



Careers Education Information and Guidance Policy

Everyone Matters

We expect our community to be polite and respectful

Everyone Helps

We expect our community to make sensible choices

Everyone Succeeds

We expect our community to work hard

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

Policy Owner	Principal
Scope of the Policy	Rainford High
Written/last reviewed	September 2026
Next review due	September 2027
Summary of key changes	Updated Everyone Succeeds Programme Updated what we expect from our students by the end of KS5

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities, and experiences of life. A planned programme of activities supports them in choosing 14 – 19 pathways that suit their interests and skills and inspire them to consider a range of career pathways to help ensure sustained employability throughout their working lives. Careers Education Information, Advice and guidance is central to the 'Everyone Succeeds' component of the whole school ethos (Everyone Matters, Everyone Helps, Everyone Succeeds) and Sixth form motto of 'Everyone Succeeds', in which we support all students to achieve their life goals.

Statutory duties

Rainford High has a statutory duty to secure independent careers guidance for all year 7 to 11 students (The Education Act 2011 /Careers guidance and access for education and training providers May 2025) and aim to meet the eight Gatsby Benchmarks for Good Career Guidance.

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.

Commitment

Rainford High is committed to careers provision that aims to raise our students' aspirations; to broaden their horizons; to inspire and to empower them to make informed, realistic decisions at key transition points in learning and work.

We want students leaving Rainford High with the skills, knowledge and resilience to achieve their aspirations, reach their full career potential, meet the needs of employers and to contribute to economic growth, both locally and nationally.

Careers advice is presented in an impartial manner, showing no favouritism towards a particular institution, pathway, or work option. The advice provided covers the full range of education and training options, including apprenticeships and technical routes. The guidance promotes the best interests of the student. We are committed to providing a stable, structured and planned programme of advice and guidance with clear student outcomes. This is based on the 'Inspiring IAG Code of Practice', Gatsby Benchmarks for Good Career Guidance and the CDI Framework for Careers, Enterprise and Employability Education.

We do this directly through our 'Everyone Succeeds' programme, Y12 Employability Days, National Careers Week (March), Aspirations Day, via our use of Unifrog the '24/7 one stop shop' for all career related learning / UCAS applications and through established links with Liverpool City Region Careers Hub and Career Connect.

We commission independent, impartial advice and guidance for students via Career Connect and the Liverpool City Region Careers Hub. The primary focus is on Years 10, 11 & 12, but students in Years 7-9 will benefit from this service in assemblies, Everyone Succeeds days, GCSE Curriculum Choice evenings and 1:1 Careers Guidance Interviews on request.

Everyone Succeeds Programme

The vision of the school's 'Everyone Succeeds' Programme is that:

'Students leaving Rainford High will have the skills, knowledge and resilience to achieve their aspirations, reach their full career potential, meet the needs of employers and to contribute to economic growth, both locally and nationally'.

This programme involves Years 7-11 being involved in Careers / Employability themed drop-down days involving a range of employers and external providers and school staff.

Year	Theme
7	Soft skills through Dragon's Den sustainability task
8	World of Work
9	Post 14 Choices, Apprenticeships, Higher Education and Further Education
10	Entrepreneurship / Interview and CV Writing Skills
11	Post 16 / Post 18 Course Choices / Interview Skills

Aims

Our Careers Information, Advice and Guidance Policy has the following aims:

- provide excellent, independent careers advice to students which inspires them and motivates them to fulfil their potential.
- provide personal advice and guidance which is in the best interests of, and meets the needs of, all students.
- achieving 100% of the 8 Gatsby Benchmarks for Good Careers Guidance.
- to contribute to strategies for raising achievement, especially by increasing motivation and aspiration of all students.
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including Further Education and Higher Education.
- to develop enterprise, employability and citizenship skills.
- to reduce drop out from and course changes in education and training.

- to contribute to the economic prosperity of all students, their families and communities

Management Roles, Responsibilities and Accountability

Rainford High has a statutory duty to secure independent careers guidance for all Year 7 to 13 students (The Education Act 2011 / Careers guidance and access for education and training providers May 2025) and to meet the eight Gatsby Benchmarks for Good Career Guidance.

- The Associate Assistant Principal – CEIAG, Progression and Transition has overall responsibility for all aspects of the CEIAG programme.
- They are accountable to the Principal.
- The office administrator coordinates 1:1 careers appointments in liaison with Career Connect and also supports in the marketing and publicity of careers related opportunities and events.
- The sixth form team has responsibility for all careers related learning and opportunities within the 6th Form; with input from the Associate Assistant Principal.
- Learning Leaders and Learning Tutors (Y7-13) also support careers related learning and opportunities via the Personal Development / Careers curriculum and other enrichment opportunities.
- All staff contribute to careers information, advice and guidance through their roles as faculty leaders, learning tutors, subject teachers or pastoral support.
- Specialist sessions are delivered by trained staff or outside agencies.
- The Principal has an overall responsibility for the provision of careers education.

