



# LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

## CEIAG Policy **CARDINAL POLE CATHOLIC SCHOOL**

Status Public  
2025

**APPROVED BY THE LOCAL GOVERNING BODY ON: 1st October 2025**

**CHAIR OF GOVERNOR'S SIGNATURE:.....**

*David Rhans*

.....

## **Contents**

1. Cardinal Pole School Vision .....	3
2. Mission Statement .....	3
3. Introduction.....	3
4. Aims and Objectives .....	3
5. Delivery of CEIAG .....	4
6. Training .....	4
7. Student Assessment.....	4
8. Student Entitlement.....	4
9. Resources.....	4
10. Partnerships .....	4
11. Evaluation of Provision.....	5
12. Further Information.....	5
Addendum.....	6

## 1. Cardinal Pole School Vision

Cardinal Pole Catholic School is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff. Praise and encouragement is vital in creating a climate of learning and high expectations supported by teaching of the highest quality. The school is full of confident, creative and fulfilled young people and staff. They are celebrated as individuals – unique creations of God – who deserve our support, love and trust as they begin the great journey of life.

## 2. Mission Statement

Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity, aspiration** and **reward**, founded on Catholic values.

## 3. Introduction

Schools have a statutory duty to provide Careers Education, Information, Advice and Guidance to year's 7-13. (Updated Gatsby Benchmarks 2025) At Cardinal Pole, this is an objective which we take very seriously and believe that by doing so, it will assist the school in meeting the objectives of the school improvement plan and more importantly ensure that our students are given the tools to make a successful transition to their chosen pathway. The detail of this policy has been written with reference to the Government guidance on careers education in school, The Gatsby Framework (Gatsby, 2025) alongside DfE requirements for CEIAG (2025). It has also been written with reference to additional policies within the school such as SEN, Safeguarding, Equality of Opportunities and the Health & Safety policy. The policy has been written in consultation with the Career Guidance Manager, Senior Leadership Team, SENCO, PSHE lead and students.

## 4. Aims and Objectives

Cardinal Pole Catholic School is fully committed to promoting CEIAG from the top down across the school. We believe that strong CEIAG is crucial to a young person developing their employability skills and resilience needed to cope in modern society which will ultimately have a positive impact on educational attainment. We have one staff member who is Level 6 qualified in Careers Guidance to provide outstanding impartial guidance to our students. We also commission additional time from external organisations to provide independent guidance to targeted students.

The programme will encapsulate all students from the gifted & talented to students with special educational needs, ensuring that students in alternative provision are supported through regular review. There will be emphasis placed on the impartiality of the guidance and focus on each student's individual needs. Our provision will include CEIAG being embed across our subject areas, alongside a range of aspirational extra-curricular activities and intensive one-to-one support staff. We aim to give students the opportunity to engage with industries and educational establishments alongside local labour market information, which will subsequently allow them to make informed choices about their future career paths. We aim to meet requirements on destinations figures and use this data in an analytical manner to improve delivery of the programme. The impact of the policy will be measured through:

- Number of school leavers who are NEET (Not in Education, Employment or Training).
- Destinations including into Further Education, Higher Education and Apprenticeships).
- Diversity of destinations.
- Numbers securing places at Russell Group universities.
- Uptake of targeted subjects at KS5 and degrees post 16 as set out in the School Improvement Plan.

## **5. Delivery of CEIAG**

The onus is on the delivery of CEIAG being carried out across the curriculum by all relevant staff. It will be based on the learning outcomes of the CDI learning outcomes and will be measured by the success in which these outcomes are met. Within the school though there is a structured arrangement within the school to deliver CEIAG in school:

- Assistant Headteacher with responsibility for Personal Development.
- Careers Guidance Manager with responsibility of delivery of the CEIAG programme.
- PSHE Co-ordinator with responsibility for the PSHE programme which includes the delivery of CEIAG.
- Subject links within each curriculum area that is responsible for feeding updates across their subject areas.
- Pastoral Support Managers who support tutors in CEIAG related activities and student progression to relevant year groups.

## **6. Training**

The Deputy Headteacher responsible for CPD will ensure that staff who are involved in the delivery of the CEIAG programme are well trained and subsequently skilled to be able to carry out their role to a high standard. In particular, the Career Guidance Manager will be required to attend relevant CPD sessions to ensure they are up to date with developments within areas such as Further and Higher Education, Apprenticeships and Labour Market Information disseminated to form tutors. It will also be the responsibility of the Career Guidance Manager to ensure that all staff is kept up to date with developments within CEIAG by using internal communication methods to inform.

## **7. Student Assessment**

Students will be required to document their learning via any relevant work carried out across the curriculum. This carried out by staff and students and there will be onus placed on students being able to self-reflect to assess progress.

## **8. Student Entitlement**

We believe that students should be entitled to a comprehensive programme of CEIAG across each year group. Please see appendix for a comprehensive overview of the student entitlement. This entitlement will be reviewed on an annual basis. Staff will be privy to the student entitlement through the school's internal communication. It will be available to all students and parents through the school website.

## **9. Resources**

An annual budget will be agreed by senior leadership team and will be the responsibility of the AST in charge of CEIAG and Career Guidance Manager. This will incorporate the capacity to exceed our need to provide independent careers guidance and provide students with aspirational software packages such as Unifrog. It will also make allowances for students to receive a programme of aspirational trips and activities which will meet the student entitlement.

