



Careers, Information, Advice & Guidance (CIAG) Policy

Policy created: Summer 2024

Policy created by: CCJ

Policy approved by MC in: May 2026

Policy to be reviewed again in: Summer 2027

Person responsible for review: Yasmine Dhillon



Newham PRUs: Careers Guidance Commitment:

Careers Vision 2026-27: 'To inspire hope and stability through purposeful pathways; ensuring every learner gains the self-regulation, vocational confidence, and professional opportunities to successfully transition into the modern workforce.'

To achieve this, the service delivers against four core School Improvement Priorities:

- 1. Impactful Interventions (The 'Right Fit' Pathway):** Ensuring 100% of Year 11 students secure a post-16 destination through Rapid-Response IAG and vocational taster days.
- 2. Behavioral Excellence through Professionalism:** Utilising a Workplace Readiness initiative (e.g., Beckton Skills) to enhance school-wide behavior systems.
- 3. Staff Well-being & Collective Efficacy:** Integrating careers seamlessly into the existing curriculum with 'grab-and-go' tutor and subject resources to protect staff workload.
- 4. Seamless Transitions & RPA Collaboration:** Eliminating NEET figures via a robust external pipeline.

The main aim/objective of the Careers Guidance provision is to ensure that all pupils have the skills, knowledge and information they require to make informed decisions about their future post 16 and career progression opportunities. By the end of year 11, we want all pupils to have secured at least one conditional offer of a college, traineeship or apprenticeship for year 12. Any pupils who do not secure a post-16 offer by the end of the academic year are referred to Newham's Raising the Participation Age (RPA) Team at Newham Workplace for intensive, bespoke support and a structured 'warm handover' to secure a meaningful post-16 offer.

Once pupils have officially left school, they continue to receive support from our Transition & Progression Team (TAP). This tracking and monitoring process ensures that pupils are supported for up to one academic year after they leave to ensure that they are making progress and engaged in their programmes of study, or can be signposted onto careers services for ongoing support if/when required. Pupils and their families will continue to receive support and guidance throughout Year 12 to ensure that they are able to make a smooth transition into their chosen career pathway.

The Careers Education Programme:

The Careers Education provision equips pupils with the knowledge, skills and behaviours they require to enable them to develop key transferable and life skills that they can then utilise in their future career opportunities. The topics/themes covered within the careers education curriculum, which is embedded into the whole school PSHE curriculum at KS3 & KS4, is designed to help pupils to effectively navigate the world of work and be successful in their future endeavours.



Pupils are taught to:

- Develop a sense of purpose and aspiration
- Build meaningful professional and personal working relationships
- Work well as part of a group.
- Develop effective interpersonal
- Make effective and positive choices based on informed decisions
- Take responsibility for own learning and outcomes
- Have a sense of value for self and others
- Understand the importance and relevance of life-long learning
- Develop soft & concrete employability skills
- Understand how to contribute positively to society
- Develop leadership and team work attributes
- Realise their full potential
- Appreciate the value and importance of education
- Remain positive about continuing with education up to the age of 18 and beyond
- Have an understanding of future career goal setting and aspirations

Careers Education Curriculum Offer:

All pupils within each year group (Year 7 – Year 11) access a work related learning / careers education curriculum, where they are able to learn about the world of work, take part in work-focused learning activities and can participate in a work experience placement, to gain an insight into the world of work and post 16 education and training opportunities. Pupils also learn about different careers and industries to explore how businesses operate in local, national and global contexts and develop an understanding of how these contexts impact on business behaviour.

All pupils in Year11 are offered 1:1 Careers Information Advice and Guidance (CIAG) from a Level 6 Trained Careers Advisor, to ensure that they are fully supported and encouraged in making a smooth transition into further education and/or training in Year 12 and beyond. Our Careers programme is underpinned by the Gatsby Benchmarks, with different subject departments across Newham PRUs required to develop subject to industry links within their individual subjects, helping to build pupil curiosity and interests about future career planning and progression, linking curriculum learning to careers. This curriculum adheres and aligns to the DfE statutory guidance for Schools and Colleges, the National Careers Strategy, Gatsby Benchmark Framework and the Raising the Participation Age (RPA) Agenda.

