

Queen Elizabeth's Sixth Form

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

Updated September 2025

Rationale

Queen Elizabeth's Sixth Form believes that careers information and guidance lies at the heart of our aim to prepare every student for successful engagement with the wider world throughout their lifespans. We aim to furnish every student with the knowledge, understanding and skills they will need to make a successful transition to adult life.

This policy reflects the Government's Inspiration Vision Statement and the DFE Document, 'Careers guidance and inspiration in schools', which specifies that careers advice must be:

- Presented in an impartial manner
- Include information on a range of post-16 education or training options.
- Promote the best interest of the students.

Queen Elizabeth's Sixth Form believes that young people must engage proactively in decisions about their education pathways and their journey to a career.

Our careers strategy is shaped by the eight Gatsby benchmarks outlined in John Holman's report as the key elements of high quality practice:

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

Objectives

a. The careers and IAG programme is designed to meet the needs of students at Queen Elizabeth's Sixth Form following the Eight Gatsby Benchmarks and mapped to the CDI framework for careers and work-related education. Activities are differentiated and personalised to ensure progression in their post-16 progression route as well as the student's own personal development. It is also designed to strengthen our students' motivation, aspirations and attainment within the sixth form.

b. Students are entitled to CEIAG which meets professional standards of practice and which is impartial and confidential. Activities will be embedded in the curriculum and based on a partnership with students and their parents / carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. The use of specialist talks from professionals, participation in work experience with external employers, support from our independent careers adviser are made available to all students. This is supported by access for students to Unifrog. We also encourage students to pro-actively research and reflect upon these experiences, recording CEIAG related activities in Unifrog as part of their personal Diploma Award.

c. Queen Elizabeth's Sixth Form is further committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) for all students in Years 12 and 13 in partnership with our independent careers adviser. We work closely with CSW/NSSW to provide additional support as required for any student with additional needs or identified as being at risk of becoming NEET.

d. Queen Elizabeth's Sixth Form will ensure that students are well prepared for the next stage of their education, training and or/employment. We will ensure that we provide timely independent information, advice and guidance to assist students on their next steps in training, education or employment. Students should have a well-informed understanding of the options and challenges facing them as they move through the sixth form and on to the next stage of their education and/or training.

Curriculum

CEAIG at QE is a fundamental building block of the QE Diploma Award, which underpins our sixth form curriculum. Students engage in and record activity under the headings of Supervised Study, Independent Study, Enrichment (creativity, action and service), CEAIG and work-related learning. Student participation in this award is certificated towards the end of Year 13, with a student-led award evening, certificate and voucher.

While much of our CEIAG is delivered through weekly personal development periods (PDP), all staff have a responsibility to provide CEIAG, as tutors and as subject leads and subject teachers. Subject teachers explore career options with students as they make their Level 3 study programme choices, and liaise with parents (especially at our Post-16 Options Parents' Information Evening). Our course guide makes specific links to career openings arising from subjects.

Our taught CEIAG curriculum is delivered through weekly tutor-led PDP sessions, and includes:

- learning to become an organised, autonomous learner
- key study skills such as extended writing, oracy and research methodologies
- problem-solving and resilience
- careers and careers development
- Investigating work and working life
- Understanding business and local employment opportunities
- Investigating jobs and labour market information (LMI)
- Valuing equality, diversity, inclusion and PREVENT priorities
- Learning about employment law and worker's rights
- Exploring and preparing university and job applications
- Preparing for employability

Other organised events include trips to the UCAS convention and local area Apprenticeship Shows.

QE Sixth Form has well established partnerships with a range of universities. In particular, we are a Link Partnership school with Exeter University, who provide regular talks, workshops and contact points with students. We actively participate in supported progression schemes from Exeter, Reading, Bath and the Social Mobility Foundation and Social Mobility Business Partnership, who provide fully-funded residential weeks for low-income students. Students are strongly encouraged to participate in university open days; students eligible for the 16-19 Bursary fund are supported financially to attend these.

We also work closely with Cambridge University, running residential visits in partnership with the Gonville and Caius, Girton and Downing Colleges.

Queen Elizabeth's Sixth Form firmly believes in the work experience programme as an opportunity to experience the world of work, as well as developing employability skills such as punctuality, planning, team work etc. This is a compulsory part of our Year 12 curriculum.

Monitoring & Evaluation

1. Monitoring and evaluation of CEIAG takes place through regular tutor team meetings to discuss the content and delivery of PDP. Learning walks by the head of Sixth Form check for quality and consistency throughout the year.
2. The Head of Sixth Form/Careers Lead audits the CEIAG programme internally against Gatsby benchmarks and implements improvements when necessary. We are using the Compass Plus tool to fully audit provision. This is ongoing and updated regularly by Careers Lead.