

Platanos College



Careers Education, Information, Advice and Guidance (CEIAG) Policy

2025 – 2026

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Review procedures

This policy is reviewed annually or as necessary with notification being given to the Board of Trustees on the results of any review.

Date reviewed:	3 October 2025
Date of next review:	2 October 2026

Rationale

Platanos College is committed to providing high-quality Careers Education, Information, Advice, and Guidance (CEIAG) to all students. The school recognises the essential role careers education and work-related learning play in:

- Upholding the vision and mission of Platanos College.
- Raising aspirations and inspiring pupils to achieve their full potential.
- Empowering pupils to make informed decisions when planning and managing their futures.
- Preparing pupils for the opportunities, responsibilities, and experiences of adult life.
- Equipping pupils with skills, attitudes, knowledge, and understanding necessary to sustain employability and achieve personal and economic well-being.
- Promoting equality, diversity, and social mobility while challenging stereotypes.

Platanos College provides a planned CEIAG programme, Work-Related Learning and Enterprise education for pupils in Years 7-13. This programme supports pupils in choosing 14-19 pathways aligned with their interests and abilities, helping them sustain employability throughout their working lives.

The school has a Careers Adviser that provides independent, impartial career guidance who is available two days a week. The guidance is:

- Presented in an impartial manner.
- Inclusive of all educational and vocational pathways, including apprenticeships.
- Delivered with the best interests of the pupils in mind.

Linked Policies

This CEIAG policy is supported by and aligned with the following key policies:

- Learning, assessment, recording, and achievement policies.
- PSHE and citizenship policies.
- Enterprise and work-related learning policies.
- Health and safety, equality, diversity, and inclusion policies.
- SEND (Special Educational Needs and Disabilities) policies.
- English as an Additional Language policy.
- Safeguarding and Child Protection Policy.
- School Development Plan.
- Provider Access Policy (in line with Section 42B of the Education Act 1997, 'Baker Clause').

Legislation and Guidance

This policy follows key statutory guidance and legislation, including:

- **DfE Careers Strategy:** Making the Most of Everyone's Skills and Talents (December 2017).
- **DfE Careers Guidance and Access for Education and Training Providers** (January 2023).
- Section 42A and 45A of the Education Act 1997.
- Gatsby Foundation's Good Career Guidance (2014).
- CDI (Careers Development Institute) Framework for Careers, Employability, and Enterprise

Education (April 2021).

- Section 29 of the Education Act 2011.
- National Curriculum programme of study for PSHE and citizenship.

Aims & Objectives

The [CEIAG programme](#) at Platanos College is designed to meet the needs of pupils by providing progressive activities appropriate to each stage of career planning and development. Students will have:

- Access to a planned careers programme tailored to their year group.
- Personalised guidance from a qualified, impartial careers adviser.
- Information about the labour market and world of work.
- Guidance on higher education, training, and employment opportunities.
- Opportunities to develop personal, social and enterprise skills that enhance employability.
- Information on technical education qualifications and apprenticeships.
- Engagement with local education and employment providers through events and activities.
- Support in making applications for academic and technical courses.
- A curriculum enriched with career-related learning and work-related opportunities.

Platanos College is dedicated to fully meeting the eight [Gatsby Benchmarks](#) and embedding career education across the curriculum. The school ensures:

- Pupils, parents, staff, and employers understand the careers education programme.
- Every student and their families receive high-quality information on study options and labour market opportunities.
- Individualised advice and support are available, with particular attention to disadvantaged pupils and those with SEND.
- Curriculum links to careers, particularly in STEM subjects, are promoted across all departments.
- Pupils from Years 7-13 have multiple opportunities to engage with employers and explore the skills valued in the workplace.

Entitlement

All pupils in Years 7-13 are entitled to:

- A planned careers programme relevant to their year group.
- Access to an impartial careers adviser.
- Information on the labour market and career opportunities.
- Guidance on post-16 options and further training.
- Opportunities to hear from providers about technical education and apprenticeships.
- Information on applying for academic and technical courses.
- A [CEIAG programme](#) that challenges stereotypes and promotes equality.
- Virtual work experience placement in Year 10.
- Key Stage 5 pupils will participate in external visits linked to their curriculum.

