



# Liverpool College

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



### **Mission Statement**

*Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.*

### **Core Values**

***We recognise** that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess*

***We believe** that the development of character, creativity intellect and spirituality, are the primary aims of education.*


***We work** together to create a happy and caring school community which is engaged in our local community and the wider world*

***We pursue** high standards in every area of school life*

*This is a whole college policy and applies to the Pre-Preparatory, Preparatory and Upper School as*

*well as the Boarding Halls and the Breakfast Club, after school clubs and the Young Explorers Holiday Club.*



Approved Date	11 <sup>th</sup> September 2025
Review Date	11 <sup>th</sup> September 2026
Principal	 Mrs A Haynes

## Rationale

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

Liverpool College's Careers programme helps our pupils to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks<sup>1</sup> and conform to statutory requirements, in particular the DfE's Careers Strategy<sup>2</sup> and the revised statutory guidance<sup>3</sup>.

## Context

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 7-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers.

A further addition to the Technical and Further Education Act 2017 states that schools in England *"must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships"*.

Introduced in 2018, the Baker Clause was authored by the former education secretary, Lord Kenneth Baker. The guidance stipulates that schools must allow colleges and training providers to access every student in years 7-13 to discuss non-academic routes that are available to them.

Updated in July 2021, the government's Statutory guidance for schools and guidance for further education colleges and sixth form colleges sets out the following, *'Schools and colleges have a responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need.'*

At each point where we deal with students leaving the school, we strive to ensure that they are purposefully provisioned in terms of advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

## Commitment

Liverpool College is committed to providing all pupils, in all Chapters, with a programme of careers and enterprise related activities. The details of the CEIAG and Enterprise programme will be published on the school website and can be viewed by pupils, parents and carers as well as employers, partners and education/careers providers. The programme in the Secondary Phase is guided by the Gatsby benchmarks for ensuring best practice. In addition, to ensure Liverpool College is delivering the best possible careers guidance and in April 2024 we were awarded the Quality in Careers Standard again. This is in accordance with the Government's

---

<sup>1</sup> <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

<sup>2</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

<sup>3</sup> <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

recommendation that “*all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school’s programme.*” And as advocated by the Department for Education in their ‘Careers Guidance and Inspiration in Schools’ policy issued in March 2015.

Liverpool College is also participating in CEC’s Enterprise Adviser Network to strengthen the linkage between education and industry; particularly in respect of the identified growth sectors in the Liverpool City Region; raising awareness of opportunities in the current labour market and preparing students for these career experiences.

### **Careers and Employability Programme**

The current programme is delivered through a combination of methods, including LC+ (Personal Development) lessons where the programme is delivered to every Chapter group in the Secondary Phase. The Primary Phase also has a programme appropriate to their Chapter groups.

The programme in the Secondary Phase is also supported through assemblies, master classes, presentations, employer visits, online or independently secured work experience, seminars, workshops, careers fairs and 1:1 impartial and independent guidance.

Liverpool College hosts events such as a Careers fair, Chapter 9 Providers’ Event, Chapter 11 mock interviews, GCSE options evening and the Student Finance sessions. Appendix I contains an example of the activities for each Chapter.

To enable us to track careers activities and employer engagement from Chapter 7 – Chapter 13, we use the Careers and Enterprise Company database called Compass + to record each pupil’s achievements and ‘meaningful’ employer encounters. This enables the College to monitor and track the learner journey, helping to plan and prepare targeted ‘meaningful’ encounters for individual students.

Throughout their career learning journey in Chapters 7-13 Liverpool College also makes use of a career’s platform on-line. From September 2024 we have been using Unifrog. Every student has access to their own personal account which they will carry with them through their education. This account allows the students access to up to date career information, choices at 14, 16 and 18 and allows them to create a career profile and pathway. Students will use LC+ lessons to keep their profiles updated. This, coupled with independent and impartial Careers Adviser support, helps to inform and inspire pupils so that they are able to make well informed and realistic decisions about their future. Parents and guardians can also create an account to support their child on their careers journey.

### **Aim**

To help pupils develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

## Objectives

- To ensure that pupils develop the skills and attitudes necessary for success in adult and working life
- To make pupils aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- To equip pupils with the necessary decision-making skills to manage those same transitions
- To develop in pupils an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally
- To encourage pupils to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey
- To foster links between the school, local businesses and further/higher education establishments.
- To ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships (the Baker Clause, 2<sup>nd</sup> January 2018).

