



**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Careers Education, Information, Advice and Guidance

Responsible Board/Committee	Education
Policy Type	School
Policy Owner	Careers Co-ordinator
Statutory	Yes
Publish Online	Yes
Last Review Date	September 2025
Review Cycle	Annual This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	October 2026
Version	

Date Agreed: October 2026	Date for review: October 2026
Chair of Governing body: <i>Nicola Smith</i>	Date signed: October 2026

King Edward VI Northfield School for Girls Careers Education, Information, Advice and Guidance (CEIAG) Policy

Policy Revised by:

P Keylock/ S Miles

Date revised:

September 2025

Next review date:

October 2026

Rationale: Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment: King Edward VI Northfield School for Girls is committed to providing our students with a programme of careers education, information, advice and guidance for all students in years 7 – 11. King Edward VI Northfield School for Girls uses the Gatsby Benchmarks and the Compass monitoring tool to ensure that Careers Education is high quality.

Aims: King Edward VI Northfield School for Girls Careers Education and Guidance policy has the following aims:-

- improve social mobility by providing up to date information about future pathways
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and essential employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

Needs: Implementation of Careers Education is delivered during discreet timetabled sessions in Years 7 – 11 by teachers of PSHE, supported by tutors, at key appropriate points throughout the academic year. Pupils are also given immersion days/experiences, e.g. Mock Interview Day (Year 11) and Work Experience in Year 10.

Equality and Diversity: Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Partnerships: Visiting speakers, trips to education and work place settings, careers advisors, video and careers literature are used in the Careers Education programme to provide pupils with background information relating to further education and a wide range of jobs and training. We have appointed Sarah Miles (Level 6 Qualified Careers Advisor) to work with Year 7 - 11 pupils. She arranges a variety of trips & workshops that are specific to career paths as well as University visits to raise aspirations. We are working with a range of employers to help deliver the careers education programme.

We work with a number of outside agencies who support the work we do on Careers in PSHE lessons such as Uni Connect, Working Options, Barclays Life Skills and local colleges such as Cadbury,

South and City College (Bournville) and Halesowen. We are also working with Higher Education institutions (University of Birmingham, Newman, UCB, Aston) to raise pupil aspirations. In addition, guidance is given in completing CV's and personal statements via a website that pupils can also access from home. This website also gives pupils in-depth information about a wide variety of careers and will match them to those most suitable for them. All Year 11 pupils receive help with how to prepare for an interview and take part in a 'mock interview' in school with our partners. We also hold a careers fair every year to give students further guidance (Providers can find our **Provider Access Policy** in the Careers section of the Website)

How the school measures and assesses the impact of the careers programme on pupils:

Our Careers programme is reviewed on an annual basis, at the end of the academic year. Pupils and parents are consulted via questionnaires and pupil focus sessions as part of an ongoing careers evaluation process. Information gained from this is used to ensure that the careers programme is as effective as possible for all pupils. The Gatsby Benchmarks are used, and Compass tracker is continually updated, to measure progress and impact.

Careers in the curriculum:

Year 7	Aspect of Careers Education covered in PSHE/ PSHRE lessons
Year 8	Skills, Finance, Focusing on the Future
Year 9	Careers and Gender, Jobs, Careers or Vocations, Further Education and Qualifications, Careers Rights for the Young, Career Choices
Year 10	Interpersonal Skills, Employability, writing a CV and Personal Statement (using Xello), What Will I Do (Including the use of Labour Market Information), College Taster Days and work experience programme
Year 11	Post 16 Applications (using Xello), Interview Techniques and Mock Interviews, Careers Fair

Parents and carers: Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary, they are invited.

Management: A named member of staff (P.Keylock) co-ordinates the Careers programme and is responsible to senior management line manager (M.Elliott).

Approved by the LGB on October 2025

Next Review: October 2026