



Kimbolton School
Cambridgeshire

Careers Education Information and Advice (CEIAG) Policy

Policy owner: Careers Lead
SLT Policy
Policy Summary Statement: This policy outlines how Kimbolton School seeks to deliver a bespoke Careers Education Programme to meet the needs of all children and their futures beyond Kimbolton.

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Careers Education Information and Advice (CEIAG) Policy

Contents

MISSION STATEMENT	3
PROVISION	4
Careers Information Websites and Platform	4
LEADERSHIP, MANAGEMENT AND EVALUATION	5
Engaging Parents/Carers/Alumni.....	5
Business Links	6
Provider Access Arrangements	6
Links to other school policies and documentation	6
ANNEX I	7
Work Experience at Kimbolton School.....	7
Health and Safety.....	8
Working Time Regulations.....	8
Risk Assessments	8
Insurance.....	8
Placements outside of the UK	9
Safeguarding	9

Careers Education Information and Advice (CEIAG) Policy

MISSION STATEMENT

Our bespoke Careers Education Programme aligns with Kimbolton School's vision and has a whole school approach to supporting each child to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious beyond their current education. This is achieved through planned and progressive activities in the curriculum helping our children to understand themselves, research the opportunities available and make informed decisions, which runs alongside specific and tailored activities that meet the needs of each child.

We aim to prepare all our pupils to have 'career navigation skills' by providing:

- ✓ access to careers information and tools in subject schemes of work
- ✓ a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for pupils' individual needs
- ✓ access to timely careers information advice and guidance (CIAG) in group and 1:1 setting
- ✓ activities to develop core competencies that align with the wider school learning characteristics, that relate to the world of work such as problem solving, leadership, independent thinking, communication, enterprising, social responsibility and digitally literate.
- ✓ information promoting equality, diversity, social mobility and challenging stereotypes
- ✓ awareness and understanding of work, industry, the economy and community.
- ✓ employer engagement insights
- ✓ meaningful experiences of the workplace

The Kimbolton School Careers Education Programme encompasses the needs of all pupils, abilities and backgrounds. The programme is underpinned by the best practice guidelines of the Department for Education document '[Careers guidance and access for education and training providers](#)' and the eight [Gatsby Benchmarks](#), which were devised from their international careers survey as to what good quality impartial CEIAG in schools should look like. The programme also focusses on the six learning outcomes of Career Development Institute's (CDI) [Career Development Framework](#) to ensure all children develop the career navigation skills that they need to have positive careers.

The Six learning outcomes are:

- Grow throughout life – by learning and reflecting on yourself, your background, and your strengths
- Explore possibilities – the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces
- Manage career – make the most of opportunities and learn from setbacks
- Create opportunities – being proactive and building positive relationships with others
- Balance life and work – with your wellbeing, other interests and your involvement with your family and community
- See the big picture – paying attention to how the economy, politics and society connect with your own life and career and how to be part of the solutions for the wider world.

Careers Education Information and Advice (CEIAG) Policy

PROVISION

The CEIAG programme is created to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development. Consideration for all learners is taken into account to ensure an inclusive approach and equality of access.

[Kimbolton School Careers Education Programme. Future focused Curriculum.pdf](#)

In addition to the above, all pupils have access to 1:1 career guidance by appointment and also a pre-arranged appointment in the Fifth Form that is focused on individual needs. 1:1 career advice is impartial, confidential and supportive of equality of opportunity. In the sixth form the Head of Futures, Deputy Head of Sixth Form and Post 18 advisers can provide extra support to pupils alongside the career's adviser.

Careers Information Websites and Platform

We use a number of different places for information and research.

We use a careers platform called Xello which puts the pupil at the centre of their planning experience. Pupils document their journey as they build self-knowledge, explore post 18 options, create career plans, and continually reassess as they take in new knowledge, skills, and experiences.

Pupils complete interactive career, personality, learning style, and skills assessments to help them better understand their unique interests, skills, and strengths. Each engaging assessment encourages reflection, helping pupils connect who they are with relevant career options. Pupils can explore hundreds of career options that match their assessment results. There are course and apprenticeship profiles and real-world interviews that provide an authentic glimpse into their future.

The impact of this programme will encourage all our pupils to be empowered and enabled to have tailored careers information from 1st Form to Upper 6th. At Kimbolton School we use this platform alongside our future focused curriculum, where every subject is supporting pupils to see how the subject content and developing skills will help them in the world of further education and work beyond school.

[Xello Programme 2025-2026.pdf](#)

The main general websites we use are:

www.ucas.com

www.prospects.ac.uk/

www.springpod.com/

www.theforage.com

www.ratemyapprenticeship.co.uk

www.getmyfirstjob.co.uk

Careers Education Information and Advice (CEIAG) Policy

LEADERSHIP, MANAGEMENT AND EVALUATION

The Careers Education Programme is planned, delivered, monitored and evaluated by the Careers Lead, who is a trained Careers Leader and L6 Careers Adviser, in consultation with relevant staff including:

- The Headmaster and other SLT members
- The Governors and Link Governor
- The Head of Departments
- The Head of Sixth Form
- PSHE co-ordinator
- Head of Inclusion

Throughout the year the Careers Lead will update the Governing Body with the Careers Education Programme activities and progress. At the end of each year the careers programme will be evaluated by the Careers Lead to determine impact, future provision, requirements and improvements that can support our children's careers education. The yearly evaluation focuses on how effective the event/activity has been in helping pupils to achieve the intended learning outcomes. A report will be generated, and a strategic action plan will be developed to align with the whole school's improvement plan, agreed by the Headmaster and Governing Body.