Requests for access from external providers will be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider. In most cases this will be a whole year group assembly. This will

- Enable pupils to experience the world of work and develop transferable skills, for example; independence; resilience; personal learning and thinking skills
- Ensure that wherever possible, all pupils and students leave the school to enter employment, further education or training
- Maintain a culture of high aspirations
- Promote equality of opportunity, embrace diversity, challenge stereotypes and to ensure all students, who require any extra assistance and guidance reach their potential, such as SEND students or students eligible for pupil premium.

## Learning Outcomes

Pupils should be able to:

- Assess their achievements, qualities and skills
- Present this information as appropriate
- Use this information for personal development

- Set career and learning targets. Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work.
- Recognise the value and impact their activities at school can have on their future.

### **Implementation**

The College guarantees impartial and independent advice via an independent Careers Adviser, employed by Liverpool College, who works full time in College. Appointments can be through student referral, House Mentor referral and parent referral. All Chapter 9, 11 and 12 students will be interviewed automatically to discuss their pathways. Any student from Chapter 7-13 with an EHCP will be invited to have an informal discussion with the Careers Adviser in every chapter of their school journey.

Schools are obliged to provide independent careers advice as outlined in section 29 of the Education Act 2011. Independent Careers guidance must:

- ✦ Be presented in an impartial manner
- ✦ Feature information on the range of education or training options, including apprenticeships and other vocational pathways
- ✦ Promote the best interests of the pupils to whom it is given
- ✦ Provide access for all pupils and staff to 'Unifrog' website and other appropriate sources of guidance
- ✦ Promoting the National Careers Service Website and Helpline
- ✦ Promotion of independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career
- ✦ Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.
- ✦ Creates individual actions plans based on need

There is a senior leader with responsibility for Careers and Enterprise education. All staff have a part to play in the implementation of this policy through their role as teachers/House Mentors and as subject specialists. Careers information and resources are located in the Careers Library, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Adviser. College and University prospectuses are current and visual displays on the notice boards are kept current. The careers library can be accessed by students before school, during break and lunch times and after school. There is also planned regular access to IT suites where pupils can log onto Unifrog to carry out research and update their profile.

Throughout KS3, 4 and 5, independent learning providers and local colleges, are invited to attend Liverpool College, in order to have the opportunity to speak to students/parents/carers/staff. If the organisation cannot attend, then representation will be

visible at events in order to advertise local opportunities. Liverpool College has published a policy statement on provider access and published it on the Liverpool College website.

### **Monitoring, Review and Evaluation**

A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil responses to provision. This policy will be reviewed annually as part of the whole-school self-assessment process, informing the Compass and the SEF and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Leader, via the school website. Student voice activities will be conducted with students from various Chapter groups at least once a year.

### **Recording, Assessment and Reporting**

Pupils' progress is monitored on their student profile, and remains with them for their duration at Liverpool College. The work is individual and personal to the student and is a log of activities completed and employability skills gained - these skills are not graded. A report on the careers programme is presented to the governors annually.

### **Entitlement**

Every pupil at Liverpool College is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school. They are given support to whichever route they choose, whether this occurs at the end of KS4 or the end of KS5. An Entitlement Statement is published on the school website Careers area.

### **Students will come into contact with Careers, Employability and Enterprise in the following ways:**

- Through a variety of Chapter group assemblies, guest speakers and workshops
- Through their LC+ lessons, Master Classes and Activity sessions, which are timetabled on a regular basis throughout the year
- Parents/carers are welcome to speak to the extended careers team, which includes: their child's House Mentor, Head of House, a member of the sixth form team, SENCO Careers Lead or Careers Adviser if they have any questions or concerns about their child's progress and their child's participation in careers events.
- Pupils, parents/carers are entitled to have access to information about the options processes - provided via letter, on the school website and on information evenings.
- Each Chapter 9 student will have an individual careers interview with an independent, qualified careers practitioner before they make their GCSE option choices.
- Each KS4 student will have at least two individual careers interview with an independent, qualified careers practitioner by the end of KS4.
- Each KS5 student also receives at least one interview with a member of the sixth form team, and those with any concerns or queries can either self-refer or be referred for an additional interview with the independent Careers Adviser.

## **Partnerships**

The CEIAG programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Careers and Enterprise Company's Enterprise Adviser Network.

