North Herts Education Support Centre

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Careers Education, Information and Guidance Policy

Executive Head:	**Mr D Nearney**
Chair of Management Committee:	**Mrs E Flawn**
Reviewed by:	**Mrs K Robinson**
Date of Policy:	**September 2025**
Date of Review:	**September 2026**

Careers Education, Information, Advice and Guidance (CEIAG) – Policy

Intent

North Herts Education Support Centre aims to provide high quality careers advice and guidance to raise and support the aspirations of our young people. We are committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in KS3 & KS4. High quality, independent careers guidance is crucial in helping our students emerge from school fully rounded and ready for the world of work. Young people want and need to be well-informed when making subject and career decisions.

We aim to ensure all our students:

- develop the skills required to review achievements, plan future actions, make decisions and handle the transition process to life beyond secondary school
- develop self-knowledge and are confident in making decisions and career choices which are suitable and ambitious for them
- develop an understanding of the world of work and how to respond to changes in today's workplace
- develop research skills to fully utilise information, advice and guidance
- develop characteristics e.g. social skills, communication and resilience, which support our students in the curriculum and in careers
- are provided with well-rounded experiences which inspire and motivate them to develop their aspirations

Implementation

The school Management Committee and Senior Leadership Team are committed to CEIAG and this is demonstrated in the resources available:

- Careers Lead (Kate Robinson – Acting Deputy Head) has overall responsibility for the delivery of the school's careers programme. Accredited Level 6 Careers Leader.
- PSHE Lead (Darryl Smith) and Work Experience Coordinator (Lyn Star) are dedicated to embedding CEAIG with in the PSHE curriculum and coordinating meaningful Work Experience placements respectively.
- Independent Careers Advisor (Zella Neighbour) dedicated to offering independent and impartial careers information, advice and guidance to students on all the options available to them.
- Annual series of bespoke workshops delivered by the Job Centre Plus team from the Department of Work & Pensions.
- Careers and Enterprise Coordinator Alicia Loxley supports NHESC with their CEIAG strategy, recruiting and managing the Enterprise Advisers from a local business and facilitating relationships to develop and deliver an impactful careers programme aligned with local skills needs and economic priorities.
- Careers and Enterprise Advisor (situation currently vacant as of Oct '25) to be assigned to NHESC to provide strategic support in maintaining 100% in all eight Gatsby Benchmarks. The Advisor's business experience and professional networks will help to develop and implement an effective strategy that puts opportunities with local employers at the heart of a young person's education.
- Continuous Professional Development for all staff – identifying training needs to ensure knowledge and skills are up to date.
- CEIAG related notice boards and a dedicated section on the website with links to relevant and up to date careers information and online resources on key Post 16 opportunities including local apprenticeship and job vacancies.
- Funding is allocated in the annual budget. Funding for worked based learning and career developments in the Centre Development Plan are considered in the context of whole school priorities. Sources of external funding are actively sought.
- Lesson plans and PowerPoints across the Curriculum identify links to 'WOW' – the World of Work. Students can gain an understanding of how their learning is relevant to real life experiences, ranging from practical skills to softer skills such as communication, debating and body language.

CEIAG forms an integral part of the pastoral curriculum at the Centre across KS3 and KS4, and is delivered in a variety of engaging ways:

- **'Employability'** – All KS4 students have 2 lessons of Employability a week, aiming to achieve a City & Guilds Level 2 qualification. Units include but are not limited to Personal Finance, Career Planning, Work Based Experience and Preparation for Interview.
- **'World of Work'** – All KS3 students have 1 lesson of CEIAG related activities each week which includes work around positive mindsets, strengths and interests, researching career choices and outside speakers.
- **PSHE** - All young people at the Centre receive 45 minutes of PSCHE education a week, based on a programme following the guidelines from the PSCHE association. Within the programme students cover many relevant topics, including raising aspirations, British values and economic well-being. The programme is further supplemented by trips and visits (e.g. a trip to the Houses of Parliament) and a range of visiting speakers and workshops primarily through employability and life skills charity Working Options
- **Links with local colleges** - the Centre continues to strengthen links with local colleges, in particular North Herts College to include visits to the college to take part in local taster workshops, support with applications, interviews and enrolment.
- **Interviews with SfYP Personal Advisor** - All KS4 students can discuss their future plans with a Connexions Personal Advisor on a regular 1:1 basis.
- **Y9 Next steps** - Towards the end of KS3, our Y9 students are involved in discussions and are supported in their decision making regarding their next steps, to Bancroft or Briar Patch, and are encouraged to visit each Centre and discover what the subject options are that available to them, and to meet their new tutors. They are supported through their transition by both KS3 and KS4 members of staff.
- **Work Experience** – All KS4 students are expected to take part in mandatory weekly Work Experience every Wednesday.
- Termly **'Get Work Ready Days'** that aim to facilitate numerous opportunities for students to meet employees and employers to learn about work, employment and the skills that are valued in the workplace.

<u>Current priorities</u>

Our careers strategy is informed by these current priorities:

- Supporting individual aspirations, improving attainment and ensuring positive destinations for all students.
- Meeting the needs of specific groups of students included children looked after, young carers, pupil premium and children with SEND and disabilities.
- Developing learners career management skills, particularly career adaptability, resilience, enterprise and employability
- Improving young people's working lives by supporting them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work
- Working with parents/carers, community, business and enterprise partners and alumni and education to meet student's career needs.

Strategy

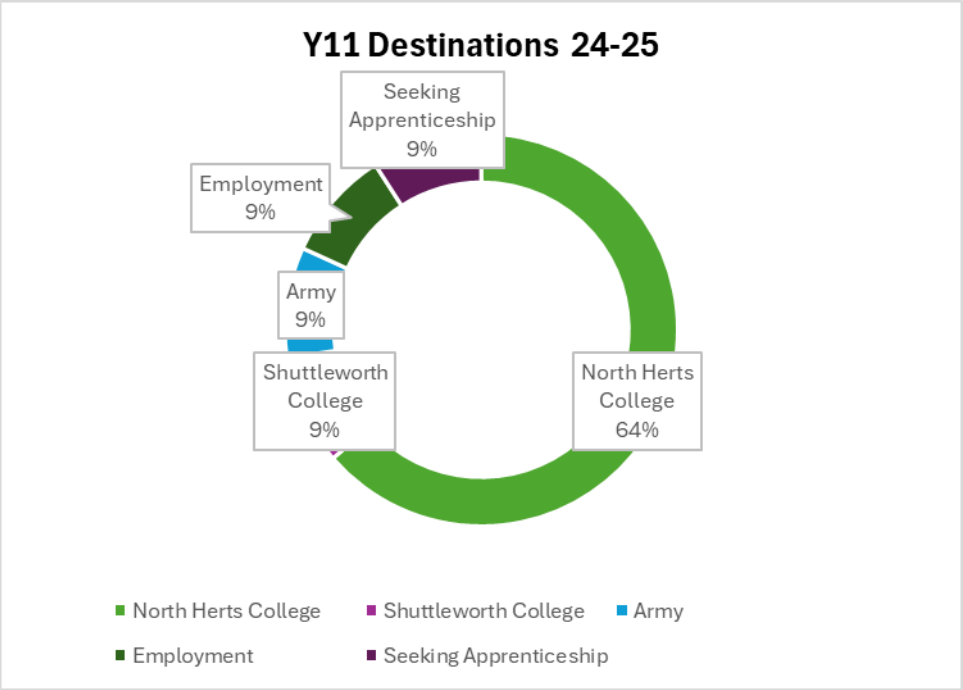
To achieve the objectives of this policy, we will:

- Ensure that the Management Committee is actively involved in shaping careers policy and strategy through its committee structure. Jane Shipley, a Management Committee Member has been appointed with this responsibility.
- Commission independent careers guidance services from organisations or individuals that meet the standards set by the Quality in Careers Standard.
- Set out clearly the contribution expected of all staff including subject teachers and tutors for career learning and planning
- Use PSHE and Employability lessons alongside weekly Mentoring to develop relevant skills and knowledge to inform and support the aspirations of all students

- Ensure a rigorous options process is available for all students where they participate in interviews and are supported regarding their future plans.
- Involve parents/carers in information afternoons, Careers Fairs and Apprenticeship talks so they are informed of all opportunities available for their son/daughter.
- Forge close working relationships with local businesses and colleges to be able to provide current and relevant information relevant to the community and local area.
- Raise the aspirations all students through mentoring, group sessions and assemblies, visits to University of Hertfordshire, Enterprise events and other appropriate Career shows.
- Support key policies for teaching and learning, assessment, recording and reporting achievement, equality and diversity, health and safety, able and talented and inclusion.
- Continue to use the Gatsby Benchmarks to plan and evaluate, identify strengths and areas for improvement in careers provision offered by the Centre. All eight Gatsby Benchmarks have been achieved at 100%, however termly evaluations will continue to ensure the benchmarks are monitored and maintained, ensuring the best career, advice and guidance is offered to all students.

Impact

Through evaluation of Destination Data for Y11 students, the Careers Leader is able to identify strengths and areas for further improvement in the Careers Curriculum. Year 24-25 saw of 91% Y11 students reach destinations:



The college placements were offered over a broad range of subjects:

Destination	Course / Area	Number
North Herts College	Barbering	1 (LAC)
North Herts College	Electric	1
North Herts College	Multiskills	1
North Herts College	Childcare	1
North Herts College	Hair & Beauty	1
North Herts College	Catering	1
Shuttleworth	Agriculture	1
Army College – Harrogate		1
Employment – Family Business	Lincolnshire	1
Seeking an Apprenticeship	Hair & Beauty	1

Compass+ is used to benchmark, manage, track and report on NHESC's careers provision at an individual student level. Compass+ assists with the assessment of the school's careers provision against the Gatsby Benchmarks, track individual students' careers interests and intended destinations, plan and track careers activities for individual students and input and store details of third-party organisations and contacts that can support NHESC with careers provision

Ongoing feedback and evaluations from our young people contribute to the review of careers programme and ensure that they meet the needs of our students.

