



Careers Policy 2025-2026

Reviewed Sept 2025
Next Review Sept 2026

CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE (CEIAG) POLICY

Introduction

CEIAG (Career Education Information Advice and Guidance) refers to a range of activities and interventions that help young people to make the right choices. This includes independent and impartial advice and guidance at key transitional times for young people and access to up to date information on careers and other issues affecting their well-being and staying on in learning. Statutory Guidance requires schools to secure independent and impartial careers guidance for young people from Year 7 to Year 11.

CEIAG aims to help students develop skills, attitudes and abilities which will enable them to be effective in a variety of adult occupations and roles. Effective careers education, information, advice and guidance raises aspirations, enables students to make informed choices and helps them achieve their potential. It can help young people and their parents make informed decisions about the number of opportunities available. All young people need information, advice, guidance and support in making informed and realistic choices regarding their future life and the many roles they will take.

Guidance is the process of helping young people to be able to make choices about their personal, social, educational and vocational development. The school has a significant contribution to make, along with parents and other support agencies in providing an effective programme of careers education and guidance. At Thornhill Community Academy we have developed and continue to implement a clear strategy for careers guidance and we make good use of well-trained staff, careers guidance professionals, employer networks and local colleges and other providers to ensure that students are well supported in making decisions about career pathways.

Thornhill Community Academy endeavours to follow the statutory duty for governing bodies, school leaders and school staff laid out in 'Careers Guidance and Inspiration in Schools' (DfE, 2015) and the Ofsted review of CEIAG "Going in the right direction' (Ofsted, 2013) and other relevant guidance from DfE, DCSF, Ofsted and QCA as it appears, as well as the guidance laid out in the Gatsby Benchmarks of Good Career Guidance (Gatsby Foundation 2014)

<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>

Thornhill Community Academy is committed to providing all students in Years 7 to 11 with a programme of careers education, information, advice and guidance (IAG). The school is pursuing this through participation in the Careers and Enterprise Company and the Kirklees Careers Hub.

The Careers Education Programme aims:

- to develop students self-awareness, understanding themselves as learners and developing skills for effective learning and increasing motivation
- to focus students on their future aspirations, encourage and support career exploration, make and adjust plans, and prepare for changes and transitions
- to promote inclusion, equality of opportunity, challenge stereotyping and understanding of influences and opportunities
- to meet the needs of all our students through appropriate personalisation
- to inform parents and carers and all stakeholders about different pathways and opportunities
- to encourage students to investigate career opportunities both locally and nationally and through direct experience of the world of work, work related learning and enterprise activities

- to encourage students to implement their career plans and to review and evaluate it
- to help students make improved decisions and manage the transition processes effectively.
- to encourage participation in continued learning including further and higher education and to develop enterprise and employment skills
- to reduce drop out from, and course switching in, education and training
- to contribute to the economic prosperity of individuals and communities
- to ensure all students leave with the appropriate employability skills

The Strategy

In the light of the current changes in the world of work, and the Gatsby Benchmarks for Good Careers Guidance, from 2018, students will receive;

- Careers focused lessons through PSHCE and the Learning for Life programme (7-11), SMSC Enrichment Days (Y10/11) and Skills for the Future built into the curriculum across all subjects (Y7 - 10)
- Year group activities on days throughout the school year. Relevant information in form time and assemblies specific to year group and time of year.
- Access to general careers information using websites, software, displays and the careers library
- Access to our Careers Advisor and/or a representative from C&K Careers for careers guidance through individual interviews or group sessions
- Work experience and encounters with employers where appropriate
- Other careers workshops from external visitors including colleges, universities, training providers and employers
- Regular talks from industry professionals
- Careers Fair held in Autumn term for post-16 pathways
- A mock interview at the beginning of Year 11 with an external individual
- The opportunity to get involved in evaluating and planning the CEIAG programme after the year group activities and before they leave Year 11

The CEIAG programme will help students to;

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make
- Find out about different courses, what qualifications they might need and what opportunities there might be
- Develop the skills they will need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Make effective applications for jobs, training and further and higher education
- Develop their interview skills
- Improve their confidence

To ensure quality and demonstrate it meets robust national standards the school will work towards achieving the C&K Quality Standard for CEIAG validated against the “Quality in Careers Standard”.

