

Careers Education Information Advice and Guidance (CEIAG) Policy

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Issue Number	002	Author	James Madine
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Headteacher	Anthony Saleh	Regional Executive Headteacher/ Regional Director	Steven Pegrum / David Joy

1. Introduction

At Keys Group, our independent special schools provide a unique, safe, and supportive environment for pupils who have complex needs, emotional and behavioural difficulties, or who display challenging behaviour. Our Careers and Guidance Policy supports our commitment to preparing every pupil for their future beyond school, acknowledging the diverse and complex pathways our pupils may follow.

Our careers education and guidance programme is designed to be flexible, personalised, and progressive, ensuring that each pupil receives tailored support to build the skills, confidence, and knowledge needed for life after school, whether that be further education, training, employment, or meaningful community engagement.

2. Policy Aim and Scope

This policy aims to:

- Address the individual needs of all pupils, including those with SEND and complex needs.
- Deliver a planned, progressive, and personalised careers education programme from Year 7 onwards.
- Integrate careers learning across the curriculum, linking it to real-world skills and labour market information.
- Provide opportunities for meaningful work experience and encounters with employers, where appropriate.
- Support transition planning for further education, training, employment, or other post-school pathways.
- Develop employability, independence, and life skills essential for pupils' future success.
- Ensure impartiality in careers guidance, adhering to statutory requirements and ethical standards.
- Reduce the likelihood of pupils becoming NEET (Not in Education, Employment, or Training) after leaving school.

- Careers education and guidance will be closely linked to each pupil's EHCP outcomes and transition plans, ensuring personalised support that addresses individual aspirations, abilities, and barriers. Transition planning will be integrated into careers guidance to support smooth progression to post-16 education, training, or employment.
- The careers programme recognises the unique challenges faced by pupils with emotional, behavioural, and social difficulties. It provides tailored support, including flexible work experience opportunities, mentoring, and skills development, to overcome these barriers and promote positive outcomes.
- The careers programme is informed by the Gatsby Benchmarks to ensure best practice in careers education.

3. Careers Education and Guidance Delivery

- Careers education will be embedded within PSHE, Citizenship, and other relevant subjects, delivered by teachers, tutors, or support staff.
- Individualised guidance sessions will be provided regularly, tailored to each pupil's needs and aspirations.
- External independent careers advisers will be involved for all pupils, particularly for pupils in Years 10 and 11, to provide impartial advice and support.
- Schools will facilitate access to careers fairs, college visits, training providers, and employer engagement activities as appropriate and feasible.
- Special consideration will be given to pupils with EHCPs, looked-after children, and those with additional vulnerabilities to ensure personalised and effective support.

4. Roles and Responsibilities

- Careers Lead: Coordinates the careers programme, manages resources and budgets, liaises with external partners, and supports staff.
- Headteacher: Oversees policy implementation and ensures staff training and resource allocation.
- Teachers, Tutors, and Support Staff: Deliver careers education, support individual guidance, and embed employability skills across the curriculum.
- SENCO: Works closely with the Careers Lead to identify and support pupils with SEND and complex needs.
- External Careers Advisers: Provide impartial guidance and support transitions.

5. Training and Development

- All staff involved in careers education and guidance will receive regular training and updates to maintain best practice and statutory compliance.
- Induction for new staff will include familiarisation with this policy and the careers programme.

6. Equality and Inclusion

- Keys Group is committed to equality and diversity. Careers education and guidance will be inclusive, respectful, and tailored to meet the diverse needs of all pupils regardless of race, gender, disability, faith, or background.
- Reasonable adjustments will be made to ensure all pupils can access careers support.

7. Monitoring and Review

- The policy will be reviewed every 2–3 years, unless changes in legislation or best practice require earlier review.
- The Careers Lead will monitor and evaluate the effectiveness of the careers programme regularly, including pupil outcomes and engagement.
- Feedback from pupils, staff, and external partners will inform ongoing improvements.
- The policy will be reviewed annually or sooner if required by changes in legislation or practice.
- Regular feedback will be collected from pupils, families, and employers involved in work experience or engagement activities. This feedback will be used to evaluate and continuously improve the careers programme, ensuring it meets the diverse needs of pupils, especially those with SEND and complex behavioural needs.
- The effectiveness of the careers programme will be measured through clear success indicators, including:
 - The percentage of pupils progressing to positive post-school destinations (further education, employment, or training).
 - The proportion of pupils achieving personalised career and employability targets aligned with their EHCP outcomes.
 - Levels of pupil engagement and satisfaction with careers activities, gathered through regular feedback surveys.

Appendix A: Careers Lead Contact Details

Careers Lead Name: Sarah Jones

Job Title: Careers Lead/ Assistant Head Teacher

Email Address: sarah.jones@keyseducation.ac.uk

Telephone Number: 0151 525 4004 ext:5222

Office Location: Beech Area at LPS

Role Summary:

The Careers Lead is responsible for coordinating the delivery of the careers education and guidance programme, managing relationships with external providers, supporting staff, and ensuring that all pupils receive personalised and impartial careers support.

Appendix B: Local Careers Programme Overview

Year	Provision plan Careers	Provision plan 14+ stage	Gatsby Benchm arks	Subjects	Events/ Enrichment
7 to 9	<ul style="list-style-type: none"> Labour Market Dreams and Goals (Jigsaw curriculum) Meet with Careers Adviser at least once (Careers Connect – Lisa Kirkham) National apprenticeship week National Careers week Enterprise (xmas markets) Termly access to schools Live careers page. https://jobsliveuk.com/partner/liverpool-progressive-school/ College Visit (Riverside Foundations College) <p>All Students who can access Get Connected - Use their Keys Education email address.</p>	<ul style="list-style-type: none"> Life skills – understanding skills set. Term 1 Money matters. Term 2 Observation from careers advisor and group work at least once. National apprenticeship week National Careers week Enterprise (xmas markets) https://jobsliveuk.com/partner/liverpool-progressive-school/ Visit a college (Riverside Foundations College) <p>All Students who can access Get Connected - Use their Keys Education email address. Please record</p>	1, 2, 3, 4, 8	PSHE, 14+ Semi-formal, SMSC – All Subject links in planning	<ul style="list-style-type: none"> Careers Adviser visit (Spring 1 & Summer 1) Staff Careers CPD held by Careers Connect - “sessions STEAM digital conference in Liverpool for Y7-9 International Women’s Day (cross curricular) School Careers Day (November) The Army Foundation College (AFC) Live assembly - (January) STEM Live assembly with Q&A Warrington Careers fair National Apprenticeship week STEM live assembly

	Please record their access in their planning.	their access in their planning.			<p>Literacy Trust with Q&A</p> <ul style="list-style-type: none"> • National Careers week March (cross curricular links) • Emergency Service visit – Opportunity to ask questions about their career paths/skills • First Aid training (PSHE) • Subject Careers day – How does your subjects help you for your future?
10 to 11	<ul style="list-style-type: none"> • Careers • Aiming High – Dreams and Goal (Jigsaw Curriculum) • My World of Work • Careers, jobs and sectors • Writing CV and knowing my Skills. • -Work experience (application and job interview roleplay) and Independence in the 	<ul style="list-style-type: none"> • 14+ stage Using Equals curriculum and EHCP Longterm Goals • Identifying and recognising signs in the community. • Accessing Transport • Independence in the home • Independence in the community (accessing the 	3, 4, 5, 6, 7, 8	PSHE, 14+ Semi-formal, SMSC – Subject links in planning	

	<p>home (years 10 and 11 Summer 1, Year 12, 13, 14 Summer 2)</p> <ul style="list-style-type: none"> • College visit Summer term year 10 and Autumn 1 year 11 • Students who are ready to leave for FE to have Transition lessons, Preparing for Adulthood (SaLT and OT intervention) • Enterprise (xmas markets) • <i>Meet the careers adviser Summer term 1 Y10</i> • <i>Meet the careers adviser Summer term 1 Y11</i> • https://jobsliveuk.com/partner/liverpool-progressive-school/ <p>All Students who can access Get Connected - Use their Keys Education email address. Please</p>	<p>emergency services) Money Matters</p> <ul style="list-style-type: none"> • Work experience (internal opportunities) • https://jobsliveuk.com/partner/liverpool-progressive-school/ • <i>Careers adviser in both Y10 and 11</i> <ol style="list-style-type: none"> 1. <i>Group Observation done by careers adviser Summer 1 of transition out year</i> 2. <i>Meeting with careers adviser Summer 1 of transition out year</i> <p>All Students who can access Get Connected - Use their Keys Education email address. Please record their access in their planning.</p>			
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12 to 14 (Transitions for FE/Adulthood)	<p>English - BTEC L1 Introductory award Progression – Spring 1</p> <p>Semi-formal Life Skills – Preparing for adulthood. (work with OT and SaLT)</p> <p>Transition plan into adult learning/FE</p> <p>Work experience – disability confident employers through Careers Connect and Liverpool LA</p> <p>College/ visit Autumn 1 Year 12 College visit Autumn 1 Year 13 Final college visit Autumn 2 ready for transition days.</p> <ul style="list-style-type: none"> • Careers • Aiming High • HT2 - My world of Work • HT3- Careers, jobs and sectors • HT4 -Writing CV and knowing my Skills. • HT5 and 6 - Work 	<p>Informal Life skills – Preparing for adulthood. (Work with OT and SaLT)</p> <p>Transition plan into adult learning/FE (meetings with MDT, LA, Social worker and advocates when necessary)</p> <ul style="list-style-type: none"> • 16+ • HT1 - Identifying and recognising signs in the community. • HT2 - Accessing Transport • HT3 - Independence in the home • HT4 - Independence in the community (accessing the emergency services) • HT5 - Money Matters • HT6 - Work experience (internal opportunities) 	3, 4, 5, 6, 7, 8	English 16+ semi-formal/Informal (depending on age and stage)	

