



Careers Education, Information, Advice & Guidance (CEAIG) Policy

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Contents

1. Purpose
2. Introduction
3. Aims & Objectives
4. Statutory requirements and recommendations
5. Student entitlement
6. Students with Special Educational Needs or Disabilities (SEND)
7. Students in receipt of Pupil Premium Funding
8. Equality and Diversity
9. Work Related Learning
10. Staff and resources
11. Policy monitoring arrangements

Terminology

Careers Education - this provides students with the knowledge and skills for planning and managing their careers

Careers Information - this includes learning options, progression routes, Labour Market Information (LMI), as well as information about skills and occupations. Our students have access to our Careers Portal.

Careers Advice and Guidance – students are provided with personalised help when required by our Level 6 Careers Adviser, to identify long-term goals and plan steps to attain them.

1. Purpose

The purpose of this policy is to set out Fortismere School's approach to Careers Education, Advice, Information and Guidance (CEAIG). We aim to prepare every student for life beyond school by providing high-quality, impartial, and personalised support, in line with the (revised) Gatsby Benchmarks.

2. Introduction

Fortismere is a high-achieving, creative community where academic ambition and personal growth go hand in hand. We design, deliver and adapt our curriculum to ensure that all our students become curious and critical thinkers who achieve excellent outcomes. Strong relationships and a culture of mutual respect foster collaboration, empathy, and independence, preparing every student to thrive in their futures as articulate, confident and socially responsible individuals.

OUR VALUES

- **We are ambitious for every child.** We have high expectations whatever their background or starting point.
- **We celebrate diversity and belonging.** Everyone is valued and included.
- **We encourage curiosity and creativity.** Our ambitious curriculum inspires a love of learning and the confidence to think boldly.
- **We build relationships on kindness and trust.** Respect and empathy underpin everything we do.
- **We show commitment and courage.** We do what's right, not what's easy.

- **We take pride and responsibility in our work.** We hold ourselves and each other to the highest standards.
- **We prepare our students for their futures.** We foster independence, confidence, and a sense of social responsibility within the school, the local community and beyond.
- **We are a community of learners.** We prioritise our growth as educators, continuously improving our practice to better serve our students.

3. Aims and Objectives

This policy sets out Fortismere School's commitment to careers education, information, advice and guidance following statutory guidance published by the Department of Education which requires schools to provide independent careers guidance from Year 7 to Year 13.

- To use the updated Gatsby benchmarks (May 25 and Sept) and Careers Impact Leadership Review to ensure the school is meeting the legal duties surrounding careers provision.
- To increase awareness of the world of work through; industry links, work experience, practice interviews, careers days.
- To provide students with the skills to become independent, responsible and fulfilled members of the community and to ensure that all students reach their full potential in an environment that is caring and encouraging.
- To inspire students to think beyond their immediate experiences and consider a broader range of future education and career options.
- To make students aware of resources both human and material, which are available to help them make decisions.
- In line with revised Gatsby Benchmark 6 on workplaces experiences, students will be given opportunities to participate in virtual work experience, visits, real life work experience (Years 10 & 12) to help them explore career opportunities and expand their networks in a modern workforce context.

4. Statutory requirements and recommendations

Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from Year 7 (12-13 year olds) to Year 13 (17-18 year olds).

The governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This requires the proprietor to ensure that there is an opportunity for a range of education and training providers to access all pupils for the purpose of informing them about approved technical qualifications or apprenticeships.

The proprietor must prepare a policy statement setting out the circumstances in which education and training providers will be given access to pupils, and to ensure that this is followed. The policy statement must be published (*See Appendix A Provider access statement*) and must include:

- Any procedural requirement in relation to requests for access;
- Grounds for granting and refusing requests for access;
- Details of premises or facilities to be provided to a person who is given access.

