



Kingsdale Foundation School

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

1. Statement of Intent

Kingsdale Foundation School is committed to providing high standards in Careers education, information, advice and guidance to all students.

Our careers programme is designed to:

- **encourage and inspire** all students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- **engage and enable** students to make informed decisions about their future career pathways through careers related learning
- **empower and enrich** students with detailed and personalised careers support and opportunities to ensure readiness to take their next step in their learning or career.

Our programme is student-centred, well integrated into the curriculum and co-curriculum and based on a partnership with students and their parents/carers, teachers, employers, further and higher education institutions, alumni and independent inspirational speakers and specialist consultants.

2. Aims and Objectives

Kingsdale Foundation School follows the principles of the Gatsby Benchmarks. The eight GATSBY benchmarks underline our careers provision and they form the standards for all our activity, evaluation and development.

The Gatsby Benchmarks are outlined below:

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

This programme is developed with input from staff with responsibility for curriculum and pastoral leadership, as well as external outreach programmes, including the Careers and Enterprise company. The Careers Leader plans the full programme and then works with the Kingsdale Careers Team to implement the programme and ensures that it is regularly and rigorously monitored and evaluated.

The objectives for the careers programme are specified below:

To help students understand the changing world of work

To facilitate meaningful encounters with employers for all students

To support positive transitions post-16 and post-18

To enable students to develop the research skills & find out about opportunities

To help students develop the skills, attitudes and attributes that enable a successful transition into the world of work

To encourage participation in continued learning, including further and higher education, apprenticeships and UCAS support

To support inclusion, challenge stereotyping and promote equality of opportunity

To contribute to strategies for raising achievement, particularly by increasing motivation

To help students link their curriculum to career pathways and labour market information

3. Student Entitlement & Responsibilities

All students (Years 7-13) are entitled to be fully involved in an effective CEIAG programme.

Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-awareness and self-development, learning about careers and the world of work and developing career management and employability skills.

It is presented in an impartial manner and is differentiated to suit the individual requirement of students.

During their time at school, all students can expect:

- the support they need to make the right choices for Key Stage 4/GCSE, Key Stage 5 and Post 18 options
- access up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- career lessons during tutor time from Y7 to Y13 covering options for future pathways, the world of work, the job market and the skills needed for the future

- a meaningful encounter with a representative from the world of work each school year; this could be through work experience, careers fair, assemblies, careers talks (in or outside lessons), projects and visits
- to hear from a range of education and training providers, including colleges, universities, technical education qualifications and apprenticeship opportunities; this could include visits and taster days, as well as assemblies, talks and meetings at school, guidance on both academic and non-academic routes in line with the Baker's Clause
- to understand how to make applications for the full range of academic and technical courses.
- to have the opportunity to relate what they learn in lessons to their life and career beyond school, to talk through their career and educational choices with staff including Form Tutors and the Careers Team
- to access to one-to-one guidance with a trained, impartial careers adviser who is independent of the school, by appointment; this is available to students of any Year Group
- the school to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making. Parents/carers can attend careers meetings, by prior arrangement
- to be asked their feedback about the service they have received to ensure that the service continues to meet the needs of the students.

4. Careers Education Programme Years 7-13

Learning Objectives

Key Stage 3

At Key Stage 3 we aim to inspire and inform students with an introductory careers programme on which to build. Years 7 and 8 develop a broad understanding of the world of work and explore personal interests and motivations through introduction to STEM subjects, foreign languages, English skills of literacy and public speaking and Kingsdale's extensive co-curriculum. By the end of Year 9, all students have had opportunities to consider and build personal aspirations. Explore various careers pathways in more detail, be introduced to a variety of careers resources to understand the various options open to them & develop self-awareness.

The Key Activities at Key Stage 3 includes:

- Access to Unifrog online careers education programme
- Y8 Options evenings & 8 Options Guidance Assemblies linking subjects to career pathways
- Imperial College lectures, Big Maths Day and set numeracy programmes
- Author events & structured Literacy Programmes
- Study Skills Programme, focused on metacognition
- Careers Talk Series & Careers Fair
- Jack Petchey Awards & Extensive Enrichment Programme

- Careers Education lessons with resources based on CDI's career development framework
- Work Experience related activities of a total of five days/ week

Key Stage 4

At Key Stage 4, we embed the key messages through careers advice and guidance. All students receive an independent impartial careers interview designed to help them reflect on how they can achieve their career aspirations and develop appropriate strategies for doing this. Students follow the careers curriculum which enables them to make plans and applications for post-16 learning. Students develop their self-awareness and career management skills, including writing a CV, experience two weeks in the workplace, experience a taster day in a sixth form or college setting, be introduced to the different Post-16 pathways through a range of information/ apply for Post-16 options and back-up plans, as necessary and attend events in school and out of school where they can speak to employers, colleges, training providers and universities to make informed post-16 choices for themselves.