Wherever possible, parents and carers are informed and encouraged to take an active part in the CEIAG of their children. Use of the school website allows current information to be shared with parents.

Organisation and Content

A number of events, integrated into the Academy careers programme, will offer providers an opportunity to come into the Academy to speak to pupils and/or their parents:

Careers education stage	Year and purpose of careers development within year	Autumn Term	Spring Term	Summer Term
Foundation stage – introducing, inspiring, lighting a fire	<p>7 Discover Students will understand their own individual skills and strengths they will develop in school to lead for an exciting future</p> <ul style="list-style-type: none"> Introduce careers education Learning for Life curriculum 	<p>PSHCE- Skills, Aspirations and Careers (GB1) What happens when? Basic Careers plan, Type of Learner, Setting goals-Letter to my future self (GB8) Careers Fair (GB6) (GB7) Skills for the Future across all subjects New Skill for each half term/topic which is evaluated at the end of every topic/half term. Year 7 personalised Team</p>	<p>Learning for Life- Cultural Capital and an introduction to careers education, skills focus. Careers and Economic Understanding 6-week unit 'My Dream future' Unit (Assessing skills and Qualities, World of work, Jobs at TCA, Challenging stereotypes) Bringing about change, What is a Career, Future Jobs, Careers Research, Wants & Needs. (GB2) (GB3) Assemblies-Greenhead or New College as well as other external speakers (key events shared on Teams) (GB5) Careers Week- lessons delivered across all subjects to all years based on relevant career paths and choices. (GB4)</p>	<p>Year 7 PSHCE and lessons -Careers and Economic Understanding 6 week unit 'My Dream future' Unit (Assessing skills and Qualities, World of work, Jobs at TCA, Challenging stereotypes) Bringing about change, What is a Career, Future Jobs, Careers Research (Career Pilot), Wants & Needs. (GB2) (GB3) Progress check-'Careers Interviews' with mentors/HOY (GB2) (GB3) (GB5) Targeted initiative e.g. Inspire cohort –Guest Speakers (GB5) (GB8) key information shared on Yr 7 Team)</p>
	<p>8 Explore Students develop their awareness of the 'real world', career paths and future education after school.</p> <ul style="list-style-type: none"> Options industry visits from professionals linked to 	<p>Cambridge university guest speaker Careers Fair (GB2) (GB7) Year 8 personalised Team Workshops -CEG on the internet/Careers Library/Guidance interviews/JED Virtual when needed Careers websites used in planner Careers Fair (GB5) (GB6) (GB7)</p>	<p>Learning for Life-Are you work ready? Exploring the different careers options. STEM, medicine/NHS, construction, tourism and hospitality, emergency and uniformed services, environment and land. (GB1) Targeted workshops e.g. Inspire cohort – Guest Speakers e.g. Raising aspirations event- University Taster day (GB3) (GB7) Careers Week- lessons delivered across all subjects to all years based on relevant career</p>	<p>Targeted initiative e.g. Inspire cohort –Guest Speakers (GB5) (GB8) (virtual) (key information shared on Yr7 Team) Potential NEET group identified for intensive work with CK Careers (GB3) Targeted initiatives with guest speakers (GB8)</p>

