

CEAIG Policy

Policy Reference:	HWS24
Version Number:	8
Applies to:	Hedgeway School
Associated documents:	
Approved by:	Head of School
Implementation date:	September 2026
Next review due by:	September 2027
<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

Introduction

All young people need a planned programme of activities to help them to make decisions and plan their careers, both in school and after they leave.

Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12–13-year-olds) to year 13 (17–18-year-olds).

Aurora Hedgeway School, ensures that the independent careers guidance provided, is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education, or work option. It includes information on the range of education or training options, including apprenticeships and technical education routes. The guidance given will promote the best interests of the pupils.

The school is committed to providing a planned programme of careers education, information, and guidance (CAIG) for all students, in partnership with Rebuild Support. The programme is under-pinned by the school's policies and procedures relating to teaching and learning, PSHE and citizenship, equal opportunities, health and safety, and special educational needs.

Objectives

The careers programme is designed to meet the needs of students at this school in pursuing their chosen path through education and into employment. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Students are entitled to careers education that is impartial and confidential. It will be integrated into their experience of the whole curriculum, in partnership with students and their parents. The programme will promote equality for all.

Implementation

Clare Cornell is the careers coordinator for Aurora Hedgeway School and will have responsibility for managing the careers programme. The careers coordinator will work closely with the independent careers adviser from Rebuild Support to ensure the delivery of careers education, information, and guidance (CEIAG) programme. All teaching staff contribute to the programme through their role as tutors and subject teachers. The CEIAG programme is planned, monitored, and evaluated by the careers co-ordinator.

The CEIAG programme is broad in scope and includes careers education lessons, the development of skills for the workplace, guidance activities (including workshops and interviews), work-experience, careers fairs, assemblies, and visits to post 16 providers. An annual partnership agreement for independent CEIAG is negotiated between the school and Rebuild Support. Staff training needs for the delivery of the CEIAG programme will be identified during the appraisal process.

Aims

This policy defines the nature and purpose of the Careers strategy and the Careers Programme at Aurora Hedgeway School.

At Aurora Hedgeway School pupils are taught the skills and attitudes required to enable them to become as independent as they can be and to prepare for adulthood. As part of this, we are committed to ensuring each young person receives a personalised pathway which prepares them well for the next stage of their journey and raises aspirations. We are committed to ensuring all pupils have access to an enriched and stimulating curriculum to give them every opportunity to reach their full potential regardless of their

gender, race, learning disability or physical disability. Our programme incorporates the areas of good practice identified in The Gatsby Benchmarks.

The careers programme will enable learners to:

- develop an understanding of their own skills, values and aspirations
- navigate pupils through the diverse career opportunities available to them
- develop their communication, team working, commercial awareness and other employability/work related learning skills
- Expose learners to a range of visits to places of employment and meaningful encounters with employers and employees to learn about the skills that are valued in the workplace.

The outcome of the careers programme will be that learners are:

- To raise pupils' aspirations relating to work/employment/further education
- Increasingly confident about their own capabilities
- Informed and knowledgeable about their options
- Self-aware and resilient
- Enterprising and entrepreneurial
- Proud of themselves
- Aware of and develop their skills for work

Legislation and statutory requirements

This policy fulfils the requirements of the statutory guidance document “Careers guidance and access for education and training providers” (August 2022, updated 2025). In line with Sections 42A, 42B, 45, and 45A of the Education Act 1997, the governing body ensures that all registered pupils at Aurora Hedgeway School are provided with independent careers guidance from Year 7 (ages 11–12) through to Year 13 (ages 17–19).

Aurora Hedgeway School complies with the 2025 statutory guidance and will adopt the updated Gatsby Benchmarks from September 2025 to ensure high-quality careers education.

In accordance with Section 72 of the Education and Skills Act 2008, the school tracks and reports pupil destinations following completion of their education, supporting informed career choices and post-16 progression.

The school also publishes a Provider Access Policy, as required under Section 42B of the Education Act 1997 and the School Information Regulations, ensuring that all students have the opportunity to access information about further education, apprenticeships, and training providers.

This policy supports our commitment to equipping all pupils with the knowledge, skills, and guidance needed to make informed decisions about their futures.

