



Careers Education – Information, Advice and Guidance

Reviewed 25.11.25

Careers Policy

Impartial and independent Careers Education, Information, Advice and Guidance (CEIAG) is available to all students from Years 7-13, in compliance with The Education (Careers Guidance in Schools) Act 2022. Students are made aware of and can access the full range of education, training and employment opportunities available to them. Careers Education is delivered via links to the curriculum, through the Personal Development programme and also in 1-1 and targeted sessions. The CEIAG Programme is designed to individually inspire and motivate students to fulfil their potential. The programme raises aspirations, challenges stereotype and promotes equality and diversity.

Aims

The aims of the CEIAG programme are:

- To enable students to develop knowledge and understanding of education, training and employment through investigating opportunities available to them at a local, national and international level. This includes technical education qualifications and apprenticeship opportunities.
- To support students in making applications to appropriate and often highly competitive education, training and employment opportunities.
- To help students develop an understanding of their own potential, personal qualities, attributes and values.
- To help facilitate opportunities to develop employment and enterprise skills.

Information, advice and guidance comes from a variety of sources. The CEIAG programme is delivered by the Careers Co-ordinator and teaching staff, external speakers, employers and K.E.S. alumni. Up to date careers specific resources are made available to all students via a range of digital resources including Unifrog, Microsoft Teams and the Careers social media feed.

Relationships with employers provide independent information to students about the range of roles and opportunities available. The CEIAG Programme is given in Appendix A.

Careers Lead

The Careers Lead at the School is Mrs Fiona Roberts, the K.E.S. Careers Coordinator. If you wish to access information about the careers programme, please email fjr@kes.net. The policy statement on Provider Access is given in Appendix B.

The CEIAG programme aims to meet the expectations of the Gatsby Benchmarks of Good Career Guidance:

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

The impact of the programme is measured in a number of ways including a regular review of the destinations of school leavers at 16+ and 18+ with regards to university and apprenticeships offers. External assessment of the careers programme is provided by termly completion of the Compass+ benchmarking tool.

The School actively collaborates with a wide range of providers, employers and community organisations to enhance the careers programme. These partnerships enable students to access meaningful encounters with professionals, workplace experiences, and up-to-date labour market information. The Careers Coordinator maintains regular contact with local stakeholders to ensure that opportunities reflect current and emerging career pathways, including technical education and apprenticeships.

Review

This guidance is reviewed annually. The next review will be in September 2025.

Appendix A - CEIAG Programme

All students are encouraged to develop their employability and enterprise skills throughout their school life through timetabled Personal Development lessons, curriculum related careers information, 1-1 careers guidance and extra-curricular activities. The CEIAG programme is differentiated and personalised to ensure progression and that is appropriate to the students' stages of career learning, planning and development.

Lower School

Year 7

CEIAG is delivered through the Personal Development and tutorial programme.

Topics covered include:

- Personal Development Programme - students learn about how adults allocate wages, key employment terms, identifying ideal living and transport options, budgeting, and the importance of saving for future events (Gatsby Benchmark 2)
- Duty Boy Work Experience – gain an insight into the role of Student Services, and gain experience of a workplace in the School Office (Gatsby Benchmark 6)
- Extra-Curricular Activities – monitored as part of the King Edward VI Bronze Award (Gatsby Benchmark 3)
- Weekly 'Drop-in' Careers Clinic (Gatsby Benchmark 8)

Year 8

CEIAG is delivered through the Personal Development and tutorial programme.

Topics covered include:

- Personal Development Programme – exploring different career routes, applying for jobs and producing a CV (Gatsby Benchmark 2)
- GCSE Options Evening – exploring the full range of 16+ Further Education and Apprenticeship options. (Gatsby Benchmark 7)
- Year 8 Community Day – external apprenticeship providers and entrepreneurs offer an insight into career opportunities and the skills required. (Gatsby Benchmark 5)
- Extra-Curricular Activities – monitored as part of the King Edward VI Bronze Award (Gatsby Benchmark 3)
- Weekly 'Drop-in' Careers Clinic (Gatsby Benchmark 8)

Middle School

Building on activities from Years 7 and 8, students are encouraged to create opportunities to volunteer within or outside the school environment.

Year 9

- Personal Development - Preparing for work experience and Networking (Gatsby Benchmark 2)
- Study Skills Day – strategies to support GCSE studying. (Gatsby Benchmark 7)
- Weekly 'Drop-in' Careers Clinic – (Gatsby Benchmark 8)
- Extra-Curricular Activities – monitored as part of the King Edward VI Silver Award (Gatsby Benchmark 3)

Year 10

- Personal Development – Ability to small talk in business situations, leadership skills and public speaking skills (Gatsby Benchmark 2)
- Work Experience programme, including a 3-day work experience placement. (Gatsby Benchmark 2,5,6)
- All students will utilise Unifrog and individual career assessments to explore Post-16 options (Gatsby Benchmark 2,3,4,8)
- Post-16 Careers Options – information sessions presented by employers, apprenticeships and entrepreneurs. (Gatsby Benchmark 2,3,5,7)
- Academic Middle School Conference – introduction to university life, including a university visit. (Gatsby Benchmark 7)
- Extra-Curricular Activities – monitored as part of the King Edward VI Silver Award (Gatsby Benchmark 3)
- Weekly 'Drop-in' Careers Clinic – (Gatsby Benchmark 8)