Careers Guidance Methods:

Targeted Careers Information, Advice and Guidance (CIAG) support is offered to all Year 11 pupils, as part of their post 16 preparation and planning, all other pupils within Years 7-10 are also supported with their career progression and development, through targeted and scheduled careers opportunities, personal development activities and workshops/interventions to support careers education.



All pupils are supported with researching career pathways, learn about Labour Market Information (LMI) and complete training/college courses application forms for Further Education and Training courses. All Year 11 pupils receive a Careers Action Plan after a personal careers guidance interview has taken place, this plan sets out the career aspirations of the pupil and identifies suitable and meaningful career pathways available to help them to make an informed decision about their future career goals, this information is then shared with parents/carers and professional networks working with pupils and their families.

Careers Information, Advice & Guidance support can also be provided during child-focused internal/external professional's meetings, with targeted Careers Information, Advice & Guidance (CIAG) support provided to pupils with SEMH/SEND who have an EHCP as part of an integrated approach to support pre- and post-16 preparation and planning. Our SENCO acts as the Careers Leader, working closely with the Careers Coach to seamlessly co-ordinate and differentiate these transition measures.

College and Training Course Application Process:

Year 11 pupils are supported with completing application forms when applying for college courses and/or training and apprenticeship programmes. Parents and carers are also encouraged to actively take part in the application process to support their child/children. Parents/Carers will receive regular updates on the progress of their child's applications and will be informed if/when conditional offers are received.

All pupils are supported and encouraged to attend college and training open and taster days; where they will have the opportunity to speak to further education and training providers / industry professionals, to gain more Careers Information, Advice and Guidance (CIAG) support. This will ensure that pupils are able to make informed decisions about their post 16 destinations and can make a smooth transition into further education or training, as part of the Raising the Participation Age Agenda (RPA), which requires all young people to remain in some form of compulsory education and/or training until the age of 18.

Year 11 Additional Curriculum Content:

In addition to the academic qualifications on offer in Year 11, pupils are supported to develop independent life skills and are encouraged to explore and develop transferable employability and skills. Pupils are taught about the relevance and importance of developing and mastering these skills, which are highly sought after by employers.

Topics covered include:

- Health, safety and hazard awareness in the workplace.
- Developing listening, communication and interview skills.
- College and apprenticeship application process.
- Career research and planning.
- Drafting a curriculum vitae and letter of application for a job and/or course



- Developing specific and generic research skills
- Interview etiquette
- Entry requirements for post 16 education and training
- Preparing to attend a formal interview
- Part time / full time employment
- Key transferable skills that employers desire.
- Exam revision and preparation
- Teamwork and leadership skills

Work Experience Placements & Work Related Learning Workshops commissioned by Inspire:

Year 10 and 11 (KS4) pupils are offered the opportunity to participate in either a one-week or extended work experience placement, to help them to develop a real insight into the world of work. Experiences of work placements and encounters with employees/ employers help to build pupil confidence and self-esteem for moving into the labour market, and provide pupils with an opportunity to develop key transferable employability and life skills. Pupils are given a selection of placement options and must attend an interview before they can start their placements. Pupils who do not participate or attend their placement are expected to attend school as normal for the duration of that week.

Extended work experience placements are offered to pupils in Key Stage 4 (Year 10 & Year 11) as part of a bespoke enrichment programme.. All year groups are offered opportunities throughout the academic year to partake in work related learning activities and workshops, which help pupils to develop their interests and career aspirations, engage in encounters with employers and employees and learn about the world of employment, education and training beyond school.

Year 11 Record of Achievement (ROA) Folder & Graduation Ceremony:

Pupils are supported with creating a Record of Achievement (ROA) folder reflecting their experiences, achievements and qualifications to date. Pupils receive a ROA folder during the graduation ceremony held at the end of Year 11. This ceremony is a celebration of all the achievements pupils have accomplished throughout their school career. Parents/carers and other professionals who have worked closely with pupils are all invited to celebrate this event during the summer term.

