



Elmley Dray  
School

## Careers Education, Information, Advice & Guidance (CEIAG) Policy

Elmley Dray School is committed to ensuring that learners (children and vulnerable adults) have the education and the advice and guidance to ensure that as people with a hidden disability, they have the right to live a full life with dignity and as far as is possible, independence; the right to education which develops their personality, talents and abilities to their full potential. (UN Convention of Rights Articles 23, 28, 29).

The Department of Education Statutory Guidance identifies that educational provisions need to

*'use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision. The Benchmarks go further by defining all of the elements of an excellent careers programme, based on the best national and international research'.*

This policy should be written in conjunction with the following policies:

- Assessment Policy
- Equality and Diversity Policy
- Health, Fire, Safety and Welfare Policy
- Special Educational Needs and Disabilities Policy
- Curriculum Policy
- Safeguarding, Child and Vulnerable Adult Protection Policy

## Introduction

This policy will structure how Elmley Dray School plan, implement and review their learning programmes as well as the provision of careers advice so that their learners get a good start and are well prepared for the next stage in their education, training or employment.

Elmley Dray School promotes the access of good quality and impartial information on careers advice and guidance, future education, employment, self-employment or training through the appointment of an experienced careers lead, overseen by the Headteacher, as well as working in collaboration with local authority advice and guidance around education, training and employment opportunities. Elmley Dray School will attend careers fairs and will encourage parent and carer joint working practices to ensure that advice and guidance is available from county based organisations. Elmley Dray School will provide parents, carers and young people with next steps advice on areas of independent living including career pathways, employment rights and opportunities as well as further, higher, apprenticeship, internship educational advice.

This level of advice and guidance will be made available to learners within Year 8 and be available until their transition from Elmley Dray School.

Elmley Dray School is committed to

*‘working towards the national validation for CEIAG Quality Awards - The Quality in Careers Standard and Gatsby Benchmarks’*

## Commitment

Elmley Dray School is committed to providing a planned, independent and impartial programme of careers education, information, advice and guidance for all learners in Years 8 onwards.

## Elmley Dray School aims to provide

- a CEIAG programme of opportunities which is to be inclusive, allowing our learners to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices; also challenge stereotypes and which will help to increase learner confidence and motivation.
- a programme which is person-centred, integrated and regular advice and guidance for learners and their parents / carers, local employers, in order to ensure that learners, parents and carers have every opportunity of accessing a meaningful career which enables independence.
- advice and guidance on the benefits to learners of CEIAG opportunities, destination data, learner voice and the current employment market needs.

## Elmley Dray School aims to

- to contribute to strategies for raising achievement, especially by increasing motivation;
- to support inclusion, challenge stereotyping and promote equality of opportunity;
- to encourage participation in continued learning including higher education and further education;
- 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 meet the needs of all our learners through appropriate a bespoke and personalised learning programme;
- to focus learners on their future aspirations;
- to involve parents and carers.

Elmley Dray School collaboratively with the community, together with parents and carers, work to achieve The Eight Gatsby Benchmarks of Good Career Guidance.

### *1. A stable careers programme*

*All learners have Careers sessions from year 8 which are interlinked with personal, social and development lessons where they learn about how to search for a job, what are the options available to them, what to expect in an interview and how to dress, what to expect from an induction programme, health and safety etc.*

*The careers programme is tailored to the needs of the learner, sequenced and underpinned by learning outcomes, linked to whole school development.*

*Students are split into a career learning pathway based on their learning stage rather than chronological age, to allow them to have a bespoke tailored programme that meets their needs and promotes success.*

*The programme has the backing of Governors, Headteacher and Director/Proprietor, with a Careers Lead.*

*Parents/carers are actively engaged in the careers programme.*

### *2. Learning from career and labour market information*

*Learners, parents/carers, teachers and all staff have access to good quality and up to date information about future pathways, study options and labour market opportunities. This is tailored to our young people who all have an EHCP.*

### *3. Addressing the needs of each young person*

*Each learner has a personalised timetable which is in place to meet their own individual needs which incorporates required EHCP outcomes.*

### *4. Linking curriculum learning to careers*

All teachers link curriculum learning with careers, highlighting the progression routes for their subject and the relevance of knowledge and skills developed in their subject for a wide range of career pathways.

### **5. Encounters with employers and employees**

Every learner has multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This is through a range of enrichment opportunities - visiting speakers, workshops, DWP programme, Inspiring the Futures, mentoring and could include learner's skills own part time employment where it exists.

We are mindful of our learner's individual needs and ensure the learner is emotionally resilient and mature enough to access opportunities without impacting negatively on their wellbeing. There is an adapted pathway for those who are not ready, to develop independent living skills to prepare them for future education opportunities and successful lives. Examples of this includes; cooking, washing, personal hygiene etc.

