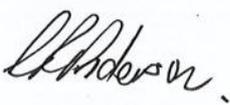




SETTLEBECK SCHOOL

Careers Education, Information, Advice and Guidance (CEIAG)

Careers Lead	
Name:	Mrs. K. Modlin

Approved by	
Name:	Mrs. S. Anderson
Position:	Chair of Governors
Signed:	
Date:	December 2025
Review date:	December 2026

Contents	
Aims	4
Statutory requirements	4
Context	4
Roles and Responsibilities	5
Careers Lead	5
Senior Leadership Team	5
Local Academy Board	5
Careers Provision	6
Access to our careers programme information	6
Pupils with Special Educational Needs or Disabilities (SEND)	Error! Bookmark not defined.
Provider access	7
Management of Provider access requests	7
Monitoring and Review	7

Aims

This policy outlines the school's commitment to providing impartial, well-informed careers guidance and opportunities for all pupils. Guided by our vision and values, we aim to deliver a high-quality careers programme that meets statutory requirements, raises aspirations, and equips pupils with the skills and knowledge they need to thrive in the world of work.

Our careers provision aims to:

- help pupils develop the skills and confidence they need to manage their future careers;
- provide experience that give pupils a clear understanding of the world of work;
- increase awareness of the wide range of education, training and career opportunities available;
- support pupils in exploring routes into careers they are interested in and making informed decisions about their next steps;
- promote high aspirations and ensure equality of opportunity for all;
- ensure pupils receive the guidance and support the need to succeed.

Statutory requirements

This policy is based on the Department for Education's (DfE's) statutory Careers guidance and access for education and training providers.

This guidance refers to:

- The Education Act 1997;
- The Education and Skills Act 2008;
- The School Information (*England) Regulations 2008;
- Skills and Post-16 Act 2022;
- Education (Careers Guidance in Schools) Act 2022.

This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found on our school website.

Context

Settlebeck School is an 11-16 academy serving wide catchment area. As our students progress to other institutions for post-16 education, we ensure they receive impartial advice and guidance on all available pathways, including A Levels, T Levels, Level 2 and 3 courses, and apprenticeships.

We are committed to delivering a careers programme that is embedded within the curriculum and enriched through activities, including work experience. Our curriculum is designed in line with the Gatsby Benchmarks to reflect best practice and meet the Department for Education statutory guidance on careers and provider access.

We also recognize a local challenge: many young people leave the county after receiving an excellent education, contributing to the aging population. At the same time, there is a strong demand for skilled young people to join the local workforce and support the future of our economy. Our careers provision aims to address this by raising awareness of local opportunities, and encouraging pupils to consider how they can play a role in shaping the region's future.

The Gatsby Benchmarks are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each young person
4. Linking curriculum learning to careers

5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance.

Roles and Responsibilities

Careers Lead

Mrs. K Modlin is the designated Careers Lead at Settlebeck School and is responsible for careers education, information, advice and guidance. She can be contacted by phone on 015396 20383 or by email at modlink@ss.changinglives.education.

All teaching staff contribute to the implementation of this policy through their role as Form Tutors and as subject specialists.

The Careers Lead will:

- lead the development, delivery and evaluation of the school's careers programme;
- plan and coordinate careers activities across the school;
- support teachers in embedding careers education within the curriculum;
- build and maintain partnerships with employers, education and training providers, and careers organisations;
- work closely with the SENDCO to identify and meet the guidance needs of pupils with special educational needs, including personalised support and transition planning;
- collaborate with the designated teacher for cared for children and previously cared for children to:
 - ensure awareness of cared for pupils
 - understand their additional support needs
 - use Personal Education Plans (PEPs) to inform careers advice.

Senior Leadership Team

Our Senior Leadership Team will:

- champion and support the careers programme across the school;
- assist the Careers Lead in developing and delivering a strategic careers plan;
- ensure the Careers Lead has sufficient time and access to appropriate training to carry out their role effectively;
- facilitate access for training providers to speak with pupils in Years 8-11 about technical qualifications, pathways and apprenticeships as outlined in our Provider Access Statement;
- build and maintain networks with employers, education and training providers, and careers organisations to enhance opportunities for pupils.