Career Guidance & Development Supported by outside Agencies/Providers/Visitors:

Newham PRUs work with a variety of different external careers providers to support the career development needs of all our pupils. These external agencies facilitate workshops and assemblies, provide platforms to research and for sharing career related information. This support is tailored towards focussing on promoting work, based learning and career progression opportunities.

Links to some of the external career guidance services used within Newham PRUs to enhance our curriculum offer/provision are listed below.



1. Inspire-ebp - Work experience & careers education charity
(T) 020 7275 6060
<https://www.inspire-ebp.org.uk/>
2. National Careers Service
<https://nationalcareersservice.direct.gov.uk/job-profiles/home>
3. Apprenticeships.org
<https://www.gov.uk/become-apprentice/apply-for-an-apprenticeship>
4. LMI for All – Labour Market Information
<https://www.lmiforall.org.uk/widget/>
5. Go Construct
<https://www.goconstruct.org/learn-about-construction/find-the-role-for-you/career-explorer/>
6. Prospects – Researching Future Careers
<https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors>
7. Aims Skills Development (Traineeships & Apprenticeships)
<https://aimskills.org/>
8. Newham Workplace - Raising The Participation Age (RPA) Team
<https://www.newham.gov.uk/Pages/Category/Newham-Workplace.aspx>
9. Success at School - Explore careers, employers, jobs, courses and advice
<https://successatschool.org/>
10. My Kinda Future – The employee experience platform
<https://www.mykindafuture.com/>
11. Careers Pilot - Expert careers information and tools
<https://www.careerpilot.org.uk/job-sectors>
12. Careers Box – Career films on the web
<https://www.careersbox.co.uk/>
13. Health Careers – Health care jobs and careers
<https://www.healthcareers.nhs.uk/>
14. Not going to University – Careers routes when not moving onto university
<https://www.notgoingtouni.co.uk/>
15. Student Ladder - Work experience, Internships, Apprenticeships and Graduate Schemes.
<https://www.studentladder.co.uk/>



16. Taking Jobs - Interviews and videos from different people working in a variety of careers.

<http://www.talkingjobs.net/>

17.. Bright Knowledge – Essential guide to careers, education and student life

<https://www.brightknowledge.org/>

18. Barnardo's Apprenticeships

<https://www.barnardos.org.uk/what-we-do/supporting-young-people/employment-training-skills/contact>

19. City Gateway

<https://www.citygateway.org.uk/apply-for-young-people/>

20. Traineeships.gov.uk

<https://www.gov.uk/government/collections/traineeships--2>

21. Catch 22 Traineeship/Apprenticeship Provider

<https://www.catch-22.org.uk/creating-opportunities/>

Gatsby Benchmark Framework:

Newham PRUs is committed to offering a good quality career guidance provision to all our pupils; regardless of academic ability, SEMH/SEND and/or socio-economic background. The support on offer across Newham PRUs aims to ensure that all pupils are well prepared for the transition onto further education, employment or training. We want all our pupils to feel supported and empowered to explore their career interests, achieve their desired career aspirations and improve their future social mobility outcomes.

Newham PRUs Careers Education Careers Provision is mapped against the eight Gatsby benchmarks of Good Career Guidance, as evidenced below.

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

Area of Knowledge	Curriculum Delivery	Gatsby Benchmark
Careers Education and Work Related Learning Curriculum	Embedded into existing PSHE carousel Curriculum for Years 7-10	Gatsby Benchmark 1 Gatsby Benchmark 3