Student Entitlement

By the end of KS5 students we want our students to:

- have completed a CV and have a competencies portfolio
- be able to effectively apply for the next stage of their education/employment.
- be able to access a variety of sources of information about careers.
- have applied for and completed work experience or other work-related activities.
- have gained interview skills and practice. This will include during the Y11 Everyone Succeeds day, with an independent careers advisor in Year 11 and with senior members of staff for Post-16 courses.
- In Year 13 all students are offered the opportunity to practice their interview skills with sixth form staff and during tutorials.
- Oxbridge candidates get additional support through practice with the Learning Leader for Y13 and external workshops.
- be able to explain the options open to them Post-18, decide upon a course of action and justify their choices rationally.

- Sixth form students have the opportunity to complete a money management course accredited by Open University and AAT.
- have been involved with employability days (3 of) one university based, skills sessions with university staff, one employer based, with workshops delivered by a range of professionals, one is based on applications to UCAS with a focus on personal statements.
- have attended the “National Apprenticeship Show” and a UCAS discovery day which allows pupils to meet and discuss their futures with employers and university providers.
- have attended Progression Evening with their parents, with apprenticeship support services and a variety of universities that discuss future prospects.

Rainford High works closely with Career Connect to provide additional careers guidance interviews, work related learning opportunities and one to one support for targeted / vulnerable students and those at risk of not participating post-16. This includes students with additional needs, such as special educational needs and disabilities and those who may leave care between the ages of 16 and 18.

Students in KS4/5 who are disadvantaged (in receipt of 16-19 Bursary/Pupil Premium) or those who have a SEND statement are given priority when scheduling Career Connect 1:1 Careers Guidance Interviews. **The school also targets those on intervention programmes in Y8/9 or who are referred by Learning Leaders.*

*Specific entitlement opportunities may alter based on the specific needs of the students and the year group.

External partnerships

The Academy works with a range of local employers, education and training providers to provide independent advice to students.

This provision includes:

- ☐ Aspiration days / careers fairs
- ☐ Work Experience (for all Year 12 students)
- ☐ Virtual Work Experience (for all Year 10 students)
- ☐ Apprenticeship workshops and presentations (Years 8-13)
- ☐ Career insight talks / employer engagement opportunities
- ☐ Mentoring
- ☐ Collapsed timetable Everyone Succeeds days
- ☐ STEM events
- ☐ Workplace visits

- Visits to FE and HE institutions (Edge Hill, LJMU, Oxbridge)
- National Careers Week.
- Lancaster University applications applying to competitive university
- Edge Hill UCLAN subject specific days out and school-based sessions, organised by departments.

The academy works with a range of external careers education partners (e.g. Liverpool City Region Careers Hub, Career Connect, Apprenticeship Service) to provide opportunities for a range of education and training providers to access all students in Years 8 to 13 for the purpose of informing them about approved technical educational qualifications or apprenticeships.

Careers information, advice and guidance is delivered most explicitly in the curriculum through our 'Everyone Succeeds' Days, lessons and external speakers. During National Careers Week, specific year group assemblies are delivered, and two impartial careers advisors are commissioned by the school from Career Connect. One of these advisors specialises in working with our disengaged cohorts in Years 8/9 and works to support them from becoming NEET post Year 11. This is complemented by a range of organised IAG in-house events.

Every autumn the school hosts an Aspirations Day Careers Fair – attracting all of our students from Years 7-13. KS4 Curriculum Evening, Sixth Form Open Evening and Year 12 Progression Evening all provide further opportunity for students to learn about their future possibilities, routes open to them and how to access them successfully.

There is an established careers section within the school and sixth form team and students are encouraged to research the type of careers they aspire to and the qualifications needed using this, and use online resources such as Career Connect, UCAS and Unifrog. Within the main school building each subject area displays at least one alumni picture and is in the process of developing their careers notice boards around this. In sixth form, there are several Post 18 careers notice board which are updated regularly.

Year 11 and 12 students are encouraged to participate in a broad range of enriching opportunities that support their academic aspirations and provide cultural capital. This includes but is not limited to international trip, regular visits to partner universities and subject specific talk from guest speakers. This enables them to develop their employability skills, self-confidence and social enterprise skills. We host annual assemblies to introduce students to this service.

As part of the DfE Post 16 Programme of Study, Rainford High grants two weeks of work experience in Year 12.

In Years 10-12 trips target specific careers events eg: National Apprenticeship Show and UCAS Fair at Liverpool University. Specific trips and workshops are also provided to our Oxbridge students e.g. Oxbridge conference in Year 12, Everton conference in Year 10 and Oxbridge residential in Year 12.

Monitoring and Evaluation

The academy careers programme is delivered through PD lessons, bespoke employability days and within curriculum areas. This includes an extensive range of enrichment opportunities and activities, including a 'drop-down' 'Everyone Succeeds'.