The Key activities at Key Stage 4 includes:

- Access to 1:1 careers' coaching with a careers' advisor,
- Unifrog online careers programme
- Duke of Edinburgh Programme
- Career Conferences (like Skills London)
- Careers education in PHSE lessons
- Study Skills workshops
- Guidance, Talks and Assemblies on Apprenticeships, Higher Education & T Levels
- Work experience through Southwark EBA
- Careers' Fair & Careers talks with professionals
- Sixth form Open Days and Post-16 Options
- Jack Petchy Awards
- Visiting speakers in all departments to talk about their professional journeys
- Access to sequenced careers curriculum in PSHE lessons

Key Stage 5

At Key Stage 5, we prepare students through a range of resources to make their choices in a challenging labour market. Students are challenged to undertake further work experience, more volunteering and supra-curricular programme. One-to-one careers interviews with a qualified independent advisor inform their thinking about decisions on the next step towards higher and degree apprenticeships, university, or early careers. Students confirm their post 18 choices and work to fulfil their potential towards their chosen career path. They have a range of events in-school and outside whereby they can talk and interact with educational and employment professionals to enhance their knowledge and prepare them for the challenges ahead. They attend workshops offered by Learning Performance Team on Study Skills and metacognition. Enrichment Programmes which focus on personal development e.g. critical thinking, wider reading, music and creative writing are available to all students. All students attend UCAS

exhibitions like 'What Careers' and 'Skills London' conferences for information and guidance on post 18-options including technical pathways. All students continue to use Unifrog for secondary schools, which is a rich online tool to explore careers

The Key Activities at Key Stage 5 includes:

- 1:1 careers coaching
- Sixth Form Careers survey to identify destinations that students are interested in. These guide our planning of special assemblies providing guidance on specific careers
- Y12/13 Assemblies led by professionals working in local companies
- Careers Fair & Careers talks by experienced professionals in identified careers
- Apprenticeships Programme
- Volunteering Opportunities: Summer presentation offered by Project Trust on volunteering opportunities for students to take when considering a gap year
- UCAS Exhibition events @ Excel Centre
- Open Days and Special University Events like Explore Kings/UCL and Oxford for Higher Education
- In-school UCAS guidance & parents evenings
- 1:1 guidance on personal statements & 1:1 meetings with referees (using personal profile forms)
- Medical Outreach Programme
- Aim high Oxbridge Programme
- Student finance and financial management workshops
- Access to Unifrog online tool
- Careers Education during PSHE lessons in tutor time
- Kingsdale Careers Guide Programme offers support with studying abroad (SAT support, Sutton Trust US programme (from November)
- Work Experience guidance and support

5. Inclusivity - Career guidance meetings & Needs Based Referral

Students are entitled to appropriate guidance to meet their individual needs. All students at school can request an appointment with the careers adviser. Students in Year 10, Year 11, Year 12 and Year 13 receive access to the personalised 1:1 careers coaching with an independent careers advisor who has level 7 qualification. All students who are Looked After Children and have Education Health and Care Plan also access this service. An action plan is produced from each interview.

Students are identified for careers meetings based on need and through self-referral.

The referral procedure works as follows: Heads of Year, Pastoral Managers, Sixth Form Team or SENCO/Inclusion Team identify students who would benefit from early intervention, for example students with lack of direction or lack of motivation; students with SEND; certain

students receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training).

For those students identified as being at risk of Not in Education, Employment and Training (NEET), further interventions are arranged as appropriate for each student. This support could include personalised curriculum in KS4, visits to colleges and training providers, contact with parents, support from other agencies and ongoing contact as the student leaves school.

Students may refer themselves for a careers meeting at any point, directly via the Head of Learning. An appointment with the adviser will then be arranged.