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Conducting generic and specific career development research	1:1 sessions Class activities Independent research	Gatsby Benchmark 2
Departmental Career Industry Links	Subject leads raising awareness through teaching methods of how school links to the world of work Developing subject and industry links/pathways display boards 1:1 / class discussions	Gatsby Benchmark 4
College / Apprenticeship Taster Days	Educational visits to FE institutions Collaborations with FE Colleges (School Liaison Officers) Attendance to Taster Days Whole School Assemblies	Gatsby Benchmark 3 Gatsby Benchmark 4 Gatsby Benchmark 7
Completion of post 16 application forms	1:1 sessions Liaising with career colleagues on behalf of pupils Group work sessions Supervising pupils when attending interviews	Gatsby Benchmark 3 Gatsby Benchmark 7 Gatsby Benchmark 8
1:1 Careers guidance Interviews with a trained careers advisor	1:1 sessions Group work activities Attending professional meetings on behalf of pupils to discuss career progression, preparation and planning	Gatsby Benchmark 1 Gatsby Benchmark 3 Gatsby Benchmark 8
Membership of The LEAN EAST Network & Local Futures Careers Cluster Steering Group (Newham)	Educational visits to Employers Career Development Assemblies Information sharing	Gatsby Benchmark 2 Gatsby Benchmark 4 Gatsby Benchmark 5 Gatsby Benchmark 6
Work Experience Placements	Work Experience block placements Extended Work Experience placements Work Focused Learning programme	Gatsby Benchmark 5 Gatsby Benchmark 6
Collaboration with the Newham RPA (Raising the Participation Age) Team	Access to CIAG support Support for NEET pupils Whole School Career Progression Assemblies	Gatsby Benchmark 3 Gatsby Benchmark 5 Gatsby Benchmark 6 Gatsby Benchmark 8
Curriculum Vitae Workshops / Writing	1:1 sessions Class based sessions Online CV writing support	Gatsby Benchmark 2 Gatsby Benchmark 5 Gatsby Benchmark 8



Provider access policy statement

Policy created: Summer 2024
Policy created by: **Assistant Head Teacher**
Policy approved by MC in: May 2026
Policy to be reviewed again in: Summer 2027
Person responsible for review: Yasmine Dhillon

1. Aims



This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about post 16 education, employment and training offers and opportunities, and to learn the world of work and labour market information in preparation for improving future social mobility outcomes and securing future career aspirations.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access pupils in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in section 42B of the Education Act 1997.

This policy shows how our school complies with these requirements.

3. Student entitlement

All pupils in years 7 to 11 at **NEWHAM PRUS** are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses



4. Management of provider access requests

4.1 Procedure

The procedure for inviting external careers providers onsite to any of our school premises adheres to the existing guidance and measures in place relating to welcoming and supervising visitors. Key points on managing provider access includes:

- All visitors are supervised at all times and are not left alone with pupils in any circumstance.
- All individuals have undergone vetting and screening processes in line with their places of employment and comply with our vetting and safeguarding guidelines/protocols.
- Any agencies who require additional information to work with /pupils outside of the school environment are required to complete a Service Level Agreement or Professional Contract arrangement with the school, which is overseen by the organisation/statutory guidance.
- Any visitors invited to the school to undertake a workshop, assembly or any other intervention session come from a previously identified Career Industry agency/service. These agencies either work directly for the service in question, and/or volunteer for a Career Development Agency/Institution.
- External Career Providers include colleagues from the following industries; ELBA/LEAN East (East London Business Alliance), Beckton Skills Centre, Inspire-ebp, Fight For Peace, Our Newham Work, Catch 22, City Gateway, Newham Careers Network, Local London – Careers Hub East and various Post 16 College and Training Providers.

A provider wishing to request access should contact

Yasmine Dhillon Deputy Headteacher for SEND and Inclusion

Telephone: Tel: 0207 504 0531 / 0530

Email: yasmine.dhillon@prus.newham.sch.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

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The table below outlines the examples of the opportunities Newham PRUs will provide for training and education providers to speak to pupils and/or their parents/carers.