Parental involvement is encouraged at all stages. Liverpool College recognises that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us; for example, in Chapter 9 with KS4 options decisions, Chapter 11 with 16+ choices and Chapter 12 and 13 with UCAS and other applications. Parents also have the opportunity to speak to the Careers Lead by phone or via email. We also have a dedicated section for parents on our school website on Careers, Employability and Enterprise. The school also provides signposting to the National Careers Service.

## **Links with the Local Authority:**

The Local Authority has a duty under Section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 for 16-18-year olds in relation to the raising of the participation age:

- ✦ To promote the effective participation in education and training of young people covered by the duty to participate
- ✦ To have in place arrangements to identify those who are not participating

Liverpool College works with the Local Authority, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the Local Authority whenever a 16 or 17-year-old leaves an education or training programme before completion.

## **Links with the Governing Body**

There is a named link Governor responsible for Careers and Enterprise education. All changes to the Careers Policy are approved by the school Governing Body and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the Careers Coordinator.

## **Resources**

Funding is allocated in the annual budget planning. This is planned around the level of funding related to whole school priorities and particular needs in the CEIAG area. The Careers Lead is responsible for the effective deployment and monitoring of resources.

## Staff Development

Staff training needs are identified and make use of the Training Needs Analysis for CEIAG. The CPD at the School makes every effort to meet training needs within an agreed period of time. The annual CEIAG improvement plan is connected to the School Improvement Plan and takes account of the CEC's Careers and Enterprise Strategic Plan. It is reviewed termly by the Careers Coordinator and annually by the Senior Leadership Team. The Quality in Careers Standard Award also helps to identify desirable improvements.

## Linked Documents

TL01 – Teaching and Learning

TL02- Curriculum

TI07b- Provider Access Policy

TL08- Learning outside the Classroom/Educational Visits

## Appendix I- The Careers Programme

<b>Overview of aims and objectives</b>	
<ul style="list-style-type: none"> <li>• <b>To understand</b> the world of work and the skills needed to succeed in it and the way in which entrepreneurs generate wealth and opportunities.</li> <li>• <b>To understand</b> their own aptitudes and interests and how they can be developed and how they might be used in the world of work.</li> <li>• <b>To experience</b> individual and independent careers advice and guidance and self-assessment and reflection about aptitude and interests.</li> <li>• <b>To experience</b> interactions with a wide variety of people and institutions from the world of work and making a clear plan which relates current efforts in school to possible future outcomes.</li> <li>• <b>To develop</b> ambitions and high expectations for their future, a positive attitude to the relevance of their current studies and a range of career management, enterprise and employability skills.</li> </ul>	
<b>Chapter Group</b>	<b>Curriculum Content Summary</b>
Reception	People who help us topic; Firefighters, Dentists, Vets, Bring your dad to school day- to talk about careers
Chapter I	Firefighter talk Videography workshop Career talk from an author Role Model Week – Dress as what they'd like to be when they grow up Engineering Talk Parents Careers Day



Chapter 2	<p>Tips of becoming a professional author</p> <p>Trip to Liverpool Philharmonic to see the orchestra Architecture talk</p> <p>Children's author and Poet- Professional life</p> <p>Construction Talk</p> <p>Videography workshop</p> <p>Engineering Talk</p> <p>Role Model Week</p> <p>Parents Careers Day</p>
Chapter 3	<p>Palaeontology careers talk</p> <p>Network tour and talk- what is a technician? Inhouse</p> <p>Careers in fashion and graphic design</p> <p>Visit and workshops led by a Journalist</p> <p>Visit and workshops led by authors and poets</p> <p>Prep Careers Fair</p> <p>Visits and workshops led by professional mathematicians</p> <p>Environment Day talks - scientists</p>

Chapter 4	<p>Programming and Robotics workshop  Marine Biologist talk  Children’s author and poet- Professional life  Exceptional writers masterclass  Visit and workshops led by a journalist  Architecture day and creative bridge building workshop  Wildlife Trust Marine Engagement Officer talk  Environment Day careers talks - science  Professional poet talk</p>
Chapter 5	<p>Prep Careers Fair  Google Computer Programmer talk  Wildlife Trust talk  Astronomy workshop  Trip to Liverpool University Chemistry Laboratories  Virtual Reality Space Day – careers in space talk  Architecture day and creative bridge building workshop  Maths restaurant workshop  Merseyside Police talk  Variety of author visits and workshops  Mathematician visits and workshops  Scientists visits and workshop  Prep Careers Fair  Meet a scientist online participation  Engineering talk  ESB exams  Meet an engineer online participation  Ada Lovelace Careers Day – women in STEM day</p>