	<ul style="list-style-type: none"> options (virtual) Enrichment days 	<p>Skills for the Future across all subjects New Skill for each term</p>	<p>paths and choices. (GB4)</p>	
<p>Development stage – embedding, capitalising, building, engaging, fuelling the fire</p>	<p>9 Pathways Students make informed choices for their GCSE options based on an understanding of Further Education and Industry requirements as well as their own strengths.</p> <ul style="list-style-type: none"> Careers interview HE trip offer Enrichment days First draft of personal statement 	<p>Raising Aspirations alumni Inspirational speaker (GB3)</p> <p>Year 9 personalised Team page</p> <p>Targeted Workshops, e.g. G&T Inspire programme (GB3)</p> <p>Careers Fair (GB3) (GB5) (GB6) (GB7)</p> <p>Scholars Programme (Brilliant Club) introduced with key cohorts in Science department</p> <p>Skills for the Future across all subjects New Skill for each half term/topic which is evaluated at the end of every topic/half term.</p>	<p>Learning for Life curriculum Different pathways- A Levels, T Levels, NVQs, Apprenticeships, BTEC</p> <p>Careers and Economic well-being Enrichment Day- WY Fire Service (Jobs Roles & Fire Safety), Key Speaker - Employability Skills Alison Weatherstone. (GB2) (GB7) (GB8) (virtual)</p> <p>Options Event-Subject Leader involvement Careers Options Interviews with SLT</p> <p>Inspire cohort – Guest Speakers (GB3) (GB5)</p> <p>Targeted Workshops e.g. G&T Inspire programme (GB3)</p> <p>Careers Week- lessons delivered across all subjects to all years based on relevant career paths and choices. (GB4)</p> <p>Oxford Trip with LCP</p>	<p>Enrichment Day 3 Careers and Economic well-being First Aid Training, Mental Health & Well-being, Team Building & Communication. (GB3) (GB8)</p> <p>Progress files/recording key skills Inspire cohort –Guest Speakers (GB1)</p> <p>Targeted Workshops e.g. G&T Inspire programme (GB3) (GB5)</p> <p>Targeted interviews by C&K Careers</p>

<p>10 Experience Students are able to make informed decisions about their Post-16 choices and link learning about their self-awareness to their options.</p> <ul style="list-style-type: none"> • Careers interview • Enrichment days • FE visits (virtual) • Continued work on personal statement • Enhanced, bespoke work for vulnerable (SEND/Bridge/A RP students) 		<p>Year 10 Enrichment day. Team Building & Communication Skills.</p> <p>NEET intervention Inspirational speakers (GB3)</p> <p>G&T Alumni Inspire programme Year 10 personalised Website page Careers websites in planner Careers Fair (GB5) (GB6)</p> <p>Skills for the Future across all subjects New Skill for each half term/topic which is evaluated at the end of every topic/half term.</p> <p>Careers Fair (GB3) (GB5) (GB6) (GB7)</p> <p>Year 9 personalised Team</p> <p>Cambridge University assembly and drop in session</p>	<p>Year 10 Enrichment drop down day 2. Careers Unit – finance, part time jobs, preparing for the future.</p> <p>Learning for Life unit CV and personal statement writing Personalities and qualities Value of a reference</p> <p>NEET intervention-intensive work (GB3)</p> <p>Early Interviews –Pupil Premium students with C&K Career Advisors (GB3)</p> <p>Careers Week- lessons delivered across all subjects to all years based on relevant career paths and choices. (GB4)</p>	<p>Year 10 Enrichment drop down day 3. Writing a Personal Statement/Altering CV, Looking at Post-16 Options, Resilience.</p> <p>Learning for Life-Key speakers on Teams or in person (GB8)</p> <p>Business/ WRL/Enterprise Day- Curriculum links-ICT/Business/D&T/Art</p> <p>Year 10 NEET Students intensive work continues. (GB3) Inspire cohort –Guest Speakers Curriculum links- e.g. D&T/Business Early Interviews –Pupil Premium students (GB 6/7) Meetings with Careers Advisors</p> <p>Oxford Trip with LCP</p> <p>Visits to providers- Kirklees College/Greenhead/Wakefield College etc</p>
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Apply
Students are successful in applications to Post 16 providers that can support their long-term ambitions and continue to develop self-awareness.