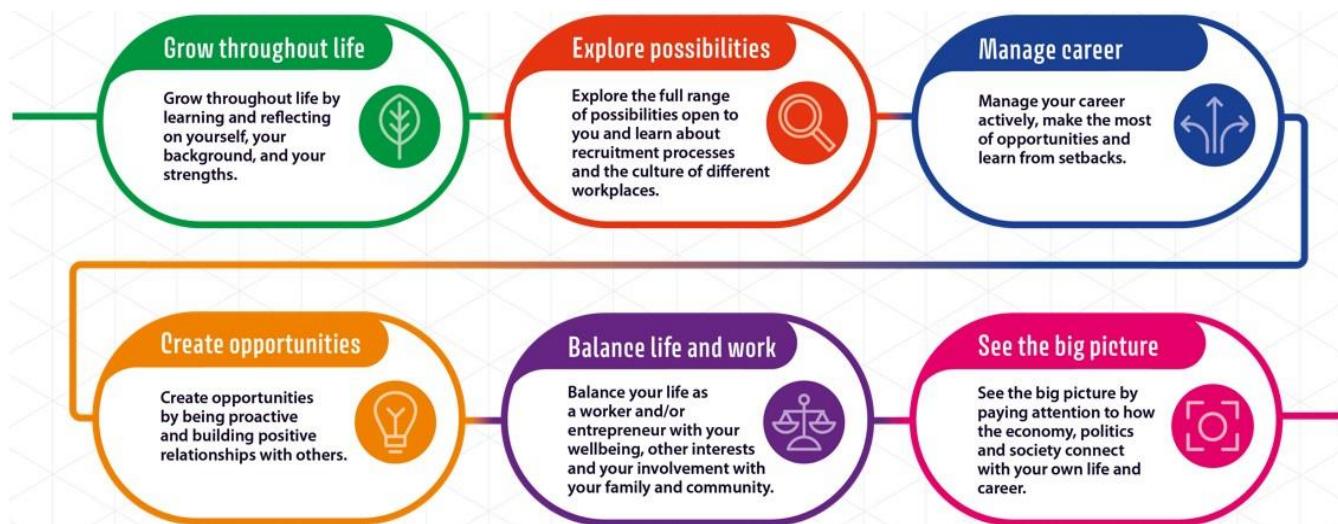
Parental Involvement

Platanos College recognises the influence parents and carers have on career decisions. The school encourages their involvement in the careers programme through:

- Review days, parents' evenings and work experience discussions.
- Volunteering opportunities for career events or offering work placements.
- Inviting parents to 1:1 career guidance meetings.
- Year 9 Options Evening and Careers Fair.
- Updates on career-related events through letters, emails, website and newsletters.

Curriculum

As a school we also follow the CDI (Careers Development Institute) framework, which we are a professional member of, to ensure our careers programme covers the main areas our pupils need to before leaving their secondary education. Further information can be found at [CDI Framework - Career Development Institute \(thecdi.net\)](http://CDI Framework - Career Development Institute (thecdi.net)). Our careers programme includes careers education, career guidance activities, and work-related learning, supported through the PSHE curriculum from Years 7 to 9. Additional activities include assemblies, workshops and external visits.



Visibility of Careers

CEIAG pathways are made visible through:

- Careers displays in classrooms and communal areas.
- Rolling screens with information on local college open days and career events.
- Careers information shared on the school website and Google classroom

Career Guidance Meetings

All Year 11 and 6th form pupils are entitled to individualised guidance through 1:1 interviews with the independent Careers Adviser, parents are welcome to attend. Group sessions and career events are provided to all pupils and the Careers Lead monitors pupil progress.

Monitoring, Review and Evaluation

The Careers & Employability Lead monitors and evaluates the careers programme annually, using the [CDI Framework](#) and feedback from pupils, staff, and external providers. This evaluation shapes future goals and strategies to improve provision. The Service Level Agreement with the external provider is also reviewed annually.

Staffing

The responsibility for CEIAG is shared between teaching staff, the pastoral team and the independent Careers Adviser, overseen by the Deputy Headteacher. All staff contribute to CEIAG through their roles and the Careers & Employability Lead plans and evaluates the programme.

Employer and External Links

Platanos College maintains strong links with external providers, including local colleges, universities, apprenticeship organisations and businesses. All external visitors are vetted for suitability.

Resources and Budget

Platanos College is committed to resourcing an effective careers programme, providing up-to-date information, IT access and specialist equipment for pupils with additional needs.

Provider Access Policy Statement

The school welcomes education and training providers to engage with pupils and/or parents during designated events.

For more information, contact Mr R. Edwards, Careers & Employability Lead:

Tel: 02077336156; Email: edwards.r1@platanoscollege.com

If you would like this policy in a different format please contact Mr Edwards, see details above.

References

The Gatsby Benchmarks

<http://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>

The Career Development Institute Careers Framework

[CDI Framework - Career Development Institute \(thecdi.net\)](http://thecdi.net)

Careers guidance and access for education and training providers

[CDI Framework - Career Development Institute \(thecdi.net\)](http://thecdi.net)

Careers strategy: making the most of everyone's skills and talents

[Careers strategy: making the most of everyone's skills and talents \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

Quality in Careers Standard

[https://www.investorincareers.com](http://www.investorincareers.com)