Scope

This policy relates to all learners within Aurora Hedgeway School.

Rationale and Commitment to Careers Education, Information, Advice and Guidance (CEIAG)

Young people with an Education, Health and Care Plan (EHCP) are statistically more likely to become NEET (not in education, employment or training) as adults. At Aurora Hedgeway School, we recognise this challenge and place careers education, information, advice and guidance (CEIAG) at the forefront of our provision. Our goal is to ensure that every pupil leaves school equipped with the skills, knowledge and values needed to thrive in adulthood.

We support our students to:

- consider their future options,
- recognise their strengths and potential, and
- understand how their skills and experiences connect to opportunities in the world of work.

Today's young people face a wide range of pathways, including vocational learning from an early age, further education, employment, training and independent living. At every stage, students require clear, accurate and accessible information to make informed decisions about their future.

Our approach is **person-centred**, preparing each student for their preferred transition route while promoting both vocational and academic opportunities. We are fully committed—both statutorily and morally—to delivering a holistic careers programme that broadens aspirations, builds resilience and raises ambition.

We actively work to inspire and motivate students for the world of work, ensuring that achievable yet aspirational goals are set across a diverse range of careers. Our Careers Strategy aligns closely with our PSHE curriculum to embed careers learning within personal development.

Given the vulnerable nature of our student cohort—all of whom have EHCPs—we work in close partnership with local authorities and external services. This ensures our students can access the full range of support available and that this knowledge is shared across our community.

At Aurora Hedgeway, we strongly believe that many of our pupils are capable of sustaining meaningful, paid employment with the right preparation and support. We regularly celebrate and showcase the achievements of students who are successfully engaged in volunteering, work placements or paid work, promoting these success stories as role models within our community.

Careers Curriculum

Our careers curriculum is designed to go beyond advice: it aims to **inspire, broaden horizons and challenge stereotypes** around employment.

From an early stage, teachers identify pupils' interests, strengths and motivations, using these to shape individualised pathways and targeted interventions. Careers education is delivered as a progressive journey, with learning built at each stage.

In the **Lower School**, careers learning is woven across the curriculum. For example:

- Geography lessons explore different types of jobs and industries,
- Social education visits encourage discussion about roles in the community,
- Food Technology highlights employment in agriculture and food production through Horticulture/outdoor learning.
- Art lessons explore the work of artists and designers.

We also facilitate regular Careers Fairs, where pupils:

- explore their own strengths, interests and goals,
- meet providers from colleges, apprenticeships and alternative providers
- ask questions about pathways into different roles
- learn about teamwork, employability skills and the realities of further education.

This combination of classroom learning and enrichment experiences ensures our students are not only informed but also inspired to pursue meaningful and fulfilling futures.

Careers Programme

From Year 7 onwards, young people have access to a curriculum that enables them to:

- Develop an understanding of their own skills, values, and aspirations.
- Understand the range of options available to them within their locality.
- Develop strong communication, employability, and work-related skills.
- Build confidence, resilience, and independence.
- Understand where to look for work and how to apply.

Our Careers Programme has been developed using a wide range of resources. It links to our PSHE curriculum, Preparation for Adulthood, and wider curriculum areas such as STEM. We plan a variety of enrichment opportunities, entry and exit experiences, including work experience, enterprise activities, careers fairs, assemblies, workplace visits, and talks throughout the year.

Programme Content

Some of the elements covered in our Careers Programme include:

- Curriculum Vitae (CVs) and covering letters
- Interview techniques
- Job searches and application forms
- Making telephone calls for information and advice

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- Professional attire
- Using online careers portals
- Career talks, guest speakers, and employability workshops
- Role expectations
- Work-related skills and knowledge
- Flexible work experience placements, tasters, and volunteering opportunities
- Open days, aspirational visits and experiences, and careers fairs

Information, Advice and Guidance

- All pupils from Year 7 onwards are offered sessions with a qualified, independent, and impartial Careers Advisor. For some pupils, a group session may be more appropriate in Years 7–9.
- All pupils have access to clear, unbiased advice and information about all available options, so that they understand what these involve.
- All pupils receive support and guidance to help them make appropriate choices for their future, including further learning, training, or employment.
- All pupils have access to a programme of careers education which helps them develop the skills and knowledge to make informed choices and prepare for transition into work and further learning.
- All pupils are supported to develop the behaviours and attitudes required for successful transition.
- All pupils are involved in making decisions about things that affect their learning.
- All pupils have opportunities to learn about the world of work through work-related learning.

