



Cranbourne School Careers Education and Information, Advice and Guidance Policy

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Introduction

Every young person should leave Cranbourne best prepared for life in modern Britain. A young person's career encompasses their progress in learning and work. All students need a planned programme of activities to help them choose pathways that are right for them and to manage their careers, learning, and sustain employability throughout their lives. They also need to be well-informed when making subject and career decisions.

Rational

Careers Education and Information, Advice and Guidance (CEIAG) significantly contributes to preparing young people for the opportunities, responsibilities, and experiences of life, helping them transition successfully into adulthood by:

- Supporting young people to plan and manage their futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility, and challenging stereotypes
- Enabling young people to sustain employment and achieve personal and economic well-being throughout their lives

Cranbourne is committed to providing all its students with a planned programme of careers education and work-related learning activities throughout their school career, with opportunities at key transition points to access up-to-date, impartial information and expert advice and guidance. We aim to maximise benefits for students by employing a whole-school approach involving parents, carers, employers, and local agencies.

Purpose

The School's CEIAG programme is designed to meet the needs of all students at Cranbourne. It is differentiated and personalised to ensure progression through activities appropriate to students' stages of career learning, planning, and development.

Students are entitled to CEIAG that meets professional standards of practice and is person-centred, impartial, and confidential. It will be delivered by trained professionals in partnership with the school's careers adviser. CEIAG will be integrated into students' overall curriculum experience and will be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotypes, and promote equality and diversity. Cranbourne CEIAG programme follows the Association for Careers Education and Guidance (ACEG) Framework (2018) and aligning with the latest Ofsted careers framework and Hampshire County Council's guidelines.

We aim to ensure that Cranbourne meets the eight Gatsby Benchmarks of Good Career Guidance:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
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

We use Compass, an online tool provided by the Career and Enterprise Company, every term to help us evaluate our progress against the Gatsby Benchmarks.

To demonstrate our commitment to careers education, we are aiming to achieve the Quality in Careers Standard.

1. Organisation, Management, and Staffing

The Lead Practitioner for Personal Development has responsibility for careers, including the day-to-day delivery of the CEIAG programme. They also have access to administrative support. All staff are expected to contribute to CEIAG through their roles as tutors, subject teachers, and support staff.

The Lead Practitioner is responsible for the Careers Adviser, who provides specialist and impartial careers information, advice, and guidance on a one-to-one basis for students.

The Careers Adviser is a Registered Career Development Professional and a member of the Career Development Institute, qualified to Level 6 in Careers Guidance.

The Lead Practitioner and Angela Pope ensure that key groups such as students with an Education and Health Care Plan, students with Special Educational Needs, Looked After Children, those with poor attendance, and students from Black Minority and Ethnic groups are prioritised for one-to-one careers guidance meetings.

Staff Development

Staff training needs are identified as part of the school performance management cycle. Training opportunities are offered to relevant staff as they arise, and feedback from training is disseminated to staff where appropriate. The school will endeavour to meet training needs within a reasonable timeframe.

Funding

Funding is allocated in the annual budget planning round in the context of whole school priorities and specific needs in the CEIAG area. The Lead Practitioner is responsible for the effective deployment of resources.

Career Contact Details

Careers Lead: Paige Day

Careers Education and Guidance Link Governor: Shibaji Shrestha and Debs Bagg

Careers Adviser: Pippa Barrowclough

Email: a.pope@cranbourne.hants.sch.uk

Telephone: 01256 868600

2. Partnerships and Stakeholders

This policy recognises the range of partners that support the CEIAG offer within Cranbourne. These include:

- Work Experience health and safety checks provided through a service level agreement negotiated between the school and local agencies
- Hampshire County Council in respect of their provision of Destination Data
- Hampshire Futures
- Close liaison with post-16 providers and higher education institutions, including their input into assemblies and the annual Year 11 information evening
- Local employers, training, and apprenticeship providers
- Parents and carers
- Other providers, including the Apprenticeship Support and Knowledge (ASK) Programme

The school will publish a Provider Access Statement outlining arrangements for allowing providers to inform students about post-16 pathways.