- Careers interview
- Enrichment days
- Mock interview with industry figures
- NEET analysis and bespoke support
- Enhanced, bespoke work for vulnerable (SEND/Bridge/A RP students)

Year 11 Life Skills
Career Research using College Websites, Post-16 Research, What is a BTEC, A-Levels, Personal Statement Planning & Writing, CV Planning & Writing, Post-16 Providers (Heckmondwike Grammar, Huddersfield New College, Wakefield College, Thomas Hudson College, Greenhead College, Kirklees College

Careers Interviews with Robert Crookes (GB3)
(GB8)

Presentation/workshops booklets/Prospectuses
Information home to parents re choices/timeline of events (GB1)

Apprenticeship talk/
Apprenticeship Hub at Kirklees College (GB5) (GB6) (GB7)
(GB2)

NEET intervention/
Letters home to all with less than 95%/5 lates (GB3)

Targeted workshops e.g. G&T Inspire programme (delivered in specific subjects)

Team set up to ensure students can access information to key events and dates. (GB8)

Year 11 personalised Team
Cambridge University speaker/visit
Enrichment Drop Down Day – Y11
College Applications. Applied to both Kirklees and Other Authority Colleges.
(GB1/8)

Learning for Life- preparation for interviews and college life

Interview Preparation assemblies and support. Study Skills and SLT mentors

Apprenticeships information (GB5)

Intensive support with key groups (C&K Careers) (GB2) (GB3)

Support with Apprenticeship applications NEET intervention. Meeting with Leader, SLT link and C+K careers to address NEET issues and intervention needed. (GB3)

Careers Week- lessons delivered across all subjects to all years based on relevant career paths and choices. (GB4)

Oxford Trip with LCP

The Gatsby Benchmarks

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

Please speak to Miss Walker - to identify the most suitable opportunity for you.

The Academy policy on safeguarding <http://www.thornhillcommunityacademy.co.uk/safeguarding/2802.html> sets out the Academy's approach to allowing providers into the Academy as visitors to talk to our students.

Premises and facilities

The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy 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 Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Academy librarian. The Resource Centre is available to all students at lunch and break times.

Provision for learners with learning disability and/or disability

C&K Careers have a statutory duty to ensure the positive transition of all students who are in receipt of an Education and Health Care Plan (EHCP). Their representative will attend reviews and keep in contact with those students, their parents/carers and the SEND department to achieve this goal. The school identifies those students who meet the 'vulnerable' criteria which is set by the government (LAC, low attendance, very low academic ability) who must also be supported by C&K Careers.

Other pupils with additional needs are supported and encouraged into a positive transition with help from the SEND team and the School's Careers Advisor working together with parents/carers and appropriate further education establishments. Close links with the SENCO ensure that equal opportunities and inclusion are addressed. (SEND Code of Practice from September 2014).

Roles and Responsibilities

Mr. Burton, the Head teacher, is ultimately responsible for all aspects of the school curriculum and ensuring the CEIAG policy is effectively managed and implemented and that appropriate provision for CEIAG is made within the school budget.

Thornhill Community Academy has a dedicated team for CEIAG:

Mrs. Rudd, Assistant Head teacher

Miss Walker, Careers Leader

Miss Walker, SMSC Coordinator

Mrs. Turner, Specialist Teacher ARC Resourced Provision

Mr Goodwin, SENDCO

Head of centre



Careers Leader Miss M Walker

Date 21/09/25

Date 21/09/25

EQUALITY IMPACT AUDIT AND ACTION PLAN

Put X in the PLUS column to indicate if you judge that the policy has a positive impact on a group.
 Put X in the neutral column to indicate if you judge that the policy has a neutral impact on a group.
 Put X in the MINUS column to indicate if you judge that the policy has a negative impact on a group.

In making a judgement *due regard* has been paid to the requirement to:

- i. Eliminate unlawful discrimination, harassment and victimization
- ii. Advance equality of opportunity
- iii Foster good relations

PROTECTED CHARACTERISTICS		PLUS	NEUTRAL	MINUS	ACTION
1	Age		X		
2	Disability		X		
3	Gender Reassignment		X		
4	Marriage and Civil Partnership		X		
5	Pregnancy and Maternity		X		
6	Race		X		
7	Religion or Belief		X		
8	Gender		X		
9	Sexual Orientation		X		
Other					

