

	Careers Education, Information, Advice and Guidance Policy	
	Last reviewed: December 2025	Next review: December 2026
	Linked Governor: Lorna Rolfe	SLT Member: Luke Roberts

Ashlyns School aims to provide Careers Education, Information, Advice and Guidance which enables our students to be confident and successful at every stage of their education with us, and in their next steps through education, training or employment. CEIAG is accessible to students of all ages, backgrounds, and abilities. Ashlyns School is committed to the achievement of all students and in supporting them to plan for their future. Our Careers programme also aims to challenge stereotypical thinking and helps to raise aspirations.

Aims

- To enable our students to develop their knowledge about further education, training and employment
- To enable our students to make informed decisions about their futures
- To ensure our students have access to guidance at key transition points in their education
- To ensure that careers provision is accessible to all, promotes an ambitious attitude, and is monitored and evaluated for its effectiveness
- To link curriculum learning to the world of work

This policy sets out the school's arrangements for managing the access of providers to students at 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 7 -13 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 (Baker Clause), through options events, assemblies, form time, lessons and taster events. To meet the updated provider access legislation (Jan 2023) we provide at least six encounters for all students from Years 8 - 13 to provide them with information about approved technical education qualifications and apprenticeships
- to understand how to make applications for the full range of academic and technical courses

Ashlyns Careers Programme

Our careers programme is embedded into the Curriculum and includes a variety of enrichment activities. Our programme has been designed and developed in line with the eight Gatsby Benchmarks for ensuring best practice and to meet the requirements of the updated Department for Education's statutory guidance 08.05.2025. Our programme provides a range of encounters with employers, experiences of the workplace, advice sessions with an external qualified careers adviser, and opportunities for self-reflection and skills development in form time, Extended Learning Days, embedded within subject areas, and in extracurricular opportunities.

Ashlyns School will continue to develop its Careers Guidance and Education programme in line with the eight Gatsby Benchmarks.

1. A Stable Careers Programme

Ashlyns School has a programme of career education and guidance for all students.

2. Learning from Career and Labour Market Information

Students have access to information about future study options and labour market opportunities. We employ a Careers Adviser to help students make best use of available information.

3. Addressing the needs of each student

Students have career guidance needs at different stages. Opportunities for advice and support are tailored to the needs of each student.

4. Linking Curriculum Learning to Careers

All subject areas are encouraged to link the content of their schemes of learning with careers. STEM subject teachers highlight the relevance of STEM subjects for a wide range of future career paths.

5. Encounters with Employers and Employees

Every student has opportunities to learn from employers about work, employment and the skills that are valued in the workplace. At Ashlyns this is included in form time, PSHE lessons, work shadowing and through a range of enrichment activities including trips and visiting speakers.

6. Experiences of Workplaces

Most students have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities.

7. Encounters with Further Education and Higher Education

Most students know the range of learning opportunities that are available to them which includes academic and vocational routes and learning in schools, colleges, universities and in the workplace.

8. Personal Guidance

Students have opportunities for guidance interviews with an external career adviser. These meetings are available whenever significant study or career choices are being made.

Careers Team

Luke Roberts	Assistant Headteacher and Strategic Lead for Careers
Rebecca Lambert	CEIAG Operational and Strategic Support
Joanna Scurlock	Independent Careers Adviser
Kassie Gaches	Head of Sixth Form / Careers responsibility post 16
Liam Chan	Head of PSHE

Ashlyns School Provider Access Policy

Procedure

A provider wishing to request access should contact Luke Roberts, AHT
Telephone: 01442 863 605 lroberts@ashlyns.herts.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. These will normally be during assemblies, careers presentations and during Extended Learning Days or Enrichment Days.

Ashlyns School Careers Programme

We use an independent Careers Adviser who works closely with our staff to embed CEIAG into our curriculum and activities. The careers programme is delivered through a combination of methods and includes:

- Explicit lessons in PSHE
- Form time programme
- Assemblies
- Opportunities for students to access and use information about career paths and labour market
- Extended learning days
- STEM events
- Trips and visits
- Presentations from external visitors
- Guidance for students at points of transition including option choices for KS4 and KS5
- One to one interviews in KS4 and KS5 and, where necessary, in KS3
- Links with higher education providers
- Support from local businesses
- Work shadowing
- Sixth Form Work Experience
- Morrisby profiling is offered to Pupil Premium students when they are in Year 11
- Morrisby profiling offered to sixth form students
- Real life context as identified in subject schemes of learning
- Weekly updates to parents about careers events/resources through the e-Bulletin

We monitor the impact of this careers programme on students in a variety of different ways, including: gathering and analysing destination data, course retention data and feedback from students and parents, post event impact from student feedback.

Ashlyns School uses Unifrog. This digital platform gives students access to information about apprenticeships, universities, the labour market, career pathways and supports UCAS applications. In addition, Unifrog allows students to recognise and record competencies, abilities and interactions with employers, Universities, staff and guidance professionals.

The contractual agreement with the external provider of CEIAG is reviewed annually. The programme is reviewed and evaluated by the Strategic Lead in order to identify desirable improvements and a report is submitted to the senior leadership team and governors.

Ashlyns School is committed to supporting our students to 'Aspire and Achieve'.

References:

DfE Guidance

[Careers guidance and access for education and training providers - GOV.UK](#)

Gatsby Benchmarks

[Transforming Careers Guidance | Gatsby Education](#)