Local Academy Board

The governing board will:

- provide clear advice and guidance to support the development of a strategic careers plan that meets all statutory requirements;
- appoint a governor with a strategic interest in careers education and employer engagement;
- ensure impartial careers guidance is available to all pupils throughout their secondary education;
- guarantee that education and training providers have access to pupils to inform them about technical qualifications, pathways and apprenticeships;

- ensure the school's careers programme and the name of the Careers Lead are published on the school website;
- confirm that arrangements are in place to meet the Provider Access Legislation, including the publication of a Provider Access Policy Statement.

Careers Provision

Settlebeck School delivers an embedded careers programme designed to inform, inspire, and support pupils in exploring future options. From Year 7 onwards, pupils receive statutory careers guidance to help them understand the choices and pathways available.

Our programme is structured to meet the **Gatsby Benchmarks**, ensuring best practice:

1. A stable careers programme led by a designated Careers Leader
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. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

We promote a full range of technical and academic routes without bias, helping pupils make informed decisions. The programme builds progressively across Key Stages, with clear aims, objectives, and activities for each year group.

Careers education is delivered through a variety of methods, including dedicated lessons, tutorial sessions, displays, guest speakers, work experience, a careers fair, and visits.

All students are entitled to;

- receive a stable careers programme from Year 7 to Year 11;
- have at least 5 meaningful encounters with employers (at least one per year);
- access impartial careers advice and guidance, including relevant labour market information;
- receive personal guidance to help them achieve their individual career goals;
- develop the skills needed to succeed in future study and employment;
- gain the knowledge and confidence to set realistic goals, based on their interests and abilities, while considering local job market opportunities;
- be provided with up-to-date information about careers and skills development;
- understand how different subjects keep future options open;
- access additional support when needed, whether due to a change of decision, personal circumstances, or additional needs;
- have the opportunity to take part in work experience.

Access to our careers programme information

A summary of our schools' careers curriculum and provision is published on our website, including details of how pupils, parents, teachers and employers can access information about the careers programme.

Additional information can be requested by contacting Mrs. Modlin at modlink@ss.changinglives.education or by phoning 015396 20383

Support for Pupils with SEND

Most pupils with special educational needs will follow the same careers programme as their peers, with adjustments and additional support where needed.

Our Careers Lead works with teachers and, where appropriate, external professionals to identify individual needs and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities.

Where appropriate, we may invite adults with disabilities to share their experience and advice. No information will be withheld from pupils with SEND that is offered to other pupils.

Pupils with an Education, Health and Care Plan will receive further support from INSPIRA to ensure their transition is well planned and tailored to their needs.

Pupils with SEND are supported to access work experience, with adjustments made where necessary to ensure inclusion and success.

Provider access

This statement sets out our arrangement for managing access by education and training providers who wish to inform pupils about their courses, qualifications, or career pathways. These arrangements comply with the Education Act and the Provider Access Legislation.

All pupils are entitled to:

- learn about technical education, qualifications, and apprenticeship opportunities as part of a careers programme covering all post-16 options;
- hear from a range of local providers through events, assemblies and taster sessions;
- understand how to apply for academic and technical courses, and apprenticeships;
- have a minimum of one encounter with a technical education and training provider for each year in secondary school.

Management of Provider access requests

Providers wishing to request access should contact: Mrs. K Modlin, Careers Lead via modlink@ss.changinglives.education or 015396 20383

We welcome contributions from employers, further and higher education institutions, and apprenticeship providers. Our network includes former pupils, local employers, parents and Post 16 providers and we are keen to broaden this participation.

External agencies are also invited to support careers education across the curriculum

Monitoring and Review

This policy and its implementation will be monitored by the Local Academy Board and reviewed annually.

Version No: 4
Review Date: December 2025
Next Review Date: Autumn 2026