3. Communication

To ensure students, parents, employers, and other partners are fully aware of the school's careers provision, we communicate through:

- Weekly pastoral PowerPoint
- Assemblies
- Careers pages on the website

- Parents/Information Evenings
- Social media
- Face-to-face meetings
- Emails/letters

4. Careers Programme

Careers lessons begin in Year 9 and are delivered as part of the Personal Development Programme. These lessons are taught by a trained team of teachers and are enriched by relevant external visitors, such as representatives from local colleges, apprenticeship providers, and employers. The CEIAG programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, and work-related learning, developed using the CDI Career Development Framework.

Students begin engaging with careers from Year 7, participating in various activities throughout their time at Cranbourne. Impartial and accurate information, advice, and guidance at transition points, such as the Year 9 Options process, is the responsibility of all teaching and support staff. At key stage 3 students have the opportunity to attend a university day. Year 11 students receive Provider Assemblies and College Taster Days, along with access to a broad programme of information delivered through assemblies. Year 10 students receive five days of Work Experience and a visit to a local Careers Fair.

5. Monitoring, Evaluation, and Review

The CEIAG programme is reviewed and evaluated annually every January by the Lead Practitioner as part of the school's self-evaluation process. We use Compass, an online tool provided by the Career and Enterprise Company, every term to help us evaluate our progress against the Gatsby Benchmarks. A report is submitted to the Senior Leadership Team termly and to the Governors annually. Destination data is recorded and placed on our website, and reviewed annually.

Cranbourne Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

All students in years 8 to 11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- To understand how to make applications for the full range of academic and technical courses

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- Explain what career routes those options could lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider) 55
- Answer questions from students

Meaningful Provider Encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the Making it meaningful checklist.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

Previous Providers

In previous terms/years we have invited the following providers from the local area to speak to our students:

- Basingstoke College of Technology
- Queen Mary's College
- Peter Symonds College
- Sparsholt College
- Apprenticeship Providers
- Reading University

Destination of our Students

Last year our year 11 students moved to range of providers in the local area after school:

- 39.4% went to Queen Mary's College
- 38.0% went to Basingstoke College of Technology
- 14.1% went to Peter Symonds

Management of Provider Access Requests Procedure

A provider wishing to request access should contact Angela Pope, Careers Administration by email to a.pope@cranbourne.hants.sch.uk

Opportunities for Access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you.

Year	Autumn Term	Spring Term	Summer Term
11	Meeting careers advisor	Meeting careers advisor	Meeting careers advisor
11	DWP Mentor meetings	Apprenticeship application clinic	Supported Internship talk (NHS)
11	College Assemblies	University Assembly	
11	Apprenticeship Assemblies		
11	College Application Workshops		
11	University Assembly		

10		Meeting Careers advisor	Meeting Careers advisor
10		DWP Mentor Meetings	DWP Mentor Meetings
10		University Assembly	Work Experience
10		Apprenticeship Assembly (AWE)	BCOT Taster Day
10		College Assemblies	Careers Fair
10		Get Inspired Trip	Supported Internship talk (NHS)
10			T Levels Assembly (BCOT)
9		Army Apprenticeship Assembly	University Trip
9			Supported Internship talk (NHS)
9			Careers Fair
9			Sports Leaders – Primary Sports Day
9	Cranbourne Aspire Diploma - Leading Primary School sessions	Cranbourne Aspire Diploma - Leading Primary School sessions	Cranbourne Aspire Diploma - Leading Primary School sessions
8			Careers Fair
8			Sports Leaders – Primary Sports Day
8	Community Work Experience - Food preparation for Cranbourne Food Pantry	Community Work Experience - Food preparation for Cranbourne Food Pantry	Community Work Experience - Food preparation for Cranbourne Food Pantry
7			Careers Fair
7			Sports Leaders – Primary Sports Day

Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk