



Careers Education Information Advice & Guidance (CEIAG) Policy

Date updated: September 2025

1.0 Policy Introduction

Modern careers guidance is as much about inspiration and aspiration as it is about advice. Careers education, information, advice and guidance (CEIAG) makes a major contribution in preparing young people for the opportunities, responsibilities and experiences of life in order to help them to make a successful transition to adulthood.

This includes supporting young people to achieve their full potential; empowering young people to plan and manage their own futures; providing comprehensive information on all options; raising aspirations; promoting equality, diversity, social mobility and challenging stereotypes, whilst enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

Schools also have a statutory duty to secure independent and impartial careers guidance for Years 8-13. Bodmin College's **Provider Access Policy** sets out the college's arrangements for managing the access of providers to students at the school for the purposes 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.

2.0 Commitment

Bodmin College is committed to:

- Achieving a range of outcomes for young people including the careers and work-related outcomes outlined in the CDI Framework as well as practical outcomes such as positive destinations, successful transitions and on-going development of employability skills.
- Maximising benefits for students by using a whole school approach involving parents, carers, employers and other relevant local agencies.
- Ensuring that our CEIAG advice is presented in an impartial manner and includes information on the range of education or training options, including apprenticeships and other vocational pathways.

3.0 Links with Other Policies

This policy supports, and is underpinned by, the College's on-going policies for teaching and learning, assessment, PSHE, equalities, health and safety and special needs.

4.0 Objectives

Students are entitled to careers education, information, advice and guidance that is impartial and advice and guidance that is confidential. The programme promotes equality of opportunity, inclusion and diversity and cover the needs of both groups and individuals.

5.0 Minimum Entitlement in CEIAG for a student at Bodmin College

By the time a student reaches the end of Year 13 they can expect the following input relating to CEIAG:

- At least 6 meaningful employer contacts.
- At least one visit to a place of further or higher education.
- One formal mock interview.
- Careers support through workshops, drop-ins, assemblies, and general and bespoke careers information.
- At least one formal one-to-one careers guidance interview.
- Support via the tutorial and PSHE programme.
- To find out about technical education 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 attend at least two careers or progression fairs.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- Unifrog and Career Pilot online access to assist on planning potential career pathways.
- Understand how to make applications for the full range of academic and technical courses.

6.0 Implementation

6.1. Leadership and Management

Leadership and management of CEIAG is secured through the following:

- SLT Careers Lead: HE Lead has strategic responsibility for the CEIAG programme, working closely with both the CELT Trust lead and Head of Sixth Form.
- Careers Leader: co-ordinates the day-to-day delivery of the careers programme and oversees the Careers4U careers guidance advisor.
- Link Governor: CELT Trustee with responsibility for CEIAG.
- Local Enterprise Advisor: assists with CEIAG links and self-review through use of Compass+ careers platform.
- Careers Hub Co-ordinator: works across all CELT schools to ensure consistency and best practice.

6.2. Staffing

All staff are expected to contribute to CEIAG delivery through their roles as tutors, subject teachers and support staff. This includes careers links through taught subjects, careers related support and advice as tutors, referring to the Careers Leader as and when necessary.

6.3. Curriculum

The careers programme includes careers education lessons (delivered via PSHE and morning registration), careers related activities (including visits, talks, trips, etc), impartial careers guidance (groups and individual delivered by Careers4U and the Careers Leader), work related learning (in and out of school), information provision and a broad range of careers related events.

6.4. Partnerships and Providers

The college works with a range of partners to deliver the careers programme, including employers, higher and further education providers, parents and external careers providers. We use the online careers platforms UniFrog and Career Pilot to support with delivering and embedding the careers programme. We use the Careers and Enterprise Company's Compass+ tool for reviewing and monitoring progress against the Gatsby Benchmarks.

6.5. Resources

Funding is allocated for careers to cover resources and access to information (electronic and hard copy), CPD opportunities. The College also provides designated space for confidential individual guidance, group sessions and research to ensure the successful implementation of this policy.

6.6. Staff Development

Development for College staff is delivered by the Careers Leader. Teaching staff will also attend Trust Inset sessions delivered by the Cornwall and Isles of Scilly Careers Hub designed to develop knowledge and understanding of pathways and careers linked to their own subject. The Careers Leader takes part in trustwide CPD and partnership events. Staff are encouraged to make use of the Careers and Enterprise Company's broad CPD offer and Resources Directory.

6.7 Monitoring, Review and Evaluation

This policy is monitored and evaluated annually by the Executive Headteacher and/or Headteacher.

Should you require further information about this policy, please contact:

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