



Brentwood School and College

Careers Education, Information, Advice and Guidance (CEIAG) and Work-Related Learning (WRL) Policy

Document Control	
Title	Careers Education, Information, Advice and Guidance and Work-Related Policy
Owner	Brentwood School and College
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Review	1 year – Spring 2026

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Work-Related Learning (WRL), Brentwood seeks to help all students take their place as responsible adults within society. The focus is on raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and also between education and the world of work.

Careers Guidance enables them to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.

Context

From September 2013 The Education Act of 2011 placed schools under a duty to ensure that all registered students 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. Schools must ensure that students have access to a source of guidance which is independent and external to the school. This includes website or telephone helpline access and/or face to face support from a specialist provider where needed.

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#). The statutory guidance has been restructured to include the 8 Gatsby benchmarks which will help ensure that schools are fulfilling their legal duties. Careers guidance must be presented in an impartial manner, include information on the range of education or training options (including apprenticeship and vocational options) and must take into consideration the best interests of the pupils to whom it is given.

In line with the updates to the [Careers guidance and access for education and training providers](#) that came into force in January 2023, students and their families must be provided with opportunities to interact with professionals from a range of agencies so that they understand the options available to them in the future. These will be determined by the students' needs and may include employers, employees, social care providers, respite providers, further education providers and Connexions officer. In the yearly annual SEN review students, parents, carers and multi-agency professionals contribute to the discussion of future options. In addition, parents and carers are invited to termly information workshops with external guest speakers including connexions, welfare officers, social care and health care.

Our Commitment

Brentwood is committed to:

- Providing a planned programme of activities to all students from Years 7 – 14 and Post 19 students which will help them to plan and influence their futures
- Providing independent advice and guidance (IAG) which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG and WRL programme follows local, regional and national frameworks for good practice.
- Working in partnership with Connexions to ensure all students access education, employment or training at least yearly and then at the relevant transition points

Students' Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The Careers Education Programme (CEP) is designed to meet the needs of the students at Brentwood. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the programme are to:

- Prepare students at Brentwood for the opportunities, responsibilities and experiences of adult life;
- Help students develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values;
- Help students investigate opportunities for their futures, be involved in decisions and successfully transition across the key stages at 13+, 16+ and 19+;
- Ensure that all young people leave the school and college with the highest quality placement available to them in employment, further education or training or with social services.

The programme also:

- Contributes to improving achievement, by raising aspirations and motivation
- Supports inclusion, challenges stereotyping and promotes equality
- Encourages participation in education and/or training beyond the key stages at 16+ and 19+
- Develops independence skills, enterprise, travel training and other skills valuable in the world of work

Skills Builder:

The Skills Builder Partnership works with schools and colleges to ensure that every child and young person builds the essential skills that they need to succeed.

At Brentwood we are currently working alongside the Skills Builder Partnership as we aim to equip our students with these essential and transferable skills. We believe good careers education includes the essential skills needed to support students to lead independent and productive lives.

The Skills Builder Universal Framework is the world's leading tool for measuring and building essential skills. It breaks the 8 essential skills down into a sequence of steps, starting with absolute beginner through to mastery.

It's completely open source, and backed by years of research, developed with leading businesses, academics and educators.

At Brentwood School we have been working towards achieving Skills Builder Gold award.

The Skills Builder framework is embedded into our Careers curriculum across school. The essential skills are also incorporated across the schools in other curriculum areas.



Students, parents and carers can access the home zone here:

<https://www.skillsbuilder.org/parents-and-carers>

Implementation:

Management

The Careers Lead, Alice Doherty, co-ordinates, monitors and evaluates the overall offer to students including the SLAs/partnerships with external agencies (currently Connexions) and is responsible to the Headteacher. This area is supported by a link governor. Work experience, curriculum and enterprise is planned and implemented by Department Co-ordinators, Careers Co-ordinators in school and college and the PHSE Co-ordinator to ensure appropriate coverage of careers themes in the PSHE programme for KS3 and KS4.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered in PSHE at Key Stage 3 and 4 and careers lessons and enterprise in Key Stage 5 and College. Staff training is identified by a needs analysis and reviewed in annual appraisals.

The Careers Education Programme

The CEP includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including external and internal work experience where appropriate and work taster days) and individual learning planning/portfolio activities. Other focused events including a transition event, are provided at Key Stages 4, 5 and College e.g. 'Beyond Brentwood' where external relevant professionals from a range of organisations are invited into Brentwood to meet students and their families. External work experience is facilitated in Key Stage 5 and College. Students are actively involved in the evaluation of activities including work experience through lessons and in written feedback.

External Partnerships:

The CEIAG programme is greatly enhanced through links with a number of partners who help us ensure that the students' learning is updated and relevant. We constantly strive to expand and improve links with employers, other educational providers, local groups and charities.

Independent Careers Advice:

An annual partnership agreement is negotiated between the school and College and Connexions which identifies the contributions to the programme that each organisation will make.

Employment partnerships:

Examples of recent successful work experience placements have been with Wythenshawe Horticulture Centre, Short Cutz Hairdressers, St Margaret's Ward Primary School, Waitrose,

AJ Adams grocers, Manchester Museum, The Life Centre, Sunshine Café, Manchester United, Sale West and the Coppice Library.

Students have also had opportunities to volunteer within the local community through Duke of Edinburgh activities and enterprise in the community e.g. running a café at St Martin's Church.

Further and Higher Education Links:

Strong links exist with local further education colleges, including Trafford College, Salford College, Bridge College, David Lewis College, Loreto College, Manchester College, Sea Shell Trust and local care providers.

Information and Resources

Careers information and resources are located in the library and in dedicated areas in the Sixth Form and College, which include resources to accompany our Careers Education Scheme of Work.

Parents/carers are directed to the online Trafford SEND local offer for more information about local services, colleges, opportunities and support available to them.

Monitoring, review, evaluation and development of the careers provision at Brentwood

The following provision is reviewed by the Careers Lead and Headteacher:

- Annual review of partnership activities with Connexions
- Annual Analysis of internal and external Work Experience placements
- Lesson and tutor observations within Careers/PSHE lessons
- Data Analysis of B levels – Life Skills and Work Skills
- Developmental activity as identified annually in the school and college improvement plans

A report will be submitted to the Headteacher on an annual basis, including an account of activities, a review of progress and an evaluation of student and parent/carer responses to provision. Parents/carers are welcome to give feedback on any aspect of the CEIAG programme to the Careers Lead or Head Teacher.

This policy will be reviewed annually as part of the whole-school self-assessment process and will be reviewed by the governors when any additions or amendments are made.

Confirmation of the policy in respect of Brentwood School and College has been discussed by the Governing Body.

Signed by Brentwood School:

Chair of Governors:		Date:	25.03.26
Headteacher:		Date:	25.03.26
Agreed at the Governing Meeting on:	25.03.26	Minute Reference:	9