Work-Related Learning and Work Experience

There is a statutory requirement for all 14–19-year-olds to be offered the opportunity to undertake **high-quality and meaningful work experience** as part of their post-16 education.

At Aurora Hedgeway, we successfully work with a wide range of businesses to provide our learners with purposeful placements that develop their skills, confidence, and aspirations. In addition, we offer a variety of in-house opportunities, including roles within the school kitchen, Health & Safety Department, housekeeping, and administration, as well as across other Aurora establishments.

We have robust systems in place to ensure that all placements are safe, meaningful, and well-managed. This includes thorough health and safety checks, onsite quality visits, and ongoing monitoring to guarantee that every work experience placement meets both statutory requirements and our own high expectations for quality.

Vocational Learning and Enterprise

To support vocational learning and enterprise, all pupils take part in a wide range of projects, including school fairs, charity initiatives, and community events held throughout the year.

At Aurora Hedgeway School, we are committed to providing high-quality, meaningful work-related learning and work experience opportunities. These are vital in enabling students to

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develop the skills, knowledge, and practical experience they need to succeed in further education, employment, and adult life.

This is further enhanced by a programme of visiting speakers from the world of work, who talk to pupils about topics such as running a small business, marketing, sales, and bookkeeping.

Travel Training

All pupils benefit from a carefully planned programme of social education, small-group travel training, or independent travel training, matched to their age and stage of development. This provision, which is strengthened through close collaboration with local authority Preparation for Adulthood teams, equips pupils with the practical skills and confidence needed to become increasingly independent and to prepare successfully for life beyond school

Risk Assessments and Safeguarding

All placements are fully risk assessed, and we ensure the suitability of any community work experience or volunteering. The wellbeing of our students is always paramount in all opportunities offered.

External Partners

From Year 7 onwards, we aim for all students to have at least one meaningful encounter with an employer each year.

We regularly invite employers and speakers into school to meet with students and talk about the world of work, college, and training opportunities. We are committed to this practice, as it is more meaningful for pupils and places learning in a real-world context.

Parent/Carer Involvement

We work closely with parents, carers, care providers, and other agencies to ensure that students receive holistic support in their ongoing development. This collaboration is facilitated through newsletters, parents' evenings, and coffee mornings. We also provide information about courses, open days, and careers fairs to help families make well-informed decisions. Our transitions team works with students and their families to navigate future options and create a personalised pathway document.

Roles and responsibilities

The Careers Lead/Rebuild will monitor the school's careers programme annually and careers education against the Gatsby Benchmarks.

The Head of School in conjunction with the Deputy Head (Pastoral) will support the Careers Lead in monitoring the quality of Careers Education across school.

Class teachers will ensure that the coverage of careers within their curriculum follows the agreed long-term plans which align with the Gatsby bench

Implementation

The Careers Coordinator and class teachers are responsible for ensuring the implementation of the Careers Policy. Teachers and Teaching Assistants will work under the guidance of the Careers lead and Leadership team to ensure implementation is effective.

Support, Advice and Communication

Our Careers Coordinator at Aurora Hedgeway is Clare Cornell. Clare can be contacted on the school telephone number: 01454 632532 Email address:

clare.cornell@theauroragroup.co.uk

Review

We record and track our Destination Data and carry out follow up interviews for 3 years after students leave Aurora Hedgeway to ensure placements are successful and offer support where needed.

Measuring and Assessing the Impact of our Careers Programme

Each year we track and review the following:

- Retention data
- Travel Training data
- Destination data
- Percentages of students accessing work experience placements and volunteering placements or similar
- Regular evaluation of our Careers programme against The Gatsby Benchmarks to ensure we continue to provide a high-quality Career education programme.

The above information is used to evaluate our programme and to inform our action planning the following year.

Aurora Hedgeway School: Provider Access Policy

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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.

Pupil entitlement

All pupils 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 – 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.

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Management of provider access requests Procedure

A provider wishing to request access should contact: Natalie Scott-Sheppard (Head of School), Tel: 01454 632532 Email: natalie.scott-sheppard@theauroragroup.co.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.

Annual Careers Overview

Aurora
Hedgeway School

SEND Careers Programme Overview

THE CAREERS & ENTERPRISE COMPANY

Vision Statement

At Aurora Hedgeway School we aim to follow our values Trusted, Collaborative, Innovative, Caring and Ambitious to deliver inclusivity and positive outcomes for all.

Contact: Clare Cornell

Email: Clare.cornell@the-aurora-group.com

Telephone: 01454 632532

Milestones and Learning Outcomes

Year 7 & 8

- Awareness of a range of careers
- Insight into the world of work
- Developing skills and aspirations

Year 9

- Exploring career options
- Developing employment skills
- Identifying strengths
- Thinking about goals and aspirations

Year 10

- Awareness of future career paths
- Broadening understanding of different jobs
- Preparing life skills ready for employment
- Evaluating work experiences
- Gaining awareness of opportunities in the local area

Year 11

- Support for students and parents/carers to make well informed choices
- Developing skills for education, employment and career progression
- Support the next steps for education or employment, if appropriate

Year 12 & 13

- Support for students and parents/carers to make well informed choices
- Preparing for the world of work
- Understanding of life after school
- Developing skills needed and support given for applications to FE, Internships, apprenticeships, further training or employment
- Exploring careers and future opportunities
- Transition support

Key Events and Experiences

Year 7 & 8

- Careers awareness workshops
- Assemblies
- Careers advice
- Life skills
- Careers fair

Year 9

- Careers workshop - how does the curriculum link with careers?
- Assemblies
- Motivational careers interviews
- Life skills
- Guest speakers & visits
- Careers fair
- Future options discussions

Year 10

- Pathways career units
- Assemblies
- Careers advice
- Life skills
- Support in sourcing work experience
- Careers fair
- Guest speakers & visits
- Future options discussions
- Group college visits

Year 11

- Pathways career units
- Assemblies
- Careers advice
- Life skills
- Support in sourcing work experience
- Careers fair
- Guest speakers & visits
- Future options discussions
- Group college visits
- Post 16 options Workshops

Year 12-13

- Pathways career units
- Assemblies
- Careers advice
- Life skills
- Work experience
- Careers fair
- Guest speakers & visits
- Future options discussions
- Group college visits
- Post 16 options Workshops

Inspiring and preparing young people for the world of work.

Monitoring arrangements

This Policy will be reviewed annually by the Careers Lead in conjunction with the Deputy Head of Education.

Careers pilot [Careerpivot: Plan your future work & study](#)

Lots of videos covering different careers, apprenticeships and university.

National Careers Service Email: <https://nationalcareers.service.gov.uk/>

The NCS provides over-the-telephone and online careers services to 13-18 year olds with information, advice and guidance on learning, training and work opportunities. The NCS website contains over 750 job profiles, and each of them gives you the essential information you need on what the job involves and how to get into it. The site has local job market information. The service offers confidential and impartial advice, supported by qualified careers advisers.

First Careers <https://www.firstcareers.co.uk/>

On First Careers you can get behind the scenes of some of the UK's most interesting jobs and find what's right for you. Search through over 150 job profiles and discover career opportunities, inspiration and advice. First Careers offers guidance to primary and secondary school students in making decisions about future careers and professions.

iCould www.icould.com

Lots of different careers videos, information and help regarding exam revision and student finance. Take the 'BuzzTest' and find out what makes you tick.

Careers Box www.careersbox.co.uk

Lots of videos covering different careers, apprenticeships and university.

[Appendix 2 - The Gatsby Benchmarks](#)

1. **A stable career programme.** Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. **Learning from career and labour market information.** Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. **Addressing the needs of each student.** Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.

4. **Linking curriculum learning to careers.** All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. **Encounters with employers and employees.** Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. **Experiences of workplaces.** Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.
7. **Encounters with further and higher education.** All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

Personal guidance. Every student should have opportunities for guidance interviews with a trained career adviser.