	<p>experience (application and job interview roleplay) and Independence in the home (years 10 and 11 Summer 1, Year 12, 13, 14 Summer 2)</p> <ul style="list-style-type: none"> • College visit HT5 • Students who are ready to leave for FE to have Transition lessons, Preparing for Adulthood (SaLT and OT intervention) • Enterprise (xmas markets) • <i>Meet the careers adviser Spring term 1 Y12</i> • <i>Meet the careers adviser Spring term 1 Y13 ready for transition plan.</i> 	<ul style="list-style-type: none"> • College visit HT5 • Students who are ready to leave for FE to have Transition lessons, Preparing for Adulthood (SaLT and OT intervention) • Enterprise (xmas markets) • <i>Meet the careers adviser Spring term 1 Y12</i> • <i>Meet the careers adviser Spring term 1 Y13 ready for transition plan.</i> 			
	<ul style="list-style-type: none"> • <i>Meet the careers adviser Summer term 1 Y12</i> • <i>Meet the careers adviser Summer term 1 Y13 ready for transition plan.</i> 	<p>All Students who can access Get Connected - Use their Keys Education email address. Please record their access in their planning.</p>			

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Note: This table should be adapted to reflect the specific opportunities and resources available at each school.

Appendix C: Local Partnerships and Providers

Colleges and Training Providers:

- Riverside Foundations Campus– Contact: Cath.Mannion@riversidecollege.ac.uk
- Liverpool City College– Contact: [0151 252 3000](tel:01512523000)
- enquiry@liv-coll.ac.uk
- Activate - **Phone:** [0151 545 1279](tel:01515451279) | **Email:** info@activateces.org.uk

Employers and Work Experience Providers:

- McDonalds– Sector: Hospitality– Contact: 11-59 High Road, East Finchley London, N2 8AW. (0)370 524 4622.
- Careers Connect – Sector: Customer services/admin– Contact: Carmel.skidmore@careersconnect.org.uk / lisa.kirkham@careersconnect.org.uk

Careers Advisory Services:

- Independent Careers Adviser careers Connect– Contact: lisa.kirkham@careersconnect.org.uk
- Local Authority Careers Service – Contact:Liverpool Careers, Merseyside.com
[Liverpool Careers Advice](#)

Note: Maintain and update this list regularly to ensure current and relevant partnerships.

Appendix D: SEND and Vulnerable Pupils Support Plan

Identification and Assessment:

- Work with SENCO and key workers to identify pupils with special educational needs or disabilities (SEND), looked-after children, care leavers, and other vulnerable groups.
- Review EHCPs and personal education plans to inform careers guidance.

Personalised Support:

- Provide tailored careers advice and guidance that takes into account each pupil's abilities, interests, and needs.
- Develop transition plans collaboratively with families, social workers, and external agencies.
- Use accessible resources and communication methods appropriate to each pupil.

Monitoring and Review:

- Regularly review the progress and engagement of vulnerable pupils in careers activities.
- Adjust support plans as needed to respond to changing needs or circumstances.

Appendix E: Monitoring and Evaluation Tools

Pupil Name	Year Group	Careers Activities Attended	Individual Guidance Sessions	Work Experience Placement	Post-School Destination Plan	Notes
[Insert]	[Insert]	[List activities]	[Dates and notes]	[Details]	[Plan]	[Comments]

Careers Programme Evaluation Form:

- What careers activities did pupils find most useful?
- How effectively does the programme meet the needs of pupils with SEND and other vulnerabilities?
- Are pupils progressing towards positive post-school destinations?
- What improvements can be made to the careers programme?

Staff Feedback Template:

- Are staff confident in delivering careers education?
- What additional training or resources are needed?
- How well do staff collaborate with external providers?