Gatsby Foundation Good Career Guidance: Gatsby Benchmarks + ILR

The school follows the framework of eight guidelines that define good careers provision in secondary schools:

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 work places
7. Encounters with further and higher education
8. Personal guidance

The school undertakes regular reviews of its offer and uses the Gatsby Benchmark to do so (Compass plus). The school also undertakes the Careers impact Internet Leadership review and is a member of the London Careers Hub (Per review with other schools).

5. Student Entitlement

Fortismere School aims to offer independent careers advice and guidance to all students, so they are inspired and motivated to fulfil their potential.

All pupils at Fortismere School are entitled to:

- Access to a planned careers programme from Year 7 onwards
- Unbiased information about career pathways (including apprenticeships, T Levels, and academic routes)
- All Year 9 students will be offered interviews to help them make informed choices about GCSE options
- Personal guidance from a qualified, Level 6 impartial careers adviser
 - All Year 11 students are offered a one to one careers interview with the School Careers Advisor to help them make post 16 option choices including schools, colleges, and apprenticeships
 - Students with Education Health and Care Plans (EHCP) will see the Careers Advisor together with their key worker prior to their annual review. The careers Advisor will also attend the annual review to provide feedback on next steps and careers.
 - Priority career interview to students on Alternative provision
- Opportunities to learn about the world of work through employer encounters, workplace visits, and real world work experience (Year 10 & Year 12)
- Support with CV writing, applications, and interview preparation

6. Students with Special Educational Needs or Disabilities (SEND)

All students with SEND follow the same careers programme as their peers. Adaptations and support will be provided where appropriate. Our Careers Advisor will work with the team supporting EHCP students at key transition points to provide information, advice and guidance.

The SEND Code of Practice (2015) explains that 'being supported towards greater independence and employability can be life-transforming for children and young people with SEND. This support needs to start early, and should centre around the child or young person's own aspirations, interests and needs.'

7. Students in receipt of Pupil Premium (PP) Funding

Additional support is available for Pupil Premium students and their families with regards to future opportunities:

- Priority 1:1 Careers Interviews
- Careers trip for students with vulnerabilities (PP)
- Summer courses

8. Equality and Diversity

CEAIG at Fortismere School promotes equality of opportunity and challenges stereotypes. All students have access to support tailored to their individual needs.

9. Work Related Learning

We are committed to offering a programme that equips our students with the skills and knowledge required for the world of work. We aim to achieve this through the following:

- Careers Education Information Advice and Guidance (CEIAG)
- Through the curriculum
- Visits to Employers and work placements
- Enterprise projects
- Visits from industry and business
- Careers fairs and events

We will implement this using the following:

- Careers Interviews
- Careers Education in PSHE lessons and in subject lessons
- Trips to workplaces, and educational institutions
- Virtual and actual work experiences and SpringPOD Days into Careers
- Visits from employers and education providers
- Advertisement of opportunities through tutor time or specific subjects
- Provision of impartial information
- Development of key skills such as CV writing, application forms, telephone techniques and interview skills
- Careers Event
- Support with UCAS and apprenticeship/FE applications
- Provision of opportunities to encounter employers and mentoring

10. Staff and Resources

Ms F Herrero	Assistant Headteacher (SLT KS4 Careers)	fherrero@Fortismere.org.uk
Mr M Renner	Careers Lead	mrenner@Fortismere.org.uk
Ms A Andreou	Careers Advisor	adminwork@fortismere.org.uk aandreou@fortismere.org.uk

Useful websites:

Start: - Student platform Teaching resources, students work related learning logs
www.startprofile.com

National Careers Service

www.nationalcareers.service.gov.uk

Prospects - Applying for University, Jobs & Work Experience, Careers advice
www.prospects.ac.uk

Student ladder Year 12 & 13 Work experience, Internships, Apprenticeships,
www.studentladder.co.uk

Spring Pod Free virtual work experience and degree taster programmes.
www.springpod.co.uk

Volunteering:

www.volunteermatters.org.uk

Gap Year opportunities:

www.realgap.co.uk

The working travel site:

www.seasonworkers.com

Parental Guidance; Careers Information and advice

www.parentalguidance.org.uk

Fortismere Careers Portal

Fortismere students have access to the Careers Portal via their Google Classrooms

11. Policy monitoring arrangements

This policy is monitored by Ms Herrero (Assistant Headteacher), Mr Renner (Careers Lead) and Ms Andreou (Careers Advisor).

