or organise relevant opportunities. HOC provides annual UCAS reference training for staff and provided materials to support staff with checking the new format UCAS personal statements. HOC delivered training to staff at the end of last term and during INSEST at the start of this academic year, about CEIAG at SHS and introducing the strengthened Benchmark 4, Careers in the Curriculum. HODs will be asked to collate a Careers in the Curriculum lesson/activity for NCW 2026.

HOC attends termly GDST Heads of Careers meetings alongside regular INSET. HOC will seek out events and training to ensure she is up to date with the information, advice and guidance being shared with staff and students.

Funding and Resources

Funding for CEIAG resources is allocated in the school's annual budget and delegated to the Head of Careers. The Head of Careers works with colleagues in the LRC to agree which printed resources need to be replaced or supplemented. This ensures that careers information is kept up-to-date and appropriate to the needs of the students. Careers resources are maintained in the Careers section of the Main School Careers Library. The Head of Careers is responsible for maintaining the Careers noticeboard and displays outside her office.

Monitoring, Review and Evaluation

The CEIAG programme is monitored, reviewed, and evaluated annually by the PSR Lead, Head of Careers, and a member of the Senior Leadership Group.

Currently, the following criteria are used to measure the effectiveness of CEIAG, including:

- The % of pupils making successful transition to post-16 destinations
- The % of pupils making successful transition to post-18 destinations

- Student feedback about Careers provision/events, via Microsoft Forms and Student Council
- Student evaluation of input from external agencies where appropriate
- Student reflection on their learning in PSR and Careers Lessons in their workbooks
- Evaluation of student development as part of Sixth Form monitoring processes
- Reflections by Y13s on the GDST Leaver Forms

CEIAG topics are reviewed and evaluated annually based on student feedback and new developments in relation to education, employment, and training.

Stakeholders and Partners

Parents have a key role in helping students make informed decisions about their future. To this end we:

- Inform parents about key careers-related activities and share careers information and activities with parents, via the school's electronic communications systems
- Invite parents to many pertinent events including Year 9 Options evening, Post 18 Options evening etc.,
- Ensure that the Head of Careers is present at all Y9 to Y12 guidance meetings, some information evenings and at senior school open days
- Issue information and consent letters to parents of children taking part in external careers/enterprise activities
- Encourage students to discuss their Morrisby Profile with their parents/carers and to share information and advice given at key transition points
- Ensure that parents have the Head of Careers' contact details so they can make direct contact to seek support
- Invite working parents to become involved in the careers programme to share their experiences and expertise with our students

Other Partners

We seek regular involvement from a range of other organisations to enhance the CEIAG programme and strengthen business/education links. These links are growing and currently include:

- Sutton High School Alumnae

- Local employers e.g., Mazars, AON, Specsavers, Subsea 7, Sutton Training Network, Leo Academy Trust
- Other employers e.g., Gosh Learning Academy, Surrey Heartlands NHS, Arup
- GDST Alumnae Network
- Young Enterprise
- Governors
- Apprenticeship Support and Knowledge for Schools (ASK) project, now changed but we can no longer access
- Professional bodies e.g., APM, ICE
- Organisations who provide activities and/or speakers e.g., Neon, Channel Talent, University Taster Days etc.,
- HEIs including Royal Holloway, University of London, University of Warwick, University of East Anglia, UCFB

Teachers assist with activities including the Careers Fair and tutors deliver supplied careers-related content in form time and share relevant contacts with HOC.

Linked Documents & Policies

This policy should be read in conjunction with Sutton High School's

- **Student Entitlement Statements**
- **Careers Programme Brochure**

And the Senior School Curriculum Policy, Equal Opportunities Policy, Safeguarding and Child Protection Policy, SEND and ALN Policy.

This document has been reviewed in line with and account of,

Careers Guidance and Access for Education and Training Providers, first published 2015 and updated in 2017, 2018, 2021, 2022, 2023, 2025, <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers#the-gatsby-benchmarks>

- **Education (Careers Guidance in Schools) Act 2022**, all schools and academies must now secure independent careers guidance for pupils in school years 7 to 13.
- **Provider Access legislation** (occasionally referred to as the 'Baker Clause') requires all schools and academies to provide opportunities for a range of education and training providers to access all year 8 to 13 pupils to inform them about approved technical education qualifications and apprenticeships. **From 1 January 2023**, changes to the **Provider Access legislation** includes the minimum requirement to provide six encounters during year 8-13.

The **Gatsby Benchmarks** for Good Careers Guidance, updated in 2025,

[Implementing the Gatsby benchmarks \(goodcareerguidance.org.uk\)](https://www.goodcareerguidance.org.uk/)

CDI Careers Framework, [Careers Framework \(2020\) \(thecdi.net\)](https://www.thecdi.net/)