6. External providers

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, parents, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

[*For Kingsdale Foundation School Provider Access Protocol, please refer to Kingsdale Foundation School Provider Access Policy](#)

7. Staff Development

Staff is trained in providing careers education to students at all phases. This is arranged through training for all tutors by the Careers Team and representatives from Unifrog. The Kingsdale Careers Team staff have also the opportunity to work with Careers and Enterprise Company for regular updates to policy and procedures. All tutors deliver careers education curriculum through PSHE lessons. Careers education is integrated in the school curriculum through planning and implementation of careers education in the programmes of study across the curriculum. Staff also provides feedback on the CEIAG programme.

8. Parent Involvement

The CEIAG programme at school actively promotes engagement with parents. This is facilitated by communicating CEIAG events through the website, parent bulletins and newsletters. CEIAG programme update is provided to parents through events like parent forum, curriculum coffee mornings and their feedback and input is encouraged. Parents are also invited to contribute to career guidance and information sessions as appropriate and in accordance with the Provider Access Policy.

9. Monitoring and evaluation

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students.

Kingsdale Foundation School CEIAG programme is dynamic and evolving. Systematic evaluation follows all events and activities to identify students' need and refine future provision as needed. This is by means of formal and informal feedback from participants and providers. We have also

achieved a Quality in Careers Standards Award in 2021 – 2024, which rigorously evaluates the effectiveness of the programme.

The school is on-track to once again achieve the Quality in Careers Standard Award, with the next full assessments due in 2025-26.

Key Metrics:

- Compass Plus Evaluation Tool (summarising the school's overall delivery on all Gatsby benchmarks)
- Summary reports of pupils' interactions and activities (such as meetings with employers, work experience or attendance at careers talks)
- student feedback on their experience of the careers programme and what they gained from it
- staff feedback on careers lessons, careers fairs, careers talks etc
- quality assurance of careers lessons as part of the tutor time programme
- Qualitative data relating to pupils' "interactions" (such as feedback following one-to-one interviews with careers advisor)
- University Destinations Report (from UCAS and other internal data)
- Destination report for the Local Authority post-16 & post-18
- Pupil feedback from student councils

Ongoing and formal monitoring is carried out by a member of the Governing Body (especially through presentations to the Curriculum Committee and visits by the Link Governor), the Deputy Headteacher (Curriculum) and Senior Leadership Team

The annual evaluation takes place in the summer term. It is undertaken by the Careers Lead and informs the updating of the annual Careers Development Plan.

10. How to access Careers Support at Kingsdale Foundation School

Career information is available through relevant displays and cascaded via Year Group assemblies. Online resources include Unifrog. There are a range of reliable websites that have been collated by the school.

Whilst throughout the programme we seek proactively to meet the needs of all pupils, anyone wishing to request additional support should contact:

Mrs Sarika Chaudhary, Careers Lead

Telephone: 0208 670 7575

Email: careers@kingsdale.southwark.sch.uk

For further information, please contact the CIEAG Team:

Mrs Sarika Chaudhary – CEIAG Lead

Mr Olatodun Fatodu – Years 7-11 Careers Lead & Enterprise Leader

Mrs Angharad Wiggam – Post 16 Careers Lead (6th Form)

Ms Daisy Markes – Aim Higher Oxbridge & Wider Careers Talks Programme Lead

Mr Andrew Samuel – Work Experience Lead

Ms Elizabeth Maxwell – Apprenticeships

Please email us careers@kingsdale.southwark.sch

Some useful websites to explore are:

https://www.prospects.ac.uk/	An extensive website providing helpful information about personal statements, study courses at home and abroad, work experience, internships, apprenticeships and careers. There is a specific section on Law work experience.
https://www.unifrog.org/	A progression and careers platform for students, teachers and parents. Students create an individual profile which they build through their school life. Parents can access the website for information. Teachers can upload students' work and record student successes in the curriculum and beyond.
https://careerpilot.org.uk/	This comprehensive platform is delivered by the National Careers Service. It covers student pathways from choices at age 14 through work experience to the post study options of apprenticeships and training. Specialist guidance on finance, disability and care leavers is also available
https://amazingapprenticeships.com/	The leader for all apprenticeship talks, information and representatives via their ASK programme. They are supported by the National Apprenticeship Service. Learning resources are available for parents and teachers and are updated regularly.
https://www.inspiringthefuture.org/	Another broad-based website from Education and Employers well worth exploring. The project enables schools to connect with employment volunteers.
https://barclayslifeskills.com/	Funded by Barclays bank, this website provides free careers lesson plans and teaching resources.

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