



Careers Education, Information, Advice and Guidance Policy

Policy holder:	Leanne Sherwood
To be reviewed by policy holder:	Annually
Last reviewed by policy holder:	Summer 2025
Next review by policy holder:	Summer 2026
Reviewed by Board at:	Full Governing Board
Date approved by Board:	Summer 2025
Next review by Board:	Summer 2026

Contents

1. Aim Statement	2
2 Careers Team	2
3 Objectives.....	3
4. Related policies; Careers Annual plan and Provider access statement.....	3
5 Partnerships	4
6 Monitoring and evaluation	4

1. Aim Statement

Careers education and guidance is a vital component in student’s progression through the school. Penair School works with all students to allow them access to a wide range of opportunities for career planning.

Careers guidance helps inspire pupils towards further study and enables them to make informed decisions. The Careers Education and Guidance programme prepares all students for adult life and the wide-ranging opportunities open to them.

Students are encouraged to aim high and fulfil their potential. All students have access to a Careers Education and Guidance programme throughout the school. This process begins in Year 7 and culminates in Year 11 when students make choices post 16.

The governors, head teacher and staff at Penair School are committed to delivering high quality independent Careers Education, Information, Advice and Guidance (CEIAG) for all students in Years 7-11.

We are fully committed to fulfilling our statutory duties in relation to the Baker Clause and meeting the Gatsby Benchmarks <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance> in line with the CDI framework [CDI Framework - Career Development Institute](#)

2. Careers Team

Careers Lead: Leanne Sherwood

Careers Line Manager: Joe Crane Assistant Head teacher

Link Governor: Tom Mason

Enterprise Adviser - Hospitality Table Cornwall: Mark Lewin

3. Objectives

The objectives of the Careers Education, Information, Advice and Guidance (CEIAG) policy are as follows:

- To ensure that all students at the school receive a stable careers programme
- The CEIAG programme addresses the needs of each student
- To link the curriculum to careers learning
- To provide students with a series of encounters with employers and employees
- To provide students with experiences of the workplace.
- To ensure that students have a series of encounters with further and higher education
- To enable all students to learn from information provided by labour market information.
- To provide each student with the opportunity to receive personal guidance. This allows them to make informed choices based on course and career awareness.
- To contribute to strategies for raising achievement, especially increasing motivation
- To support inclusion and promote equality of opportunity
- To focus students on their future aspirations
- To involve parents/carers
- To encourage participation in continued learning, including further and higher education
- To develop enterprise and employment skills

4. Related policies; Careers Annual plan and Provider access statement

These documents are reviewed and updated each year by the Careers Leader, Careers Governor, and Assistant Head teacher.

The annual plan encompasses the whole range of careers opportunities available to Penair students from Year 7 -11. The Careers programme includes careers education sessions, career guidance activities, information and research activities, work-related learning and individual learning activities. College and University taster events and the whole year group work experience programme are also included.

The whole school **Careers Annual plan and Provider access statement** can be downloaded from the careers section of the school website.

5. Partnerships

Careers Enterprise Company through the local careers hub work closely with our Careers Enterprise Advisers and the Careers Lead to provide training and support.

We are a member of Cornwall Careers Hub.

Cornwall Education Business Partnership help and support the Work Experience Programme as well as career days and employers links in school. Penair School also benefits from the Ambitions project.

Our Enterprise Adviser from Hospitality Table Cornwall supports the school through employer links, talks, interactive events and transition support.

Colleges and Local Sixth Forms provide support in the form of presentations within assemblies. Taster days within KS4 and representation at careers and apprenticeship fairs for all year groups.

Penair School has excellent links with local and national Universities. We offer two University visits for KS4 students.

Penair School has excellent links with Jobcentre plus school engagement team.

Penair School has an excellent working relationship with local businesses and employers, for example the Careers and apprenticeships fairs. We are keen to build employer engagement.

Penair School has excellent links with the Armed Forces and we hold regular events with students linked to our Cadet Force.

6. Monitoring and evaluation

The success of the programme is monitored through student voice feedback, along with staff and parents. There is close analysis of destination data and teaching staff feedback from career activities.

Each term the careers programme is reviewed and assessed with an Enterprise Co-ordinator for The Careers Hub.