

Brentwood Ursuline Convent High School



Careers Education and Information, Advice and Guidance Policy

Authorised by Resolution of the Governing Body of the Brentwood Ursuline Convent High School on: 26th November 2025

Signature:

Effective date of the policy: 26th November 2025

Review date of policy: November 2028 or earlier as and when required

This policy is written in the light of the school mission statement.

INTRODUCTION

The law requires schools to provide a programme of careers education giving all students access to careers information and guidance. The raising of the participation age to 18 in 2015 reinforces the need for students to receive effective and impartial careers education, information, advice and guidance (CEIAG). CEIAG is subject to regular monitoring, evaluation and review and is included in the school improvement plan and comes within the scope of Ofsted scrutiny.

COMMITMENT

BUCHS is committed to providing all students with good quality, impartial CEIAG throughout their school career, in line with the Gatsby Benchmarks. It is also committed to maximise the benefits of this for them by using a whole school approach, involving parents, carers, external IAG providers and employers.

ENTITLEMENT

All students at BUCHS have access to an impartial careers education supported by information, advice and guidance delivered by qualified teaching professionals. Curriculum activities have clear learning outcomes, enabling the school to assess the effectiveness of the programme.

PURPOSE

The purpose of CEIAG at BUCHS is to contribute to the achievement of the following:

- Motivating students and empowering them to plan and manage their own futures, including their learning journey;
- Promoting students' personal development;
- Supporting students to make informed learning and career choices by providing them with information and access to a Careers Advisor;
- Raising students' aspirations through practical activities that enable them to explore opportunities in learning and work, including Higher Education, that they might not otherwise have considered;
- Promoting equality of opportunity and challenging stereotypes, including through the use of role models;
- Improving attainment, transition and progression by providing curriculum activities that develop students' career exploration and management skills.

DELIVERY

Management:

This area is supported by a link governor. A member of the Senior Leadership team has strategic responsibility for CEIAG and line manages the Careers Co-ordinator. The co-ordinator's role includes:

- Developing and updating delivery of CEIAG taking account of national requirements and guidance;
- Managing and organising interviews with an independent Careers Guidance Advisor;
- Liaising with the Learning Support department and nominated parents about IAG given to SEN and students with statements;
- Managing CEIAG resources including the careers library;
- Communicating with the Senior Leadership Team and link governor;
Liaising with external partners who contribute to CEIAG.

Curriculum opportunities

There is a planned programme of learning experiences from year 7 to 13 at BUCHS that includes:

- Core learning activities will be delivered within Personal, Social, Health and Economic education (PSHE);
- Additional activities for each year group, including Curriculum Extension Days and a variety of talks, visits and career-related activities delivered by employers and Higher Education institutions.

Staffing:

CEIAG is planned, monitored and evaluated by the Careers Co-ordinator with the aid of teachers in other curriculum areas and the external IAG provider.