Our monitoring and evaluation strategies encompass all of these aspects of delivery. This regular and systematic monitoring and evaluation (using the strategic model in the diagram below) is used to inform decision making about future development of the careers programme. Monitoring activities used to ensure that the careers programme is being implemented as planned include:

- Learning (environment) walks
- Lesson observations
- Questionnaires – students, staff, parents and carers, external partners
- Faculty/ Curriculum annual audits and Intent, Implementation, Impact document reviews
- 1:1 Career Connect appointments records
- Compass+ toolkit termly evaluation of provision v Gatsby Benchmarks

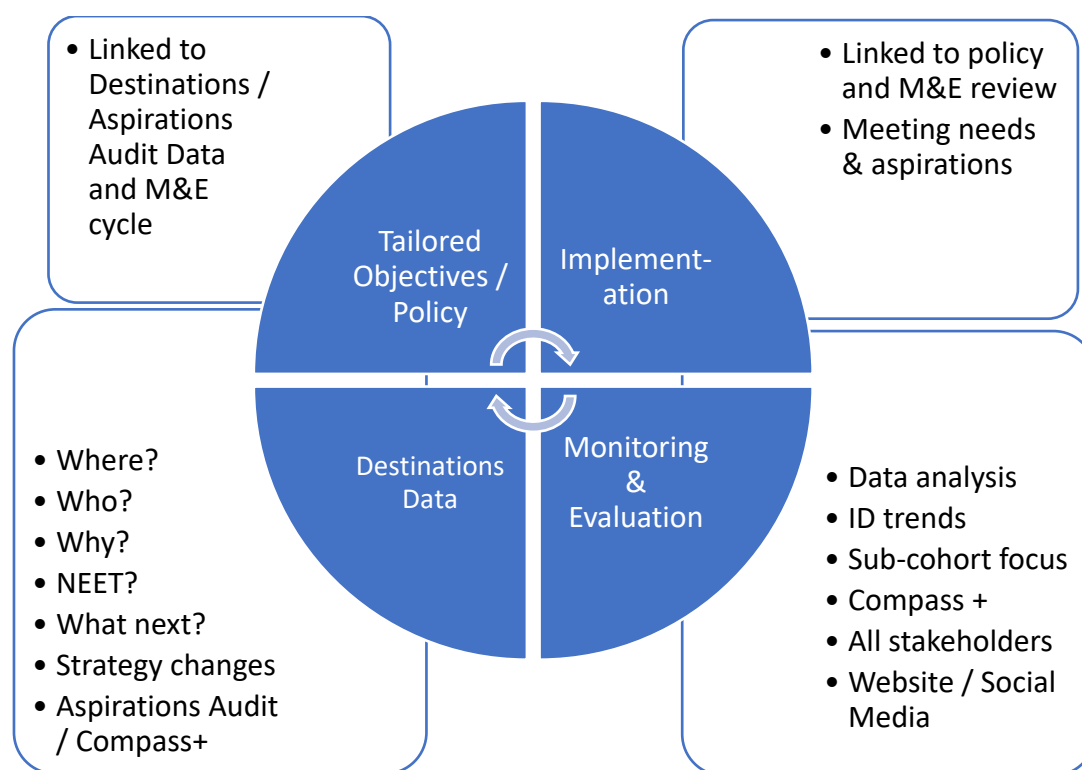
Evaluation activities are used to measure the impact of our career programme and inform future planning. Evaluation activities include:

- Analysis of destination data
- Compass+ toolkit evaluation v Gatsby 8 Benchmarks
- Enrichment audit analysis
- Destinations data (Career Connect)
- Learning walks
- Lesson observations
- Questionnaires – students, staff, parents and carers, external partners
- Focus groups – students and staff
- Student evaluations of personal guidance interviews

The effectiveness of our careers guidance will be reflected in the high numbers of students progressing to positive destinations such as apprenticeships, technical routes, sixth form colleges, further education colleges, universities or employment. Destination data is used to assess how successfully students make the transition into the next stage of education or training, or into employment and to inform future careers provision. The careers policy is reviewed on an annual basis by the Associate Assistant Principal – CEIAG, Progression and Transition, SLT and Trustees.

Rainford High's Excellence in Monitoring & Evaluating Provision Cycle

Supporting Achievement within Gatsby Benchmarks 1, 3, 4, 5, 6 & 7



Resources

The budget for careers is allocated on an annual basis. Additional resources can be requested. The Associate Assistant Principal has responsibility for the management and deployment of the careers budget and careers resources and is accountable to the Principal.

Links with other Policies

This policy supports and is underpinned by key school policies including those for Curriculum Self-Evaluation, Faculty Intent, Implementation and Impact statements, PSHCE and SMSC. Through our school ethos and learning both within and beyond the classroom, we provide opportunities for students to develop the skills, knowledge, understanding, characteristics and attitudes they need to be active and employable citizens both within and beyond the curriculum.

Equality and Diversity

Careers information, advice and guidance is provided to all students and provision is made to allow all students to access the programme on offer. Students are encouraged to follow career paths that suit their interests, skills and strengths with the

absence of stereotypes Gender stereotyping is addressed via noticeboards in main reception, during Everyone Succeeds Days and also within related PD / Career sessions. All students are provided with the same opportunities and diversity is celebrated.