



CEIAG Policy

Careers Education, Information, Advice and Guidance Policy

Reviewed by: Caroline Barlow, Headteacher

Reviewed on: March 2026

Ratified by: Education Committee

Next review: March 2028

Presented to Governors at Education Committee meeting on 17 June 2026

Policy ratified by the Committee

Simon Lewis, Committee Chair

Vision and Purpose

Promoting a career development culture is an essential part of the mission and ethos of Heathfield Community College. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

National and Local Expectations

We are committed to meeting national and additional local engagement in relation to careers by:

- Employed and professionally developing a Level 6 qualified Careers Guidance Counsellor (who has also completed the CDI's Careers Leader training) in accordance with Securing independent and impartial careers guidance for Y7-13 as required by the 2023 Education Act, Careers guidance and access for education and training providers - statutory guidance for schools and guidance for further education colleges and sixth form colleges (DfE Jan 2023), the CDI Framework of April 2021 and the Gatsby Benchmark toolkit.
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics
- Please see our [Provider Access Statement](#) for more information on who manages student entitlement and how providers can offer support and gain access. This also reinforces our commitment to provide our students with both knowledge of and access to information regarding apprenticeships, technical and vocational education.
- Within East Sussex we are supporting our learners to use, search and apply as full adopters of www.careerseastsussex.org. We have strong links with Y.E.S. to identify potential NEETs early and support them pre-emptively. We annually support and attend the biggest local Careers Fair: 'The Big Futures Show' and have strong links with Wealden Works! In addition, we have long established links with both Universities of Sussex and Brighton, taking all of Y11 to visit the Sussex campus and working with both institutions on their First Generation Scholar schemes. Our careers lead sits on the S.E.S (cut). We have an EA and work closely with the Enterprise Co-ordinators and the CEIAG Hub. We have for the third time been awarded the full Investors in Careers Award under the increased stringency of linking the kitemark to 100% compliance in the Gatsby Benchmarks.

Current Priorities

Our careers strategy is informed by these current priorities:

- To use Compass + to maintain further improve our Gatsby Benchmarks in preparation for the 2025/26 updates.
- Ensuring students are informed about all possible post Y11 pathways: including apprenticeships, vocational courses and T Levels.
- Supporting individual aspirations, improving attainment and ensuring positive destinations by embedding careers education through the curriculum and demonstrating alumni as role models.
- Meeting the needs of specific groups including children looked after, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities as well as those who fall under the Pupil Premium remit and Protected Characteristics.
- Developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability in a fast-changing career landscape
- Improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work.
- Continuing to develop the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support
- To continue to grow the offer of WEX for y10 and Y12 during Enrichment Week
- Growing our work with parents/carers, alumni and education, community, employer, training provider and business partners to meet students' career development needs
- Building and expanding our local business networks to strengthen out students understanding of the local labour market

Strategy

To achieve the objectives of this policy, and monitor and evaluate the outcomes, we will:

- Ensure that we have a named Careers Lead who is a middle leader
- Ensure that the governing body is actively involved in shaping careers' policy and strategy through its committee structure and there is a named Careers' Governor.
- Have a member of SLT to advise the Senior Leadership Team and governors on curriculum, staffing and resource requirements and to lead the development, implementation and evaluation of the college's careers provision with the support of other key post holders (e.g. Curriculum Leader for PSHEe, Careers Adviser, SENDCO, Head of Sixth, Heads of Year, Pastoral Managers) and specialist independent careers' staff
- Develop and maintain a costed annual careers' plan for achieving current priorities including delivering the planned programme, meeting staffing and CPL costs, and monitoring, reviewing and evaluating the strategy
- Set out clearly the contribution expected of all staff, including subject teachers, curriculum leaders and tutors for students' career learning and planning
- Communicate the benefits of effective provision to our partners, including link schools, local Colleges and Universities and engage them in co-ordinating provision
- Actively involve learners themselves in the planning, delivery and evaluation of the careers' programme.
- Involve families in what the school does and how they can support their children

- Ensure that LMI is embedded and updated within the curriculum and that CE is part of all our academic and pastoral provision
- Ensure that destination data for y11,12 and 13 is both thoroughly reported and tracked and used to inform our whole CEIAG programme
- Evaluate our Careers Education using the Careers & Enterprise Company's 'Tracker' and Compass + tool (<https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>) which means we are reassessing and improving against the criteria of the recommended Gatsby Benchmarks

Related Documents

College Improvement Plan 2025-6

Careers' Page on College Website:

<http://www.heathfieldcc.co.uk/students/careersinformation>

PSHEe Curriculum from College Website:

<https://www.heathfieldcc.co.uk/wp/wp-content/uploads/2023/02/PHSEe-Curriculum-Map-2023.pdf>

Careers Pathways on College website:

<http://www.heathfieldcc.co.uk/parents/careersprogramme>

Acronyms, Initialisms and Glossary

www.careerseastsussex.co.uk: website for Sixth Form and College application as well as a central source about local careers provision

Careers and Enterprise Company: A government funded but independent organisation that supports and trains schools to improve the delivery of their Career Education

CE - Careers Education

CEIAG - Careers Education, Information, Advice and Guidance

CIP - College Improvement Plan

CPL - Continuing Professional Learning

DfE - Department for Education

LEP - Local Enterprise Partnerships

LMI Labour Market Information (up to date information about the current and future world of work)

NEET - Not in Education, Employment or Training

Ofsted - Office for Standards in Education, Children's Services and Skills

Pastoral Manager - member of the non- teaching staff with specific responsibilities to support specific year groups

PSHEe - Personal, Social, Health and Economic Education

Pupil Premium - Students who fulfil the criteria for additional government funding to raise the attainment of the disadvantaged

SENDco - Special Educational Needs and Disabilities Co-ordinator

SES - Skills East Sussex

SLT - Senior Leadership Team

T Levels - Technical Levels. An alternative to A Levels with a WEX component launched in 2020

Wealden Works! - Employment charity working to support and prevent NEETs in Wealden area

WEX: Work Experience

YES - Youth Employability Service

Careers Plan 2025-6

Action	Activity	Lead	Other staff	Timescale	Impact
Embed Careers and Enterprise Compass + tool	TAY, CLs and CKite to work collaboratively to ensure all CEIAG events are recorded	TAY	HWD Curriculum Leaders Admin support	Sept 2026	Embed a higher level of transparency across the curriculum and super curriculum in recording careers activities
Explore full compliance to new Gatsby Benchmarks	Internal Audit using C&EC tool Explore SMART ways to be compliant with ambitious 'Experiences of the Modern Workplace' requirements, networking with The Careers HUB and other local schools and employers Trial 'Take Your Child To work' Expand y10 WEX uptake in Enrichment Week Embed Careers lessons in all subjects in all year groups	TAY/ CKi TAY HWD DUP/ CKi HWD	HWD HoY/ Pastoral Manager Curriculum Leaders	Dec 2026	Return to 100% Gatsby Benchmarks, in a more rigorous climate
To migrate staff firefly careers page to google sites	Update the existing resources and set up a whole staff accessible site to support subject careers lessons	TAY	MRW,	Sept 2026	QA of Curriculum Careers lessons is strong and they include LMI
Increase whole staff Careers CPL	3 staff briefings per year with updates and	HWD	TAY/ EVA	July 2026	Improved GB 2/4/8

	agenda slots in CL Meetings				
Update Careers information on College website	Following Internal Audit, ensure all information is accurate and relevant	TAY	CKi/ HWD. EVA/ Nick Barton	July 2026	GB 1 compliance