

## **Careers Education, Information, Advice & Guidance (CEIAG) Policy**

*June 2026*

Aldenhams School is committed to delivering a comprehensive, impartial and progressive careers programme from Year 7 to Year 13, supporting pupils to make informed decisions about their future education, training and employment. The programme reflects the School's core attributes: aspiration, co-operation, courage, curiosity, independence and respect.

### **Purpose of the Careers Programme**

The careers programme aims to:

- Provide pupils with current, impartial information about education, training and employment opportunities.
- Help pupils develop self-awareness, understand their strengths, and raise aspirations.
- Support pupils in making informed choices at key transition points (GCSE, post-16, post-18).
- Prepare pupils for the changing world of work, encouraging independence, reflection and career management skills.

### **Delivery & Responsibilities**

- Overall responsibility lies with the Headmaster and Governors, supported by the Assistant Head Learning and Head of Sixth Form.
- The Careers Co-ordinator manages day-to-day delivery.
- Tutors, Housemasters and subject teachers contribute through guidance and curriculum links.
- The programme is reviewed regularly using feedback from pupils, parents, alumni and external partners.

### **Programme Overview (Years 7–13)**

#### **Years 7–9**

Focus on self-awareness, employability skills, exploring interests, jobs of the future, and understanding the labour market. By the end of Year 9, pupils will have:

- Used career resources
- Explored personal strengths
- Received support with GCSE options

## **Years 10–11**

Focus on CV writing, mock interviews, work-related skills and post-16 options. By the end of Year 11, pupils will have:

- Developed career management skills
- Prepared a CV and completed a mock interview
- Received guidance on college, sixth form and apprenticeships

## **Years 12–13**

Focus on post-18 pathways, including university, apprenticeships and employment. Includes interview skills, employer talks, mentoring, UCAS support and mock interviews. By the end of Year 13, pupils will have:

- Explored post-18 options using Unifrog
- Met employers, universities and training providers
- Received personalised guidance
- Attended the Aldenham Careers Fair

## **Support for At-Risk Pupils**

Students at risk of not entering education, employment or training (NEET) receive additional meetings, targeted interventions and early support.

## **Career Guidance Entitlement**

All pupils may request a one-to-one guidance meeting with the Careers Co-ordinator. Guidance is:

- Impartial
- Focused on pupils' best interests
- Inclusive of all pathways (academic, technical, apprenticeships)

## **Gatsby Benchmarks**

The programme aligns with all 8 Gatsby Benchmarks, including:

- A stable careers programme
- Labour market information
- Encounters with employers
- Experiences of the workplace

- Encounters with further and higher education
- Personal guidance

### **Provider Access**

In line with statutory requirements, Aldenham ensures pupils hear from a range of training providers, colleges, universities and apprenticeship organisations. Providers may request access through the Careers Co-ordinator.

### **Contact**

#### **Mrs Amanda Gale**

Careers Co-ordinator

Email: [agale@aldenham.com](mailto:agale@aldenham.com)