St John Fisher Catholic College
Careers Policy

Approved : January 2026
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At St John Fisher Catholic College (SJFCC), we committed to ensuring all learners have equal opportunity to access careers information, experiences and guidance, to support them in making mature and informed decisions related to their future pathways. Careers Education, Information, Advice and Guidance (CEIAG) forms a vital part of our curriculum and built in line with our curriculum aims.

Our Curriculum Aims to create:

- **Successful and resilient** learners who aspire to and achieve excellence;
- **Confident** individuals who can explore and communicate effectively;
- **Responsible** citizens who are active, loving and wise in all their endeavours.

Intent for CEIAG

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. They enable learners to increase their knowledge, develop understanding and skills relevant to life in a rapidly changing world.

As a school we are striving to create a sustainable CEIAG Programme that fulfils all the Gatsby Benchmarks and statutory guidance, whilst ensuring and assuring quality at every step. To that end we are reflecting on and working towards ensuring that the CEIAG programme follows local, regional and national frameworks for good practice and other relevant guidance whilst working with the Stoke and Staffordshire Careers Hub and the wider Careers and Enterprise Company (CEC) and other partner organisations.

Gatsby Benchmarks

The Benchmarks are:

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

Link: https://www.gatsbybenchmarks.org.uk/

Aims

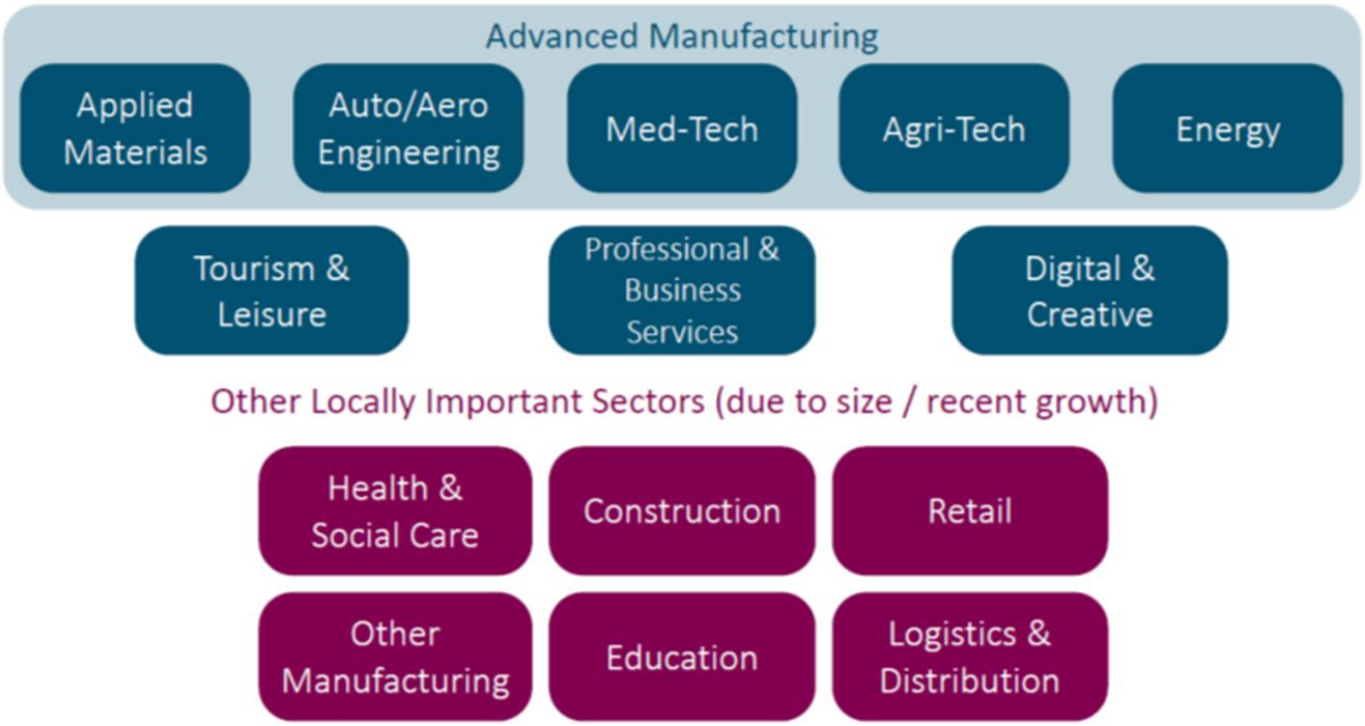
• Raising aspirations and increasing motivation – helping young people to identify educational and occupational goals;
• Demonstrating the relevance of the knowledge and the skills learnt in subjects to future opportunities in learning and working;
• Developing the skills for effective learning – reviewing achievements, setting targets, planning and taking action;
• Demonstrating the links between living, learning and earning;
• To contribute to the economic prosperity of individuals and communities;
• Improving literacy – developing information and communication skills;
• Enable learners to make informed choices about careers and education;
• Support learners in managing transition in their lives, such as change from school to college/work;
• Build partnerships and network with businesses in order to offer our learners a range of opportunities and experiences;
• To encourage participation in continued learning including higher education & further education;
• To challenge stereotypes and encourage learners to consider a wide range of careers.