## **10. Partnerships**

We work with several different organisations to support our students to ensure they receive outstanding independent and impartial IAG alongside maintaining staff are well trained on current issues and developments. These include:

- Hackney Learning Trust Careers Collaborative- a consortium of local secondary schools who work in partnership to improve the opportunities of our students.
- Hackney Learning Trust Career Networking & Apprenticeship promotion group - termly meetings for career's staff to support the delivery of CEIAG.
- Into University- support students with HE awareness and engagement from year 7-13.

- Arsenal in the Community - Running programmes across year groups to use sport as a mechanism to introduce careers in the wider industry.
- Loughborough University - provide post 18 support for our students.
- City University - provide independent IAG to our students.
- Leicester University and Loughborough University - partner school for their widening participation programme.
- COWI Engineering Firm provides annual work placements as part of the Central London Careers Hub School Partnership.

In addition, we aim to strengthen our links with local employers and educational providers. This includes ensuring that our students can access outstanding educational opportunities.

## **11. Evaluation of Provision**

The CEIAG policy will be reviewed on an annual basis by the Assistant Headteacher with responsibility for CEIAG alongside the Career Guidance Manager with input from key staff and students. This will be measured by mapping the programme against the learning outcomes from The CDI framework and ensuring that the outcomes are being delivered. In addition, the school's work will be internally assessed as part of the accreditation of Investors in Careers. We also value the input of our staff and more importantly students, parents and they will be asked for the input of how to improve the CEIAG provision whilst ensuring this is in line with the schools School Improvement Plan and agreed priorities.

## **12. Further Information**

Gatsby Foundation (2014): Good Career Guidance:  
<https://www.gatsby.org.uk/education/careers-guidance/>

Department for Education (Jan 2025), Careers guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges  
<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers>

Ofsted (Updated Sept 2023): The Education Inspection Framework  
<https://www.gov.uk/government/publications/education-inspection-framework/education-inspection-framework-for-september-2023>

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers>

## CARDINAL POLE CATHOLIC SCHOOL CEIAG ADDENDUM

### 1. Cardinal Pole Catholic School CEIAG Team

Link Governor for Careers: TBA

Assistant Headteacher with line management responsibilities: Matthew Tisi

Career Guidance Manager: Jonathan Howard

### 2. Student Entitlement for 2025/26

This CEIAG programme has been put in place to ensure all students are supported at the appropriate stage of their education. This will be reviewed on a yearly basis. In addition, a regular bulletin of different career related activities will be sent out to students. This will also signpost parents to useful developments in relation to different pathways and labour market information.

Year 13	<ul style="list-style-type: none"> <li>• Students will receive on-going impartial support from careers coordinator relating to their future plans.</li> <li>• Students will receive support in relation to UCAS application process, alongside apprenticeships/school leaver programmes and gap year provision. Part of this support will be delivered through PSHE programme alongside intensive support during tutor time</li> <li>• There will be on-going networking opportunities with key employers and training providers to support with post 18 options.</li> <li>• Mock Interviews and Mock Assessment Centres will be arranged for students who feel they would like support from industry and educational specialists.</li> <li>• Students will be given guidance on key issues such as student finance, Accommodation and how to adapt to University Life.</li> <li>• Support will be given to those seeking apprenticeships via a weekly apprenticeship newsletter and mock interviews and workshops to help student secure apprenticeships.</li> </ul>
Year 12	<ul style="list-style-type: none"> <li>• Students will receive on-going impartial support going support from Careers Coordinator relating to future plans</li> <li>• Students will have opportunity to undertake work experience and/or attend University Summer Schools and Open Days</li> <li>• There will be a Post-18 options week which will highlight the key pathways which students can access after Year 13. This will include a visit to a Higher Education institution.</li> <li>• Students will undertake a range of careers based activities throughout the year, to enhance their knowledge of different pathways.</li> </ul>
Year 11	<ul style="list-style-type: none"> <li>• Students will be supported to progress into education, employment</li> <li>• and training for September 2024. Support will be given on GCSE</li> <li>• results day.</li> <li>• Each student will have their own individual appointment with a Level 6 Qualified Careers Advisor.</li> </ul>

Year 10	<ul style="list-style-type: none"> <li>• Students will receive on-going impartial support from the careers coordinator.</li> <li>• Students will undertake a range of work-related learning activities throughout the year, this will include a range of activities including during National Apprenticeship Week and National Careers Week to enhance their knowledge of different pathways.</li> <li>• Students will experience workplaces via work experience placements or Insight Days and Workshops during Futures Week</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>• Students will receive on-going impartial support from the careers coordinator.</li> <li>• Students will be given the opportunities to visit workplaces and universities with a focus on raising their awareness of careers and the variety of opportunities which exist. All students will have an employer encounter</li> <li>• Targeted students will undertake a programme of events, trips and workshops, which will aim to raise achievement and prepare students for their future.</li> <li>• Students will have a one-to-one meeting with a level 6 qualified Careers Advisor to select their GCSE options for Year 10</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>• Students will receive on-going impartial support from the careers coordinator.</li> <li>• Targeted students will undertake a programme of events, trips and workshops, which will aim to raise achievement and prepare students for their future.</li> </ul>
Year 7	<ul style="list-style-type: none"> <li>• Students will receive on-going impartial support from the careers coordinator.</li> <li>• All students will have the opportunity of contact with an employer.</li> </ul>