	Autumn term	Spring term	Summer term
Year 7 & 8	Introduction to Work Related Learning Subject to Industry Links Applied Learning (Mathematics & Science) Educational visits linked to curriculum learning Parents/Carers Consultation Evenings	1:1 Career Support sessions – Raising Aspiration Whole School Assembly – Employability Skills Applied Learning (Mathematics & Science) Educational visits linked to curriculum learning Parents/Carers Consultation Evenings	Careers Education as part of PSHE Carousel Curriculum Year Group Assemblies – World of Work / Industry Links Applied Learning (Mathematics & Science) Educational visits linked to curriculum learning Parents/Carers Consultation Evenings
Year 9	Learning about the World of Work Subject to Industry Links Applied Learning (Mathematics & Science) Educational visits linked to curriculum learning Parents/Carers Consultation Evenings	Whole School Assembly – Employability Skills 1:1 Career Support sessions – Raising Aspiration Applied Learning (Mathematics & Science) Educational visits linked to curriculum learning Understanding GCSE Options workshop/lesson Parents/Carers Consultation Evenings	Careers Education as part of PSHE Carousel Curriculum Year Group Assemblies – World of Work / Industry Links Applied Learning (Mathematics & Science) Educational visits linked to curriculum learning Parents/Carers Consultation Evenings
Year 10	Whole School Assembly – Employability Skills National Career Month (Careers Fairs)	Independent research of post 16 progression Subject to Industry Links	Work Experience (Extended Placement) Opportunities Career & Post 16 Research Activities



Year 11	Subject to Industry Links Educational visits linked to curriculum learning Creating Futures (Accredited Vocational Programmes) Parents/Carers Consultation Evening	Year Group Assemblies – World of Work / Industry Links Educational visits linked to curriculum learning Creating Futures (Accredited Vocational Programmes) Parents/Carers Consultation Evenings	Creating Futures (Accredited Vocational Programmes) Educational visits linked to curriculum learning Parents/Carers Consultation Evenings
	Post 16 College/Traineeship Assemblies College Taster Days National Career Month (Careers Fairs) Year Group Assemblies – World of Work / Industry Links / Post 16 progression opportunities 1:1 Careers Interviews Creating Futures (Accredited Vocational Programmes) Parents/Carers Consultation Evenings Supervising pupils to attend Post 16 interviews to secure places Traineeship registration and sign up	Support with completing Post 16 applications for college and/or Apprenticeships College Taster Days 1:1 Careers Interviews CV Writing Year Group Assemblies – World of Work / Industry Links / Post 16 progression opportunities Creating Futures (Accredited Vocational Programmes) Parents/Carers Consultation Evenings Supervising pupils to attend Post 16 interviews to secure places Traineeship registration and sign up	Work Experience Opportunities Preparation for Working Life (Record of Achievement Folder) Preparation Interview support Supporting pupils to access Post 16 Transition & Progression support Creating Futures (Accredited Vocational Programmes) Liaising with Post 16 providers to support transitions Supervising pupils to attend Post 16 interviews to secure places Traineeship registration and sign up



4.3 Granting and refusing access

Assess to pupils would be **granted** in the following circumstances:

- There is a direct link or connection to the service being offered which supports the career development needs of pupils.
- The provider is a recognised and well established agency/service offering a suitable career progression support to pupils.
- Newham PRUs have previously collaborated directly with a career development provider and the work has been successful and progressive.

Assess to pupils would be **refused** in the following circumstances:

- There is no professional connection or link to the school/pupil
- The service being offered does not relate specifically to any positive post 16 progression and/or career industry links pathway/planning to support the pupil.
- Individuals are barred or banned from working with young people/children in all settings
- DBS and vetting information is incomplete and/or non-compliant

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy. This policy is available on request.

4.5 Premises and facilities

- Providers will have access to classrooms, meeting rooms and the hall meeting spaces to deliver workshops/sessions to pupils and their parents/carers.
- ICT Facilities are available on request to support delivery.
- Providers should make requests of what facilities are required in advance and prior to the lessons/session/workshop taking place.
- Providers are welcome to leave course prospectuses, materials and marketing information for pupils and their parents/carers to read with the careers lead.



5. Links to other policies

The following policies are linked to this policy:

- Safeguarding/child protection policy
- Careers Information, Advice & Guidance (CIAG) policy
- Curriculum policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils is monitored by Yasmine Dhillon, Deputy Headteacher & SENCO/Careers Lead. This policy will be reviewed annually by Yasmine Dhillon, Deputy Headteacher & SENCO/Careers Lead.

Nusrat Hasnath is the PRUs Careers Coach who leads on the operational role of our guidance methods.

Maruf Deenis our Enterprise Coordinator from Newham LA.

At every review, the policy will be approved by the Newham PRUs Management Committee