Year 11

- Personal Development – Awareness of the current jobs market, applying for jobs and interview skills (Gatsby Benchmark 2)
- All students receive a personal independent career guidance review session for Post-16 options. Students are made aware of options available to them to continue in education or training until at least their 18th birthday. (Gatsby Benchmark 3, 4, 8) These can include:
 - Full time study in a school, college or training provider.
 - An apprenticeship, traineeship or supported internship.
 - Full time work or volunteering (20 hours or more) combined with part time accredited study
- GCSE Study Skills Seminar – review revision techniques. (Gatsby Benchmark 3, 4, 8)

- External Speakers –National Citizen Service and Apprenticeship providers. (Gatsby Benchmark 5,7)
- Post-GCSE Results Support - Careers advice available after students receive their GCSE results. (Gatsby Benchmark 3,4,8)
- Post-18 Support – information session on university options. (Gatsby Benchmark 3,4,7,8)
- Sixth Form Open Evening – presentation of A Level subjects and Sixth Form expectations. (Gatsby Benchmark 2,3,4,8)
- Extra-Curricular Activities – monitored as part of the King Edward VI Silver Award (Gatsby Benchmark 3)
- Weekly ‘Drop-in’ Careers Clinic (Gatsby Benchmark 8)

Sixth Form

Objective and impartial advice and guidance in the Sixth Form is essential for students to be aware of, and successfully apply for, the increasing range of opportunities available to them post-18. All students are welcome to drop into the Careers Office or can arrange individual appointments.

The Sixth Form Programme of Study requires all students to complete at least 50 hours of volunteering. All Sixth Form students are strongly encouraged through the enrichment programme to develop their employability and enterprise skills. There are opportunities to develop teamwork, leadership and public speaking skills, for example: LAMDA and Duke of Edinburgh Award. There are also opportunities for students to become involved in the local business environment either through one-off projects (e.g. Shakespeare Birthplace Trust), internships or through attending business events. Students have the ability to work with a local charity, Just Small Change, to understand the role of the Charity sector and to run social enterprise tasks throughout the academic year.

There are a wide range of career, higher education and apprenticeship opportunities on offer from external providers for Sixth Form students. These are advertised via Microsoft Teams (Careers), Careers social media account and displayed in the Careers Office. These include higher education taster sessions or residential courses, employer insight days, work experience opportunities, apprenticeship or school leaver schemes, mentoring sessions, talks etc.

Students have access to on-line resources to support Post-18 decision making, including Unifrog. Students are also made aware of the opportunities to participate in MOOC courses, to enable them to explore options and subjects outside of the curriculum.

Year 12

In Year 12, students can attend targeted careers sessions covering Post-18 options, university choices, student finance, employment and higher education skills, and application procedures for academic and technical courses (Gatsby Benchmark 3,4,7).

- Old Edwardian Mentoring Programme – All Sixth Form students are enrolled in the programme based on their current career aspirations
- Psychometric career matching tests – are made available to students via Unifrog (Gatsby Benchmark 3).
- External Speakers - students interested in specific professions can attend lunchtime talks by employers, apprenticeship providers, and alumni (Gatsby Benchmark 5).
- Post 18 Options Evening - Parents and students are invited to attend for information on UCAS, apprenticeships, and student finance (Gatsby Benchmark 2).
- Oxbridge Applications - are supported by the Oxbridge Coordinator (Gatsby Benchmark 3).
- Overseas Study - specialist advice is available for applications to higher education institutions outside the UK (Gatsby Benchmark 7).
- Vocation-specific IAG - is provided for medicine, dentistry, and veterinary courses, including UCAT preparation and interview practice (Gatsby Benchmark 4).
- Work Experience - students are encouraged to seek relevant work experience, especially for vocational degree courses, with support available for finding placements (Gatsby Benchmark 6).

Year 13 (Gatsby Benchmark 1,2,3,4,5,6,7 and 8)

In Year 13, the CEIAG focus shifts from exploration to applications, offering individual help with personal statement writing, job application forms, and preparation for testing (Gatsby Benchmark 8).

- University Entrance Exam Preparation - members of academic departments run subject-specific sessions for tests required by particular universities, and the Careers Coordinator provides assistance with employer-based test practice (Gatsby Benchmark 4).
- Oxbridge Applications - are supported by the Oxbridge Coordinator (Gatsby Benchmark 3).
- Interview Practice – takes place during the Michaelmas Term with additional interviews organized for those requiring subject-specific or employer-specific practice (Gatsby Benchmark 5).
- Apprenticeship Applications - There is a dedicated week focused on apprenticeship applications (Gatsby Benchmark 7).

- Post-18 Support - continues throughout the Lent and Summer terms with presentations on student finance, accepting and declining UCAS choices, apprenticeship preparations, decision making, and preparation for results day and beyond (Gatsby Benchmark 2).
- Post-A Level Results - Individual support is available for students on A-Level Results Day (Gatsby Benchmark 8).

Targeted Support

The School is committed to identifying and supporting students who may be at risk of becoming NEET(Not in Education, Employment or Training). Through regular monitoring of attendance, academic progress, and engagement with careers activities, staff are able to flag concerns early and offer targeted interventions when required. These may include additional 1:1 guidance interviews, bespoke work experience placements, mentoring, and referrals to external support services. The Careers Coordinator works closely with Heads of School and the Pastoral Team to ensure that vulnerable students receive tailored support to help them transition successfully into further education, training or employment.

Appendix B – Policy Statement on Provider Access

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All pupils in years 8-13 are entitled:

- To find out about apprenticeships, T Levels and other approved technical education qualifications, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- Explain what carer routes these options could lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- Answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Management of provider access requests

Procedure

A provider wishing to request access should contact Fiona Roberts, Careers Coordinator via email: fjr@kes.net

Opportunities for access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents/carers. Please contact our Careers Coordinator to identify the most suitable opportunity for you.