The Parkside School
learn grow thrive

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

Approved by:	Mrs C Ellis-Gage Head Teacher	**Date:** April 2026
Signed:		
Next review :	April 2027 Mrs D Wick Careers Lead	

Introduction

Parkside School and Pathways College are committed to providing a relevant, inclusive and engaging careers programme which meets the differing needs of our pupils and students. The programme supports learners throughout their time in school and college and prepares them for successful transitions into adulthood, employment, further education and independent living.
Our careers provision is designed specifically for learners with Special Educational Needs and Disabilities (SEND) and aligns with statutory guidance and the Gatsby Benchmarks for good careers guidance, adapted appropriately for SEND learners.

The Gatsby Benchmarks

The careers programme aims to meet the eight Gatsby Benchmarks:

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

These benchmarks are adapted to reflect the needs of SEND learners and form the framework for careers education across both Parkside School and Pathways College.

Aims of Careers Education

The careers programme aims to:

- Prepare pupils and students for transition to life after school and college
- Provide access to impartial careers information, advice and guidance from a Level 6 qualified careers adviser
- Tailor careers education to meet the individual needs, strengths and aspirations of each learner
- Provide meaningful experiences that allow preparation, participation and reflection
- Develop employability skills, for whom it is appropriate, including communication, teamwork, independence and resilience

- Inspire learners to develop confidence and independence in preparation for adulthood
- Ensure continuity and progression in careers education throughout school and Pathways College
- Work in partnership with parents and carers, recognising their important role in supporting career decisions
- Promote lifelong learning and adaptability in a changing labour market

Careers Education Provision
Careers education takes place across the whole curriculum and throughout all key stages, including within Pathways College.
Provision may include:

- Enterprise projects organised annually by class teams
- Enterprise activities linked to curriculum topics
- Role play and workplace simulations
- Fundraising activities
- Engagement with school departments such as administration, catering or site management
- Encounters with visitors from local workplaces
- Virtual or in-person talks from employers and employees

Learners are supported to reflect on these experiences to develop their understanding of work and career opportunities.

Information, Advice and Guidance (IAG)
Students and their parents/carers receive up-to-date careers information and guidance from Key Stage 3 onwards.
Support includes:

- Annual Review meetings
- Access to a Level 6 qualified Careers Adviser
- Careers guidance at key transition points
- Opportunities to meet external education and training providers
- Visits to local employers, training providers and colleges

Careers guidance supports students and families to make informed decisions about future pathways.

Key Stage 4
In addition to the core careers programme:

- Pupils in Key Stages 3, 4 and 5 engage with employers from a range of sectors
- Students participate in visits to workplaces and training providers where appropriate
- From Year 9 onwards, careers aspirations and future planning are reviewed annually as part of the Annual Review process
- Personal guidance is provided by a Level 6 qualified Careers Adviser at key transition stages

Key Stage 5 and Pathways College
Students in Key Stage 5 and Pathways College continue to develop their preparation for adulthood and employment.
Provision may include:

- Annual one-to-one meetings with students and their families to discuss post-education pathways
- Visits to Further Education colleges and training providers
- Encounters with employers and supported employment providers
- Opportunities to develop independence, travel training and workplace readiness skills

Work Experience
Work experience can form an important part of preparation for adulthood for some students. Individual work experience opportunities may be arranged for pupils from Year 10 onwards where it is appropriate and beneficial to the learner.

Detailed arrangements relating to work experience, including eligibility, planning, risk assessment and delivery, are outlined in the school's separate Work Experience Policy.

Monitoring and Evaluation
The Careers Leader is responsible for monitoring and evaluating careers provision across Parkside School and Pathways College.
This may include:

- Student voice and feedback
- Parent and carer feedback

- Recording of experiences and progress using school systems
- Use of the Compass+ tool to monitor progress against the Gatsby Benchmarks
- Analysis of destination data for school and Pathways College leavers

Regular review ensures the careers programme remains effective, inclusive and responsive to the needs of learners.