



St Dominic's
Sixth Form College

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

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Approved by	Ratified by Link Governor & Principal
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Author	Assistant Principal & Careers Leader
Available on	College Website

St. Dominic's is a Roman Catholic Sixth Form College committed to the personal and spiritual growth of all its members based on Christian values, academic excellence and high-quality pastoral care.

Statement of Intent: We recognise the contribution that high quality Careers Education (CEIAG) and Employability Learning adds to the personal and academic development of every individual attending St Dominic's Sixth Form College.

We are committed to providing a planned programme of impartial careers information, advice and guidance offering a full range of post-16 education, training and employment opportunities. We are dedicated to raising aspirations and inspiring every student whatever their background, gender, religion, ethnic origin, sexual orientation or ability to lifelong learning and encourage them to be the best they can be.

This policy has been written with the consideration to a number of key policies and statutory guidance, including:

- Education Act 2011 and statutory guidance for governing bodies, school leaders and school staff (DfE, 2025)
- DfE Careers guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges January 2023 (update May 2025)
- Gatsby Benchmarks of Good Careers Guidance - Next Ten Years Report (see definitions in Appendix 1)
- Keeping Children Safe in Education, Statutory guidance for Schools and Colleges (DfE, Sept 2025)
- Ofsted Education Inspection Framework (Sept 2025 & subsequent updates)
- CDI (Careers Development Institute) Framework for Careers, Employability and Enterprise Education April 2021
- DfE Careers strategy: making the most of everyone's skills and talents December 2017

Links with other policies:

The policy for CEIAG supports and is underpinned by a range of key College programmes and policies which include: The Excellence Programme, Educational Visits and Trips, Pastoral (Student Services), College Ethos, Equality & Diversity, SEN, Child Protection & Safeguarding, Wellbeing Award for Schools.

We provide a safe environment which enables our students to flourish and a programme that is:

- Accessible;
- Supports inclusion;
- Challenges stereotypes and promotes equality and diversity;
- Raises aspirations and inspires young people to achieve their full potential;
- Encourages participation in education and/or training beyond the age of 18;
- Empowers young people to make well-informed decisions when planning and managing their own future;
- Prepares young people for the opportunities, responsibilities and experiences of life, so they make a successful transition from College to adult life;
- Equips young people with the skills, attitudes, knowledge and understanding to sustain employability and achieve personal and economic wellbeing throughout their working lives.

We provide students with skills, knowledge and understanding, to support:

- Students' ability to contribute to the wider community and society;
- Learning about career opportunities and the world of work;
- Developing career management and employability skills.

The aim of the careers programme is to develop skills that our young people need to have a positive career journey. These are also based on the six career development skills outlined in the 2021 CDI framework:

- Create opportunities
- Explore possibilities
- Manage career
- See the big picture
- Balance life and work
- Grow throughout life

Implementation:

Line Management

Careers Department

- The **Careers Leader** plans, coordinates, delivers and evaluates the Careers Development Programme reporting to the Assistant Principal.
- **Senior and Personal Tutors** are assigned to tutor groups and meet once a week to support students with their pastoral needs, including career development (information and advice). The RSHE programme provides opportunity to research and apply learning to career planning, raising aspirations and employability skills and individual wellbeing.
- The **College Pastoral Team, Student Services and the Chaplain** also support the careers education and guidance programme to provide effective support, development and progression to HE, apprenticeships, training and employment.
- All **departments** contribute to CEIAG through their roles as subject teachers. A range of activities are offered to all students to enhance academic study, career planning and skills for life.

Curriculum Delivery:

The Careers Programme is provided to students through a calendar of events during Year 1 from January to June. The Careers Team presents tutorials to each tutor group relating to successful transition and progression from St. Dominic's. This is also complemented by the annual College HE & Careers Day in January, where students are given the opportunity to attend subject/career talks by professional speakers (including alumni). They will also attend the *career exhibition* where university representatives and local/national employers visit the College and promote all areas of HE, apprenticeships, training and employment. During Year 1 and 2, employer engagement is exemplified through Key Speaker events and Speed Network events from a variety of businesses and local employers. We also deliver specific activity programmes for Excellence, Oxbridge, Healthcare

and other popular career paths and professions such as Nursing, Teaching and Law. We also offer skills workshops for apprenticeships and employment by employers and Alumni in industry.

Ongoing tutorials also support the programme during the year and through to Year 2 when students apply to HE, FE, apprenticeships, training and employment. The Veritas Programme for Year 1 is designed with 32 lessons to enrich each student's study programme through a series of topics – Skills for Life, Wellbeing and Fitness, Basic First Aid skills, Volunteering & Public Service.

The CEIAG programme aligns with VESPA – The A Level Mindset: Vision, Effort, Systems, Practice and Attitude. This framework helps students with strategies to maximise their academic performance by enhancing their own organisation and learning behaviours. Elements of VESPA will enable students to develop their next steps through motivation, confidence and their aspiration to succeed.