### **6. Experiences of workplaces**

Elmley Dray School encourages work experience placements, working with parents, carers and the community to find aspiring and value added experience of work for our learners. The opportunities are not limited and therefore are, as with the educational provision, tailored to the needs of the learner. The school is enrolled in the Inspiring the Futures programme and DWP to provide bespoke and suitable opportunities to our learners. Elmley Dray School will ensure independent career mentoring, interviews, guidance and advice are provided, currently provided by Iprogress. These interviews will generate career action plans identifying their targets for career success.

### **7. Encounters with further and higher education**

All learners understand the full range of opportunities available to them.

When considering transition, Elmley Dray School learners are encouraged to take all opportunities of taster and transitional days with FE colleges, ITPs, schools, universities and the workplace, as well as attending local careers, further and higher education fairs and events.

### **8. Personal guidance**

Each learner has the opportunity to access mentoring and careers interviews with an independent careers advisor. These meetings are available to all learners whenever significant study or career choices are being made. These interviews will generate career action plans and identify personal targets which could inform their transition to adulthood outcomes.

## Key Themes

CEIAG at Elmley Dray School is built on the key themes of:

- Careers being at the heart of education and leadership
- Inclusion and impact for each and every learner
- Meaningful and varied encounters and experiences
- Focusing on the use of information and data
- Engagement of parents and carers
- Embedded across our curriculum planning and delivery

## Learning Objectives

- To provide learners with planned activities to help them understand themselves and the influences on them and to help them investigate opportunities in learning and work.
- To provide learners with the skills, attitudes, attributes and behaviours needed for a successful transition into the world of work and as independent an adult life as possible.
- To enable learners to relate their own abilities, attributes and achievements to career intentions and make informed choices based on an informed evaluation of the alternatives.
- To provide access to learning programmes which support learners developing knowledge and understanding of Employment, Careers and Recruitment processes.

## Monitoring, Review and Evaluation

To provide training and development in the bespoke teaching, learning and experience within the area of Careers Guidance and Employability.

To review the policy annually (or sooner if there are any significant changes) with Elmley Dray School Proprietor and Senior Staff who jointly have the responsibility for ensuring that Employability and Careers Guidance is delivered across secondary education provision.

## Equality and Diversity

Careers education is provided to all learners at Elmley Dray School. Learners are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All learners are provided with the same opportunities and diversity is celebrated.

## Parents and Carers

Parental involvement is encouraged at all stages through the Annual, Transitional and Interim reviews. Parents and carers are kept up to date with careers related information through newsletters and open days. Parents are welcome at careers interviews and Elmley Dray School attends or encourages attendance to careers fairs being provided within the local community and beyond (e.g. London).

## Work Experience Programme

The school is committed to enabling students to gain experience of the world of work and to develop relevant qualities including initiative, assertiveness, independence, confidence, respect for others, the ability to compromise and negotiate and to understand more about work related issues e.g., health and safety, equal opportunities, business organisation.

The school will be proactive in ensuring safe systems and practices are established and maintained for work experience placements and adequate training is provided in order to minimise or, as reasonably practicable, remove all risks to students and others.

The Careers Lead is responsible for ensuring risk control measures are established to deal effectively with risk relating to the work experience process.

Students are responsible for conducting themselves in an appropriate manner during work experience placements.

Students will be prepared prior to their placements with information packs and begin their Work Experience Logs.

The school will complete a work experience visit prior to the placement starting to ensure all necessary plans, risk assessments and insurances are in place. They will conduct a monitoring visit or phone call and complete a monitoring form.

Students undertake a form of reflection and evaluation of their placement which is recorded in a work placement log during their placement, and by completing an evaluation form after their placement.

Contact with the employers will be made after the work experience placement, thanking them and they will be asked to complete an evaluation form. Any improvement suggestions will be considered for future placements.

The Careers Lead will undertake a review of the work experience placements and raise any concerns or issues with the Headteacher.

## Management

This policy and the coordination of the Employability, Work Experience and Careers programme is completed collaboratively between the SENDCo, Headteacher and Deputy Headteacher (Careers Lead).

## Version control - Approval and review

Version No.	Reviewed By	Approved By	Approval Date	Main Change	Review Period
1	Emily Hollis	Hayley Furnell	September 2024	Initial policy approved	Annually
2	Emily Hollis	Hayley Furnell	December 2024	Updated in line with Gatsby Benchmarks changes	Annually
2.1	Emily Hollis	Hayley Furnell	August 2025	Annual review	Annually
3	Gemma Connolly	Hayley Furnell	25 March 2026	Update to provide more information on WEX	Annually



Hayley Furnell, Director,  
on behalf of Elmley Dray School  
Dated: 25 March 2026  
Next review: 25 March 2027