Connected policies

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 providers' education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

THE CAREERS & ENTERPRISE COMPANY

North Herts Education Support Centre

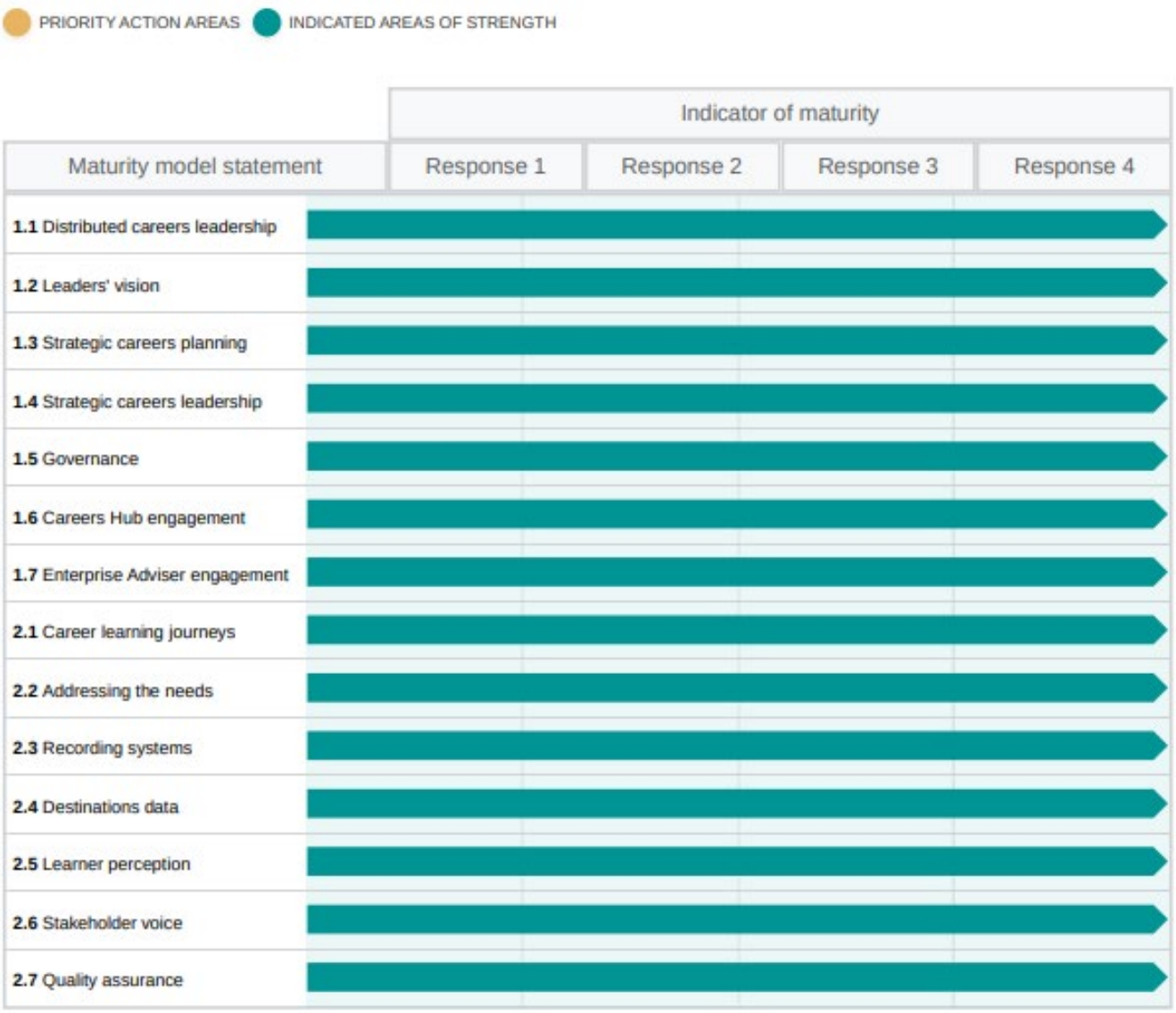
Report generated on October 1st 2025 at 16:28

This data visualisation shows the latest Careers Impact internal leadership review responses.

We consider themes 1 and 2 from the Careers Impact Maturity Model as the most important for underpinning a strategic and embedded approach to careers.

The bars appearing in yellow are the priority action areas, which is where your institution should focus to achieve the greatest impact. The bars appearing in green are your institutions' indicated areas of strength.

Access recommendations on Compass+ to drive continuous improvement of careers leadership and careers provision in your institution or organisation.



This report was generated from Compass+ for North Herts Education Support Centre on 01-10-2025 16:28.

If you think there is something wrong with the content of this report, please contact us at compassplus@careersandenterprise.co.uk