

Riddlesdown Collegiate



CAREERS POLICY 2026/27

Lead Careers Leader & Assistant Principal - Careers

Approved by Governors January 2026

Full Review: January 2027

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1. Riddlesdown's commitment to CEIAG

The objective of Careers Education Information Advice and Guidance (CEIAG) at Riddlesdown Collegiate is to ensure the skills, abilities and attitudes of our students are developed allowing them to make well thought through decisions about their own future education, employment and life as an adult member of society.

Student's careers are shaped by their experience, progress and achievements in learning and work. Students will have access to a planned curriculum and range of activities and events which will guide them through education choices, career path choices and ensure they are ready to be able to manage their careers upon leaving full time education. Riddlesdown Collegiate has a statutory duty to secure independent and impartial careers guidance for students in Years 7-13 (Statutory Guidance May 2025) and the careers provision is mapped against the established Gatsby Benchmarks. Our policy is also designed to benefit our Pupil Premium students and takes particular care to foster equal opportunities, ensure aspirations are not constrained by stereotypes and raises aspirations in line with the [Public Sector Equality Duty](#).

2. Supporting Objectives:

In support of this objective, a series of planned careers education and development activities will enable students to:

- Develop knowledge and understanding of themselves as individuals; their strengths and limitations, abilities, personal qualities, potential, needs, attitudes and values.
- Raise aspirations.
- Increase awareness of the world in which they live.
- Increase awareness of the types of education, employment and other career opportunities that are available to them.
- Understand their rights to equality of opportunity that will include awareness that gender should not limit career choices.
- Make informed choices about their own continuing progression and development, in education or employment.
- Cope with change and manage effectively the transition from school to continuing education, working and adult life.

3. Student Entitlement of CEIAG

All pupils in years 7-13 are entitled:

A program of Careers Education that gives chances to cultivate and apply knowledge, understanding and skills necessary to make realistic careers decisions.

Individual guidance from Tutors, the Careers Leader, Education Development Trust's impartial Careers Advisors, external business partners and/or members of the Senior Leadership Team as part of their Year 9 Options, and Post 16 and 18 applications.

Access to the Unifrog careers platform which provides comprehensive and up to date information regarding opportunities in education, training, and employment. Students can use the platform to assess their skills and interests and how these relate to progression pathways as well as record their achievements and draft applications. Sixth form students also have access to opportunities displayed on Google Classroom.

Support for the processes of preparing effective CVs, learning interview presentation skills and individual action planning.

The opportunity to experience the world of work.

The opportunity to visit workplaces.

The opportunity to meet with employers and employees.

This ensures that we are providing inspiration and innovative experiences within and beyond the classroom and ensures we are delivering successful outcomes and positive futures for all of our students in line with Riddlesdown Collegiate's development plan.

3.1 Year 7

Students are introduced to the concept of a "career" and what this means in the modern workplace. They will also take part in a Unifrog launch session where they will be introduced to the quiz section and begin to explore their interests and how this relates to future employment and learning choices.

Students will visit a workplace as part of the summer trips week where they'll have a tour, see how the operation works and meet employees.

3.2 Year 8

In their PSHE lessons, students utilize a range of resources to begin investigating what type of job they may like through being introduced to career sectors.

Students are introduced to different education pathways and consider which may be best for the type of career they want.

Students take part in a STEM roadshow to celebrate STEM and the links between the curriculum and job roles in the industry sector.

Students will visit a workplace as part of the summer trips week where they'll have a tour, see how the operation works and meet employees.

Students take part in an in-school work experience programme, support reception, Student Services, Maintenance and Reprographics. This happens for each student for a double lesson.

3.3 Year 9

Students are given opportunities to participate and gain insight into the world of work through the volunteering section of the Duke of Edinburgh Award.

In their PSHCE lessons, students revisit the educational pathways with a focus on options for Level 2 qualifications such as GCSE's and Vocational Level 2's. Students will work through Unifrog, allowing them to access LMI in sectors and job areas specific to their interests.

As part of the Year 9 PSHE scheme of work, focus is placed on challenging stereotypes within the workplace and challenging views and opinions surrounding gender ratios in certain sectors.

