



THE MOUNTBATTEN SCHOOL

**School Improvement Committee**  
**Careers Education, Information, Advice and**  
**Guidance Policy**

**Date of next review: November 2026**

**Company No. 07560175**

Whitenap Lane Romsey Hampshire SO51 5SY  
t: 01794 502 502 f: 01794 502 501 e: info@mountbatten.school  
w: www.mountbatten.school Company No. 07560175

Founder Patron: 1<sup>st</sup> Earl Mountbatten of Burma CEO: Heather McIlroy Headmaster: Andrew Portas  
Patron: The Lady Alexandra Knatchbull

### **School vision**

Promoting a career development culture is an essential part of the school's mission and ethos: 'We Care, We Respect, We Achieve'. The school believes that high-quality careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life beyond school and college. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The Board of Trustees have therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance (CEIAG).

### **Definition**

CEIAG is a means of developing a young person's knowledge, understanding, confidence and skills which they need to make well-informed and considered choices for their future. Good CEIAG provision is also about raising aspirations, aiming high and avoiding making any assumptions about the limits on a young person's options; showing students all the opportunities available to them, whichever route they eventually take.

### **Consultation**

The policy is written in consultation with Trustees and the Senior Leadership Team.

### **Policy Scope**

This policy covers CEIAG given to all students in Key Stages 3 and 4 and is inclusive of all.

The policy also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11, the policy is still applicable.

The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for schools and guidance for further education colleges and sixth form colleges. (DfE, January 2023).

This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance.

This policy covers the legal duty of schools to ensure that a range of education and training providers can access students in Year 7 to Year 11 for the purpose of informing them about approved further and technical education qualifications or apprenticeships.

This policy refers to events and opportunities in both Key Stages and in all years and these events will impact upon all students at the school.

All members of staff at The Mountbatten School are expected to be aware of this policy and the importance of CEIAG in the education of students; CEIAG is not the sole responsibility of the Head of Careers.

It is important therefore that students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

### **Staff responsibilities in school**

- The overall responsibility for CEIAG is held by the Assistant Headteacher (Student Services and Communications), to ensure CEIAG provision meets the needs of all students. The Assistant Headteacher also oversees the Relationships, Sex and Health Education (RSHE) programme.
- The Head of Careers is responsible for the strategic careers development, budget oversight, coordination of the Work Enrichment Day, and the implementation and quality assurance of the Careers Education (CE) programme.
- An allocated member of the Board of Trustees is linked and gives support to the CE programme.
- Tutors are responsible for the delivery of Careers Education in school.
- Faculty Careers Champions will ensure that careers education is built into schemes of work, providing opportunities for subject teachers to use work related contexts and contribute to the development of Careers Education within their department or curriculum area.

### **Aims and Objectives**

The school aims to support and raise the aspirations of all students and to ensure that they gain the understanding and skills they need to progress and succeed, thus not only contributing to the wellbeing of individuals but also to the wellbeing of their families, communities to which they belong, the wider society, businesses and the economy.

To offer a wide-ranging curricular programme that is linked to the school's 3D curriculum, to ensure that students, parents and teachers are well informed about careers-related pathways and opportunities.

The aims for work-related learning focus on the provision the school makes for opportunities for students to prepare for adult and working life. These include:

- To improve educational standards through using contexts that improve motivation and attainment for all students.
- To ensure that students follow courses and programmes which are appropriate to their longer-term aspirations and needs.
- To improve students' understanding of the world of work and its demands
- To improve the quality of provision and guidance
- To increase access and choice for all students in post-16 education and learning.
- To improve the transition of students from college to adult and working life.

The objectives of the CEIAG Policy are as follows:

- To ensure that all students at the school receive a stable careers programme.
- To enable all students to learn from information provided by the career and labour market.
- The CEIAG programme should be individual and address the needs of each student.
- To link the curriculum learning to careers learning.
- To provide students with a series of encounters with employers and employees.
- To provide students with experiences of the workplace(s)
- To ensure that students have a series of encounters with Further and Higher education.
- To provide each student with the opportunity to receive personal guidance.

### **School Responsibilities**

The school has a series of statutory duties:

- All registered students at the school must receive at least one independent careers guidance interview by the age of 16
- This careers advice must be represented in an impartial manner, showing no bias toward particular institutions, education or work option.
  - This advice must cover a range of education or training options
  - This guidance must be in the best interests of the student
- There must be an opportunity for education and training providers to access students in Year 7 – Year 11 in order to inform them about approved technical qualifications or apprenticeships as well as academic qualifications. Details can be found in Annex C.
- The school must have a clear policy setting out the manner in which providers will be given access to students. (Provider Access Policy - Annex C)
- The school will base its careers provision around the Gatsby Benchmarks
- The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (e.g. Ofsted, Standard in Careers Award).

### **Linking the Gatsby Benchmarks to The Mountbatten School's Careers Programme**

#### **Gatsby Benchmarks**

The Gatsby Charitable Foundation's 'Good Career Guidance' report brought together the best national and international research to look at what practical actions could improve careers guidance in England. It identifies eight Gatsby Benchmarks that define a world-class standard of excellent careers guidance. The school aims to meet the benchmarks as follows (full details can be found in Annex A):

### ***Benchmark 1: A stable careers programme***

- The CEIAG programme is coordinated by the named Head of Careers and has the full backing of the Senior Leadership Team and the Board of Trustees.
- Staff contribute to CEIAG through their roles as tutors and subject teachers.
- The Careers Policy and Access Provider Policy are published on the school's [website](#).
- The Careers section in the library is well stocked and regularly updated by the Head of Careers, all tutor bases in Year 9, 10 & 11 have a copy of the local colleges' prospectus.
- Careers updates via the school's newsletter and website, regular information is sent to parents and carers:
  - Year 9: GCSE options and college / apprenticeships information
  - Year 10: Work Experience
  - Year 11: Post-16 options.
- The Careers section on the school's website provides a variety of resources relating to CEIAG.

### ***Benchmark 2: Learning from career and labour market information***

- The school works closely with employers to secure external speakers across all year groups.
- Labour market information is distributed via the school newsletter and website.
- Students gain understanding of labour market information via dedicated careers software used during lessons and careers interviews, such as 'Career Pilot', and from assemblies.
- The Head of Careers organises lunchtime workshops with employers during specific celebratory weeks such as National Careers Week and National Apprenticeship Week.

### ***Benchmark 3: Addressing the needs of each student***

- Providing each student with at least one careers interview by Year 11 with an impartial and independent, fully qualified Careers Advisor, prioritising students who require additional support such as Looked-After Children.
- School places heavy emphasis on supporting students to continue with a pathway at post-16 which is right for them, as an individual.
- Providing access to external speakers and employers from a variety of industries and businesses, higher and further education establishments; training and apprenticeship providers.
- Identifying and providing tailored support for students with additional needs, are in local authority care, are previously looked after, Young Carers and disadvantaged and any other identified students.
- In order to track students' engagement in careers activities and to identify those who need extra support. Systematic records of participation are kept by the Careers Office in form of an Excel sheet and the Compass + Careers tracker tool. Students and their parents / carers are given a copy of their career interview action plans to help them implement the advice given.
- The school keeps records of students' destination data for at least two years and reviews this data, alongside the careers programme regularly to ensure students

continue to follow meaningful post-16 pathways, thus reducing the risk of students being NEET (Not in Employment, Education or Training).

- The Careers Department is looking at ways to engage alumni participation within Careers Education.

***Benchmark 4: Linking curriculum learning to careers***

- The Head of Careers works closely with subjects to co-ordinate visits by employers to supplement curriculum learning, and organise relevant events, such as STEM and Catering (encouraging students to complete the Junior Chef Programme at Eastleigh College).
- The Careers Champion programme across faculties will be responsible for training subject teachers on the Gatsby Benchmarks and other relevant careers information, as well as ensuring that careers education is embedded and linked to curriculum learning across their relevant subject.

***Benchmark 5: Encounters with employers and employees***

- Students have the opportunity for regular encounters with employers and employees through lunchtime workshops, Work Enrichment Day, employer talks in lessons to support curriculum learning and assemblies during the National Apprenticeship Week and National Careers Week. In addition:
  - Year 7: Assembly and workshops with employer/s
  - Year 8: Assembly with an employer/s
  - Year 9: Assembly with apprenticeship provider, healthcare job carousel at local hospital
  - Year 10: assembly with employer to prepare for work experience, healthcare job carousel at local hospital, Careers Fair, College Taster Day/s
  - Year 11: Careers Fair and mock interviews.

***Benchmark 6: Encounters with workplaces***

- Year 10 students complete a week of work experience in the spring term.
- The various subject faculties also run trips to local employers and places of work.

***Benchmark 7: Encounters with further and higher education***

- Students throughout the school have encounters with Further and Higher Education, especially in the Upper School. For example:
  - Year 7: college and / or apprenticeship provider
  - Year 8: college and / or apprenticeship provider
  - Year 9: College options and Further Education college prospectus in each tutor room, apprenticeship assembly
  - Year 10: assemblies with colleges and apprenticeship providers, university campus visit, college taster days for students, Careers Fair
  - Year 11: assemblies with Higher and Further education institutions, apprenticeship providers, extended work experience placements for selected students, Careers Fair.

### ***Benchmark 8: Personal Guidance***

- The Careers Advisor offers one-to-one interviews to all students, offering additional support during GCSE options selections (Year 9), work experience placements (Year 10) and college / apprenticeship applications (Year 11).
- Careers interviews are scheduled on a Tuesday and Thursday and may be requested by students, parents / carers and teachers and the Designated Teacher for Looked-After Children.
- The Careers Advisor is available to parents during the Year 9 Options Evening and Year 10/11 Careers Fair
- Parents and carers are also welcome to attend careers interviews and will be given a copy of the action plan resulting from the interview.
- The school publicises information about all post-16 opportunities in and beyond the local area through flyers, articles in newsletter, information via tutors, parent emails, up-to-date information on the school website and leaflets posted on the noticeboard in tutor rooms.

### **Implementation**

#### ***Resources***

- Funding is allocated in the annual budget.

#### ***Staff Development***

- Close collaboration with Heads of Faculty and Careers Champions to link Careers Education with the national curriculum and address staff training needs as required. The Head of Careers is expected to attend regular CPD sessions.

#### ***Curriculum, programme and partnerships***

- Tutors deliver the school's CEIAG programme during weekly careers education lessons, taught in tutor groups each week at a fixed time. In addition, each subject is expected to link curriculum learning to careers, indicating in schemes of work where careers education is taking place, permeating the whole curriculum. The delivery of the school's CEIAG programme is both formal and informal; and is supplemented by timetabled RSHE lessons, assemblies, lunchtime workshops, external workplace visits and trips.
- The school works closely with the Local Enterprise Partnership, Hampshire Futures, Careers and Enterprise Company and the Eastleigh Consortium, engaging with other career providers to share best practice and work in a collaborative manner, sharing information and ideas.

### **Trustee Responsibilities**

The Board of Trustees will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- based on the eight Gatsby Benchmarks
- meeting the school's legal requirements

- The Board of Trustees will ensure that arrangements are in place to allow a range of educational and training providers to access students in Years 7 to 11
- There will be a member of the Board of Trustees who takes a strategic interest in CEIAG and encourages employer engagement.

### **Monitoring, Evaluation and Review**

The Headmaster will ensure that:

- The work of the Careers Advisor and CEIAG events are supported and monitored.
- A member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team.

### **The effectiveness of this policy will be measured in a variety of ways:**

- Feedback from stakeholders through mechanisms such as student voice, end of lesson surveys and parent surveys.
- Feedback from external visitors to the school such as the Standard in Careers Award partner or Ofsted.
- The number of students who are NEET in October, having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county
- The Trustees of The Mountbatten School will review this policy every three years.

### **Annex A to Careers Education and Guidance Policy – Overview of Careers Programme**

<p><b>Year 7</b></p>	<ul style="list-style-type: none"> <li>• Weekly careers education lessons, following the Career Development Institutes framework for careers education</li> <li>• Employer assembly during National Careers Week</li> <li>• College / training provider assembly during National Apprenticeship Week</li> <li>• Employer drop-in workshops</li> <li>• Work Enrichment Day</li> </ul>
<p><b>Year 8</b></p>	<ul style="list-style-type: none"> <li>• Weekly careers education lessons, following the Career Development Institutes framework for careers education</li> <li>• Employer assembly during National Careers Week</li> <li>• College / training provider assembly during National Apprenticeship Week</li> <li>• Employer drop-in workshops</li> <li>• Careers support for mini-options</li> <li>• Work Enrichment Day</li> </ul>



<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Weekly careers education lessons, following the Career Development Institutes framework for careers education</li> <li>• Employer assembly during National Careers Week</li> <li>• College / training provider assembly during National Apprenticeship Week</li> <li>• Employer drop-in workshops</li> <li>• Using careers software 'Career Pilot' to support options process</li> <li>• Work Enrichment Day</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Weekly careers education lessons, following the Career Development Institutes framework for careers education</li> <li>• Employer assembly during National Careers Week</li> <li>• College / training provider assembly during National Apprenticeship Week</li> <li>• Employer drop-in workshops</li> <li>• Employer assembly to launch Work Experience</li> <li>• Work Experience</li> <li>• Careers Fair</li> <li>• Work Enrichment Day</li> <li>• Assemblies with colleges and university</li> <li>• College Taster Day</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Weekly careers education lessons, following the Career Development Institutes framework for careers education</li> <li>• Employer assembly during National Careers Week</li> <li>• College / training provider assembly during National Apprenticeship Week</li> <li>• Employer drop-in workshops</li> <li>• Careers Fair</li> <li>• Work Enrichment Day</li> <li>• Assemblies with colleges and university</li> <li>• Apprenticeship application support session</li> </ul>