Learner Access and Entitlement

Within CEIAG, each learner is entitled to:

- be at the centre of the CEIAG process and the partnership between staff and appropriate outside agencies
- opportunities to develop employability and softer skills
- a broad, balanced programme of careers education that will move learners forward in their career planning process by developing self-awareness and opportunity awareness
- have an awareness of the CEIAG process
- equal opportunity and access to current, impartial information about work, training and further education
- direct experience of the world of work
- access to individual, impartial and informed careers guidance
- a non-judgmental, open approach - to be listened to

- exposure to employers, in particular within LEP priority sectors – see below



Implementation of CEIAG

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the careers leader and careers coordinator. The needs of staff for development and training in careers education are identified through regular audits and evaluations of activities provided. These needs are met through training when required.

Key Staff in supporting CEIAG

Mr C Hawthorne (Assistant Headteacher and Careers Leader, SJF)
Mrs I Howle (Careers Coordinator, SJF)
Mrs D Sillitto (Careers Advisor, Entrust)
Ms B Ashley (Enterprise Coordinator, CEC)

Information Advice and Guidance

The school has a statutory duty for securing impartial CEIAG for learners in years 7 – 13 and also provide access to independent CEIAG. We have identified key areas as themes for each year group in order to ensure we are meeting the Gatsby Benchmarks.

St John Fisher Catholic College aims to provide learners with a range of good quality, up to date, impartial CEIAG on post 16 opportunities. This supports the whole-school delivery of CEIAG and requirements for the statutory duty for careers guidance. All of our learners, staff and parents/carers can access independent, impartial CEIAG allowing for career research to take place remotely, through Unifrog.

Curriculum

All staff contribute to careers education and guidance through their roles. New faculty curriculum documents include a focus on careers opportunities to be implemented within timetabled lessons. Regular monitoring and reflection time is provided for subject areas to continue to improve their provision in their curriculum area.

The Careers programme includes careers education sessions, Career guidance activities such as group work and individual interviews, information and research activities, events with business partners, work related learning and individual learning activities. The careers programme is centred around the employer competency framework with local employers identifying the top skills that they wish to see in young people.

Work Experience

All learners in Year 10 and 12 have time allocated to take part in a work experience placement, this is felt to be a key part of the development of employability skills. This is planned and coordinated by the key staff. The aim is for all learners to undertake the work experience unless it is felt that it is not suitable for that learner.

Alongside formal work experience weeks, there are regular workplace encounter opportunities for learners in all year groups.

In line with the updated benchmarks, further experiences of the workplace in Key Stage 3 are being introduced to eventually ensure that all students receive 10 days of work experience in total.

Parental Involvement

Careers interviews
Options evening and process
Sixth Form open evening
Communication for events, work experience
Careers fair and support evenings
Mentoring of learners
Parents evenings and reports
Web site information and social media updates
Opportunities for parents to support in careers provision in school.

Impact: Monitoring, Review and Evaluation

The CEIAG programme will be evaluated regularly, at least termly, using the Careers and Enterprise Company Compass+ tool, over the last year this has shown a stable trend in the percentage achieved versus each benchmark. This will provide a reliable, quantitative measure against the Gatsby Benchmarks and is shared with stakeholders. The annual review of partnership activities with Entrust (guidance interviews), Mploy Solutions (work experience for Y10 and Y12) and Unifrog (learner information, tracking and online guidance support etc) show overall good support for the school's objectives in the arena of Careers with scope for more efficient use of these resources.

Through the use of quality assurance procedures, CEIAG at St John Fisher Catholic College is monitored using:

- Learning walks
- Learner voice through the Future Skills Survey
- Parent/carer voice through surveys and conversations
- Questionnaires following activities
- Evaluation of work experience placements by learners
- Regular meetings and communication with the CEC North Hub
- Compass+ evaluations

Feedback on the effectiveness of the CEIAG programme will continue to be sought through curriculum stakeholder voice activities, parents, employer consultation and post-event evaluation. Resulting action points then feed into the following years' planning process to ensure they are addressed.

St John Fisher Catholic College also holds the Quality in Careers Standard and will continue to be assessed against this criteria as an endorsement of the CEIAG programme in place.