Students will have two interactions from a provider of technical and approved apprenticeship or technical education provider to ensure the school meets the requirement to provide two meaningful interactions by the end of Key Stage 3.

Students and parents are invited to attend an options evening where they can talk to teachers about course content as well as the types of careers their subjects can link to.

3.4 Year 10

Students develop an understanding of soft skills and their importance in the workplace.

During their core computing lessons, students are taught how to write CVs and cover letters which will prepare them for their mock interviews.

Students will attend an assembly about apprenticeships and vocational pathways at Post-16 or will be given the chance to have an interaction with a provider of technical and vocational education as part of a Careers Fair.

Students are given the opportunity to attend a local college for a Taster Day to understand what a vocational pathway Post-16 is like.

Careers Fair – a school run event, where local businesses, employers, apprenticeship providers and as many professions that we can involve, are available to talk to students and their parents about their profession. Several further and higher education providers attend this event also, giving further information on educational pathway choices.

Students are encouraged to apply for work experience and virtual insight days offered through Futures for All. Parents are made aware of these opportunities also.

3.5 Year 11

Students receive one-to-one career guidance with our Careers Advisors from Educational Development Trust or from the in-house impartial and level 6 qualified Careers Adviser.

All students take part in a mock interview day where they can attend in smart business attire. Students are provided with written feedback from local business professionals who interview as part of their day-to-day job roles.

We hold a sixth form open evening for year 11 students and parents interested in attending Riddlesdown's College VI

Students will get to practice interview techniques and practice in preparation for their

mock interview with a real industry professional.

In addition, to ensure we provide impartial and informative CEIAG we advertise to students other college and sixth form open evenings on the Year 11 Google Classroom page and to Year 11 Tutors.

All year 11 students will be tracked so we can easily identify those students at risk of becoming NEET and those students who will need additional help with making college or apprenticeship applications. An electronic record is kept and students receive targeted support from our Careers Advisors. Mrs Hole works together with the Careers Adviser, and Mr Bellamy to ensure those students at risk of not achieving the grades needed for Riddlesdown's College VI have a second option to fall back on.

College SENCOs and form Tutors provide a list of students who are on the learning support register and these students are given priority for careers interviews. Careers interviews are tailored to students' individual needs.

Students will learn how to write a personal statement for post-16 applications in Personal Development Time.

Careers Fair – a school run event, where local businesses, employers, apprenticeship providers and as many professions that we can involve, are available to talk to students and their parents about their profession. Further and higher education providers attend this event also, giving further information on educational pathway choices.

Students are encouraged to apply for work experience and virtual insight days offered through Futures for All. Parents are made aware of these opportunities also.

3.6 College VI

All students in Year 12 will be prepared to find work experience through assemblies, a PD, and support from Tutors.

All year 12 students will complete a week's work experience in July, with the exception of students studying BTEC sport who will undertake this in Year 13.

All sixth formers will have the opportunity to receive impartial advice from the Level 6 qualified Careers Adviser/Leader.

Students who meet the eligibility criteria are asked to meet with the Social Mobility Foundation, and should they wish to apply for the program are given support from the Careers Leader.

Students are encouraged to apply for work experience and Insight Day opportunities through InvestIN, Futures for All and other organisations.

Students can take part in a Mock Assessment briefing session and a mock interview with an employer.

All Year 12 students will take part in a Careers and UCAS week where they will have the opportunity to:

Have support and guidance with the UCAS application and personal statement writing.

Meet with industry professionals.

Hear about different pathways, for example degree level apprenticeships, going straight into work, undergraduate degrees, foundation degrees and HNCs/HNDs.

Visit Surrey University to find out more about higher education opportunities and student life. All students will visit one additional university in order to meet the Gatsby Benchmark requirements.

Students complete a survey ahead of Careers and UCAS week showing areas they're interested in and volunteers are sourced as best as possible to meet student's requests.

Throughout the academic year, volunteers from different sectors will meet with students to run talks, workshops or provided smaller group support with Careers.

Students have access to Google Classrooms where Careers opportunities are shared such as taster days, insight events, networking events, work experience, Apprenticeship and job openings.

Careers Fair – a school run event, where local businesses, employers, apprenticeship providers and as many professions that we can involve, are available to talk to students and their parents about their profession. Several further and higher education providers attend this event also, giving further information on educational pathway choices.