## **Annex B to Careers Education and Guidance Policy – Student Entitlement**

### **Introduction**

This section of the 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 are entitled:

- A cohesive programme of work-related learning with clear and planned learning outcomes integrated into the whole school curriculum that enables students to develop skills and confidence to make realistic and informed decisions about their future.
- A taught programme of CEIAG that helps students understand the changing nature of the world of work and to help students prepare for the transition to Further Education, further training or employment.
- Access to quality Information, Advice and Guidance (IAG) services offering support and impartiality.
- To find out about technical education qualifications and apprenticeship 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, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.
- Appendix C shows the way in which education and training providers should get in touch with the school in order to gain access to students and/or parents to inform them about further opportunities.
- The school will then work with providers in order to identify the most effective opportunity for them to share information about education and training opportunities.

## **Annex C to Careers Education and Guidance Policy - Provider Access Policy**

### ***Introduction***

This policy statement 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 the statutory guidance for schools: careers guidance and access for education and training providers (January 2023).

The Mountbatten School endeavors to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

### ***Student entitlement***

All students in Years 7-11 are entitled to:

- Find out about technical education qualifications and apprenticeship 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 evenings, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

### ***Management of provider access requests***

A provider wishing to request access should contact Mrs Shakya, Head of Careers:

Email: [Sindy.shakya@mountbatten.school](mailto:Sindy.shakya@mountbatten.school)

Telephone: 01794 510260

### ***Opportunities for access***

A number of events, integrated into the school careers programme, will offer providers an opportunity to come to school to speak to students and or their parents/carers. List of events:

#### **All years**

- National Apprenticeship Week (February)
- National Careers Week (March)
- Work Enrichment Day (September)
- College, apprenticeship / traineeship, higher and further education assemblies (date tbc)

### Year 10 Year 11:

- Careers Fair (September)

### Year 11:

- Apprenticeship application support (January)

Please speak to the school's Head of Careers to identify the most suitable opportunity for you.

### ***Grounds for granting requests for access***

Access will be given for providers to attend (under supervision) during school assemblies, timetabled careers lessons, lessons that link careers to the curriculum, and the annual Careers Fair.

### ***Equality and Diversity***

Access to other providers is available and promoted to allow all students to access information about other providers of Further Education and apprenticeships. The Mountbatten School is committed to encouraging all students to make decisions about their future based on impartial information.

### ***Premises and facilities***

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the school's Head of Careers or a member of the IT team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Head of Careers in order for it to be distributed to students and parents / carers.

### ***Live / virtual encounters***

The Mountbatten School will consider live online opportunities with providers where requested, and these may be broadcast into classrooms. Technology checks in advance will be required to ensure compatibility of systems.

### ***Safeguarding***

Mountbatten staff will be responsible for checking the identity of visitors. Staff will use professional judgment to assess the suitability of external speakers, ensuring our Safeguarding Policy is adhered to.

### ***Complaints procedure***

Any complaints about this policy should be raised with Director of RSHE and Safeguarding, email: natalie.harper@mountbatten.school.

Where appropriate, the Director of RSHE and Safeguarding will raise a concern for the Senior Leadership Team.

### ***Monitoring and review***

This policy will be renewed annually by the Head of Careers and Senior Leadership Lead for CEIAG.

Policy reviewed: November 2023

Next review date: November 2026

### Appendix

Some of the providers who have been invited into The Mountbatten School to date include:

- ASK
- Brockenhurst College
- Eastleigh College
- Peter Symonds College
- City College Southampton
- Kiwi Education
- SETA
- Solent University
- Southampton University
- Sparsholt College
- Totton College
- Winchester University

Destinations of previous students from The Mountbatten School include:

- Barton Peveril
- Bishop Wordsworth School
- Brockenhurst College
- City College Southampton
- Eastleigh College
- Itchen College
- Peter Symonds College
- Richard Taunton College
- Sparsholt College
- St Anne's School
- Totton College

Policy approved by the School Improvement Committee

Date:

Signed: Date: November 2023

Chair of School Improvement Committee