Link Governor for CEIAG is Rachel Howarth.

Appendix A: Fortismere 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.

1. Aims

Fortismere aims to provide all pupils from Year 8 to 13 with meaningful opportunities to explore a wide range of future options.

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about their offer.

As a school, we aim to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (Not in Education, Employment or Training)

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in Years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in Years 8 to 13

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in:

- Section 42B of the Education Act 1997
- Education and Skills Act 2008
- The School Information (England) Regulations 2008
- The Skills and Post-16 Education Act 2022
- Guidance from the Department for Education (DfE) on careers guidance and access for education and training providers

This policy shows how our school complies with these requirements.

3. Pupil entitlement

All pupils in Years 8 to 13 are entitled to:

- Find out about further education training, technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point

- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies.
- Understand how to make applications for the full range of academic and technical courses
- As a school, we can provide complementary experiences but encounters outside of school hours will not count towards these requirements.

Access to providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. We are committed to encouraging all pupils to make decisions about their future based on impartial information.

Pupils in Year 8 and 9

All pupils in these year groups are offered:

- 2 encounters with education and training providers
 - All pupils must attend
 - Encounters can take place any time during Year 8, and between 1 September and 28 February during Year 9

Pupils in Year 10 and 11

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
 - All pupils must attend
 - Encounters can take place any time during Year 10, and between 1 September and 28 February during Year 11

Pupils in Year 12 and 13

All pupils in these year groups are offered, as a minimum:

- 2 encounters with education and training providers
 - Pupils can choose to attend
 - Encounters can take place any time during Year 12, and between 1 September and 28 February during Year 13

3.1 Meaningful encounters with providers

Our school is committed to providing meaningful encounters for all pupils.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupils and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupils to reflect on the insights, knowledge or skills gained through the encounter

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Mr M Renner, Careers Lead, Telephone 0208 365 4400 Email: mrenner@fortismere.org.uk Ms A Andreou, Careers Advisor, Telephone: 0208 365 4448 Email: aandreou@fortismere.org.uk

4.2 Information we ask from providers

As a school, we ask each provider to provide the following information for our pupils:

- Information about your provision and the approved qualifications or apprenticeships you offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with you is like
- Answers to any questions from pupils

4.3 Opportunities for access

There are a number of events, integrated into our careers programme, that offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

These include:

- Assemblies and information events for key year groups (Years 8–13)
- A PSHE /Careers lesson
- A Careers Fair
- Options events (Year 9 and Year 11)
- Parents' Evenings

Please speak to our Careers Lead, Mr Renner to identify the most suitable opportunity for you.

4.4 Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

4.5 Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

4.6 Safeguarding

Our Safeguarding & Child Protection policy outlines the procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. Providers who cannot supply the required documentation will not be granted access.

4.7 Premises and facilities

Where possible the school will make Halls, classrooms or meeting rooms available for providers to meet with students, as appropriate to the activity. The school will also try to make audio-visual and other specialist equipment available, if possible, to support provider presentations. Requests for facilities and equipment should always be discussed and agreed with the Careers Advisor or Careers Lead in advance of the visit.

Providers can supply copies of literature or information to the Careers Advisor who will make this available to our students

Providers will be met and supervised by a member of staff who will facilitate their visit. A security badge will be provided.

5. Working with parents and carers

We aim to involve parents and carers in our careers programme. This will be either through a letter home and/or Parentmail with a focus on work experience support.

We also welcome feedback from parents and carers to help improve our offer.

6. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy

7. Monitoring arrangements

The arrangements for managing the access of education and training providers to students are monitored by Mr Renner, Ms Andreou (Careers Advisor) and Ms Herrero (Assistant Head)

Policy statement date: October 2025
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