4. Planning and Coordination

Planning of Riddlesdown's CEIAG policy and provision is carried out by the Careers Leader, in consultation with a range of other members of staff and advisors. These include, but are not limited to:

The Principal, Assistant Principals, PSHE Director, Directors of Learning, Governors and Careers Advisors.

5. Staff resources for CEIAG, including administration

In addition to the school's Careers Leader, all subject teachers are committed to delivering CEIAG as part of their subject curriculum, and Tutors are committed to delivering CEIAG as part of Tutor Time. A team of administrators is also deployed to assist with careers events at specific times of the year as well as regular assistance with ongoing careers administration work.

6. Staff Training

Riddlesdown Collegiate is committed to continued professional development and training for all staff involved in careers education in line with its aim to 'be a consistently outstanding academy where we value, support and develop staff'.

Training will take place each year during staff development evenings and morning briefings for those involved in delivering the careers curriculum. The Careers training

needs are assessed annually in association with the Careers Leader's line manager and Head of Teaching and Learning and takes into consideration feedback from staff who are involved in the delivery of CEIAG.

7. Monitoring and Quality Assurance

The following evaluation framework is implemented to ensure effective standards of monitoring and quality assurance.	Monitoring and review
Tutor Time Programme	The Careers Leader and their line manager to meet for termly review of the CEIAG provision in Tutor Time.
PSHCE Scheme of work	The Careers Leader and the PSHCE Director of Learning meet for the annual review of the CEIAG provision in PSHCE.
Education Development Trust Interviews	One-to-one interviews are predominantly available to Year 10 and 11 students. These can be arranged through a request or referral earlier. One third of students are asked to complete a quality assurance questionnaire. The Career's Leader impartial Careers Advisor meet annually to review student's feedback, the students and school's needs and put in place any changes for the following academic year.
Policy Review	To keep the policy fresh and up to date, it is agreed to review it every two years. The next review will take place in 2027. This will be undertaken by the Careers Lead and their line manager.
Additional Events such as guest speakers, mock interviews and careers fairs	Feedback forms are to be distributed to volunteers, students and when applicable parents. Data collected to be analysed by the Careers Leader to inform planning of future similar events.

8. Commissioning of Impartial, Independent IAG

Riddlesdown Collegiate commits to enter an annual partnership agreement with Education Development Trust through which the Careers function will be continuously assessed with objectives for improvement defined and reviewed on an annual basis. Education Development Trust is committed to providing impartial careers advice from a professional careers adviser for all students in Years 10 and 11 as well as the Careers Leader who is Level 6 qualified and a member of the CDI to ensure professional standards and impartial guidance is maintained.

9.1 Provider Access Policy

As specified in the Skills and Post-16 Education Act 2022, 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.

9.2 Management of provider access requests

A provider or volunteer wishing to request access should email Zena Hole, Careers Leader: zena.hole@riddlesdown.org

9.3 Opportunities for access

We are always actively looking to secure partnerships, work experience placements and talks to broaden our students' understanding of the opportunities available to them. We believe that it is essential that all our students have meaningful exposure to businesses and employers to enhance their understanding of potential career routes when leaving school. We therefore run a range of events throughout the academic year which we need volunteers from either local education providers and/or local businesses these events include, but are not limited to:

- Key Stage 4 and 5 Careers Fair
Year 10 Mock Interviews
- Small group, meet the pro talks
- Talks about Apprenticeships and vocational education paths, Speed Networking.
- Key Stage 5 Gap Year talks.

And we are open to other possibilities.

10.1 Times of Access

Providers will have access to speak with students either during school hours, or during after school sessions. We will ensure that as a minimum:

All students in Year 8 or the first half of Year 9 have access to 2 technical qualification or Apprenticeship providers during school hours and these interactions will be mandatory for the students to attend.

All students in Year 10 or the first half of Year 11 have access to 2 technical qualification or Apprenticeship providers during school hours and these interactions will be mandatory for the students to attend.

All students in Year 12 or the first half of Year 13 have access to 2 technical qualification or Apprenticeship providers during school hours and these interactions will be optional for the students to attend.

10.2 Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers section of the library which is available to all students at lunch and break times.