Chapter 6	<p>STEM taster day Visit to Liverpool University – Inspire Day Enterprise workshop Computing unit – Graphic designer talk Palaeontology careers discussed Exceptional Scientist masterclasses Merseyside Police talk Business Enterprise Day Skills and aptitude analysis ESB exams Meet a scientist online participation Engineering talk Meet an engineer online participation All About STEM website participation and live talks CSI day -careers in police and investigation Prep Careers Fair Ada Lovelace Careers Day – women in STEM day</p>
-----------	--

Chapter 7

Unifrog- Careers website- registration and creating a profile

Unifrog research- Labour Market Information

Library Introduction to the Careers Adviser

Who am I? -Skills and qualities

Making decisions

What am I good at- linking to Careers

Communication- How to write a letter and email

My career's journey- Visiting speaker

Career Case Studies

Visiting speakers from the world of work

Financial awareness

**Other events**

Corporate workshop for creating advertising and promotional videos

Business Enterprise Challenge Workshop

Trip to the Philharmonic Orchestra to the Orchestra perform

Big Bang North West

Programming lessons

Enterprise Saturday workshop

Liverpool University Maths road show

University visits

Engineering Leaders Competition – talks and workshops by engineers

Computer Programmer talk and workshops

Selection of authors visits and workshops

Performing Arts visits and workshops

I'm a Scientist live supervised chats

All About STEM website participation and live talks

Inspire Days, talks

Wilton Scholar programme

## Chapter 8

Unifrog - Careers Website- updating profile

Unifrog research

What are you good at?

My skills for employability

Setting goals

Job profiles- skills qualities and salary exercise

Introduction to CV writing

Jobs that are available locally

Introduction to Career Pathways

Satisfaction with job life

Financial awareness

Safe working practices- Health and Safety at work

### **Other Events**

Careers Fair in December

Robotics day – careers in STEM

Young Magistrates competition working with magistrates and lawyers

Engineering Leaders competition – talks and workshops by engineers

Enterprise Days e.g. estate agent workshop

Authors visits and workshops

Performing Arts visits and workshops

Inspiring Young Engineers- Jaguar Land Rover visit

Regional Stem Event – Vex Robots

Aspire to Higher Education trip

Corporate workshop for creating advertising and promotional videos

Big Bang North West

Wind Power Challenge

Leadership Through Sport

Engineering Leaders competition

Enterprise workshops e.g. Design a sustainable city ESB

exams

Interview preparation talks

One on one mock interviews

Required research into career choices

Presentation to peers about professional in chosen career Go4Set competition

Author visits and workshops

Physics Olympiad

Crest Awards

Programming for Gamers

Inspire Days

Chapter 9	<p>Unifrog -Careers Website- updating profile  Unifrog research- Labour Market Information  Employer masterclasses  Skills and Qualities and Skills checker  Employability skills  Getting ahead as a young person  Bullying in the work place  Good Career Planning  What do Employers expect  Career Cloud- linked to Apprenticeships  Build a career journey  Discerning use of Career Information  Helping young people make choices  Influences  Finance – Barclays course  Introduction to Interview Skills  <b><u>Other Events</u></b>  Careers Fair  Options evening  Employer Days and talks  Learn to earn workshop  Young Enterprise  Providers Event in January  Young Magistrates competition working with magistrates and lawyers  Engineering Leaders competition – talks and workshops by engineers CCF  Wilton Scholar Programme  Duke of Edinburgh Bronze Award  EDT competition – Business Enterprise workshops  Careers Talks – e.g. politicians, police, army, clothes designer, artists  I am Scientist – live chat with scientists, medics, engineering, psychologists  Talks Royal Society of Chemistry  Careers in Maths Workshops  Girls Who Code  Tenner Challenge  Crest Awards  Inspire Days  Careers in Medicine Day of workshops  Thinking about University talk and visit</p>
-----------	---