Unifrog is used as a tool to support students' research. Work experience takes place, and through a variety of arrangements, throughout the College year. The priority of each meaningful experience is to develop employability and enterprise skills and experience the world of work. Students are actively involved in the monitoring, review and evaluation of activities.

Partnerships:

Partnership Agreements are negotiated between the College and other service providers where appropriate, e.g. Education Development Trust, Future First, Unifrog, Springpod, Medic Mentor, NW London Chamber of Commerce and the Careers and Enterprise West London Hub. These partnerships are used to ensure regular opportunities for encounters with employers and employees from the world of work.

Provider Access Policy (PAS):

We are proud to work with many local/national businesses, employers, apprenticeship providers and universities. Our policy can be found on the College website.

Parental/Carer Involvement:

Young people do not always make career decisions in isolation. Parents and Carers have a substantial impact, as well as interest in the right outcomes for their son/daughter.

The College encourages parental and carer involvement through the Careers Programme and holds several events throughout the year to provide up-to-date and impartial information and advice on Higher Education, Apprenticeships, training, employment and employability skills. Online links for parents are available on the college website.

Resources:

The College is committed to providing resources to enable an effective Careers Programme. The Careers & Employability Department is situated in the College Library (LLC) with a Careers Office for 1-1 interviews and has its own budget. There is relevant, up to date information in a range of media,

formats and languages which is available in the LLC. All students can access careers information on Sharepoint as well as via Unifrog and other careers platforms such as Career Companion.

Staff Development:

The Careers Leader identifies the Careers and Work-Related Education training needs for Personal Tutors, Teachers and SLT and, where possible, arranges or provides appropriate CPD.

Staff training needs are identified and supported when feasible according to priorities and need.

Teachers and tutors are regularly updated and trained via staff meetings.

Monitoring / Review and Evaluation:

We ensure continual improvement in the quality of CEIAG provision through regular review and evaluation of its programmes in accordance with Statutory Guidance for Schools and Colleges. The Careers Leader is a member of the Career Development Institute (CDI) and adheres to its professional Code of Ethics, including independence and impartiality. The College is committed to sustaining the Investor in Careers Accreditation, Quality in Careers Standard.

- There is an annual student survey in May for Year 1 and 2 students asking students to reflect on the careers programme and this is used to review and develop the College programme for the following year.
- All students are issued with evaluation forms after each careers related event and these are reviewed for future activities.
- An annual review of the partnership with EDT provides the opportunity to review and evaluate the services and discuss areas that went well and any areas for improvement or change.
- All employers are asked for feedback after attending careers related events at the College.
- Feedback is regularly sought from staff and parents.
- Destination data is analysed by SLT for future planning.
- The Link Governor plays an important role in the strategic advice and statutory guidance of CEIAG and the policy, and supports the Careers Programme through regular visits and meetings with staff and students to review the service.

Appendix 1:

The eight Gatsby benchmarks of Good Career Guidance are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Gatsby Benchmarks, good career guidance

<https://cdn.gatsbybenchmarks.org.uk/app/uploads/2024/11/good-career-guidance-the-next-10-years-report.pdf>

Appendix 2:

Student Entitlement

We offer you:

A planned programme of impartial careers information, advice and guidance offering a full range of post-16 education, training and employment opportunities; to inspire every student whatever their background, gender, religion, ethnic origin or ability through:

- Access to a qualified impartial and independent careers adviser;
- Help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions through the Year 12 Career Development Programme (CDP);
- Information about the world of work, business operations and ethics and how the labour market is changing;
- Information about Higher Education, training, apprenticeships and employment;
- Activities which challenge stereotyping and raise your aspirations;
- Activities to develop skills and qualities to improve your employability through Careers tutorials and the Veritas Programme, the UCAS process and Apprenticeship advice and guidance on applying and interview processes;
- Support to prepare you for different transitions and the world of work;
- Help to develop personal budgeting skills and knowledge of financial aspects affecting everyday living, further study, HE, training and work;
- Help to develop and strengthen your personal presentation skills for selection processes;
- Sign posting to relevant up-to-date and impartial sources of careers information and advice (via Tutorial, the Opportunities & Work Experience Portal, notice boards, events and email);
- Weekly access to a Personal Tutor;
- Activities to understand how the impact of the world of work is changing and implications for your own career planning;
- Opportunities to investigate career pathways and university requirements to develop knowledge of post-18 options;
- Support to make decisions about your future, discuss your plans at a careers interview if you wish and set targets in an action plan;
- Opportunities to develop a C.V. and other strategies to improve your success in selection processes;
- Advice and support on gaining work experience and opportunities through the Opportunities and Work Experience Portal;
- Work experience arranged for you if studying a BTEC programme;
- Opportunities to develop and apply enterprise and employability skills in your approach to learning, work and career planning.