Chapter 10	<p>Unifrog - Careers Website</p> <p>Unifrog research – Labour Market Information</p> <p>Employer Masterclasses</p> <p>Prejudice and diversity in relation to careers Employability Skills- what are yours?</p> <p>Skills and qualities involved in managing students' careers</p> <p>Career development in different organisations</p> <p>Working life and 21<sup>st</sup> Century jobs</p> <p>CV writing</p> <p>Career planning</p> <p>Managing Money- Barclays Lifeskills</p> <p>Thinking about the next steps- Post 16 providers</p> <p>Safe working practices</p> <p>Work life balance</p> <p><b><u>Other Events</u></b></p> <p>CCF</p> <p>Young Enterprise</p> <p>Medical Careers Day</p> <p>Industry Challenge Event</p> <p>Medic Nordic Health Care Weekend</p> <p><b><u>Activities</u></b></p> <p>In Search of Solutions</p> <p>Maths Ambassadors and Leaders</p> <p>Young Entrepreneur</p>
------------	---

Chapter 11	<p>Unifrog - Careers Website  Unifrog research – Labour Market Information  Employer Masterclasses  Individual careers interviews with an impartial adviser  Employer Masterclasses  Transition Post 16 Options  Employability Skills  Apprenticeships- a route to success  Career Planning and analysing profile results- what do I have to do to get to where I want to be?  Mock Interview Preparations  CV Writing  Interview Skills  Applications writing  Communication- Different types  Marketing oneself- use of the media  Creation of an induction Programme  <u>Other Events</u>  Mock Interviews  Career Interviews  Law and Criminology talks  Medic Mentor Health and National Healthcare Weekend  The Young Doctor Programme Masterclass  British Biology Olympiad  <b><u>Other Events</u></b>  CCF  Young Enterprise  Medical Careers Day  Industry Challenge Event  Medic Nordic Health Care Weekend  <b><u>Activities</u></b>  In Search of Solutions  Maths Ambassadors and Leaders  Young Entrepreneur</p>
------------	---



	<p>Law and Criminology talks  Medic Mentor  The Young Doctor Programme masterclass  British Biology Olympiad  Meet the Scientists online supervised chat zones  Aspire programme</p>
Chapter 12	<p>Employer masterclasses running throughout the year  Individual career interviews with an adviser  <b>Other Events</b>  Careers Fair  Young Enterprise  Medic Mentor  Engineering your future  Applied Arts, Media, News and Creative Writing Subject conference  Mathematics and Film and Photography Subject conference  Law and Criminology lectures- Hope University  The Young Doctor Programme masterclass  Oxbridge Student Conference  Trip to Liverpool Crown Courts  STEM Master Class –University of Liverpool  Mock interviews  All About STEM  Big Bang  UCAS Fair  Writing personal statement talks and workshop  Links with Liverpool University, Edge Hill and Hope University  University Subject Taster days – talks and visits  Aspire to University visits  Mathematical Society talks  Links with Oxbridge College- St Peter’s – Interview Practice and residential visit  LNAT UCAT preparation  BMAT preparation and workshops  Meetings with Oxbridge potentials  Oxbridge and Medics Interview practice  Weekly dedicated Tutor meeting for UCAS  UCAS and EPQ Day  MDV Programme – Medicine, Dentists Vets – talks and workshops  ESB public Speaking grade 8 exams  Wilton Programme  Inspire - University days and visits</p>

Chapter 13	<p>Employer masterclasses running throughout the year  Individual career interviews with an advisor on request</p> <p><b><u>Other Events</u></b></p> <p>Careers Fair  Young Enterprise  Workshop The Edge: Wiser Words.  Maths Jam weekend  Writing personal statement talks and workshop  Links with Liverpool University, Edge Hill and Hope University  University Subject Taster days – talks and visits  Aspire to University visits  Mathematical Society talks  Links with Oxbridge College- St Peter’s – Interview practice and residential visit  LNAT UCAT preparation  BMAT preparation and workshops  Meetings with Oxbridge potentials  Oxbridge and Medics interview practice  Weekly dedicated tutor meeting for UCAS  UCAS and EPQ Day  MDV Programme – Medicine, Dentists Vets – talks and workshops  ESB public speaking grade 8 exams  Wilton Programme  Inspire - University Days and visits  Medic Mentor National Healthcare weekend –  Mathematics and film and photography subject conferences  Applied Arts, Media News and Creative Writing Subject conferences  ISC Medical School interview course  Engineering Your Future: Career Awareness Day  In search of solution  Physiology  Current Affairs</p>
------------	---