The following people will be involved in the evaluation through questionnaires, focus groups and reviewing feedback of activities throughout the year.

- Governors
- Heads of Department
- Pupils
- Parents
- All Staff

Engaging Parents/Carers/Alumni

Kimbolton School seeks to actively engage parents/carers/alumni in the formulation and development of careers provision. Regular careers updates together with requests for assistance with careers events are provided through the careers bulletin and other school communications. A database of parents /carers/alumni able and willing to support with events and other planned activities is maintained by the Alumni and Careers team.

Parents/carers are vital to their child's understanding of career choices and the decisions they make. We provide all parents/carers with up-to-date information on careers, arrange parents' information sessions and offer appointments to talk to teachers or the Careers Lead to discuss individual concerns. This information is made clear on our website.

Careers Education Information and Advice (CEIAG) Policy

Business Links

The CEIAG programme is greatly enhanced through our links with a number of partners. We constantly strive to expand and improve our links with employers and local/national organisations involving them in both our curriculum and specific planned activities.

Provider Access Arrangements

Kimbolton School recognises the importance of working with partners to deliver a successful careers and work-related learning programme. The school also recognises the essential role that local and national employers play in providing opportunity for pupils to learn about Labour Market Information. The school has also developed links with apprenticeship providers and universities to enhance provision for pupils during their time at Kimbolton.

Links to other school policies and documentation

The CEIAG policy also supports and is underpinned by the following Kimbolton School policies:

- Curriculum Policy
- PSHE & Citizenship Policy
- SENDA policy
- Extra-curricular activity Policy
- Mapping learning characteristics
- Work Experience Policy (Annex 1)

Careers Education Information and Advice (CEIAG) Policy

ANNEX I

Work Experience at Kimbolton School

Work experience is a valuable tool for pupils, offering them a deeper understanding of the world of work, developing essential skills, and preparing them for success in both their education and career. There are many benefits to work experience, both in person and virtual.

- Real-world development and application of skills
- Career exploration
- Increased employability from demonstrating a commitment to learning beyond the classroom.
- Building a professional network
- Boosts confidence
- Time management and responsibility
- Stand out to employers and universities
- Understanding workplace culture
- Improves future academic focus and clarity on what subjects or areas they should prioritize to align with their career aspirations.

Kimbolton School does not organise work experience for pupils. However, as we regard work experience as an essential part of all pupils decision-making processes, we encourage pupils to proactively seek out such opportunities during their holiday time, by networking through family and friends and researching local opportunities. Tailored virtual work experience will be sent to pupils throughout the year about the industries they have stated that they are interested in.

Work experience placements should only take place during school holidays and not take any time away from academic or school extracurricular activities.

As work experience is not an organised activity of the school and during the holidays, no checks of the placement will be done, and pupils are not supervised by the school in any way. The responsibility for the work experience lies solely with the parents/guardians of the pupil.

Any work experience contacts with members of the extended school community, such as Old Kimboltonians, may be shared with parents/guardians (not pupils) in good faith, but the school accepts no liability for the suitability of these contacts and parents/guardians should consider appropriate checks themselves. Parents/guardians should satisfy themselves that they are happy with the employer's arrangements for the work experience.

The following is general information about what parents/guardians should consider when setting up work experience. This is not an exhaustive list. For more information Parents/guardians are directed to the HSE website for further guidance [here](#).

Careers Education Information and Advice (CEIAG) Policy

Health and Safety

The employer has the main responsibility for the health and safety of the pupil on the work placement as pupils on work experience are deemed to be employees for the purposes of Health and Safety legislation.

The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the pupil at the start of the placement.

Working Time Regulations

Under the Working Time Regulations 1998 there are strict daily and weekly working time limits for young workers under 18. Pupils must not work in excess of the set time limits. Working hours should be clearly defined and communicated to the pupil in advance of the placement.

Risk Assessments

The employer should have risk assessments in place before the placement starts, taking into account the age and limited experience of the young person. The key findings should be communicated to the pupil and parent before the commencement of the placement.

The employer should be informed of any medical conditions or special needs that the pupil has that may need to be considered as part of the employer's risk assessment.

Insurance

Employers should have in place Employers' Liability Insurance and parents/guardians should check with the employer that such insurance is in place before the placement begins to protect their child whilst in work experience.

Please note, the following employers are exempt from needing Employers' Liability Insurance:

- Sole traders, and companies employing only their owner where that employee also owns 50% or more of the issued share capital in the company;
- Most public organisations including government departments and agencies, local authorities, police authorities and nationalised industries;
- Health service bodies, including National Health Service trusts, health authorities, primary care trusts and Scottish health boards;
- Some other organisations which are financed through public funds, such as passenger transport executives and magistrates' courts committees;
- Family businesses, if all of the employees are closely related (excluding family

Careers Education Information and Advice (CEIAG) Policy

businesses which are incorporated as limited companies).

A Public Liability insurance policy is not a legal requirement to host work placements, however, most Public Liability policies will cover any accidental injury or damage to third party property arising from the actions of the pupil on work experience, and employers may want to make sure that they are insured in this way.

Placements outside of the UK

Parents/guardians are advised to check that employers outside the UK conform to all local and national standards in the country in which the placement will take place. Parents/guardians should satisfy themselves that appropriate health and safety, insurance, and risk assessment procedures are in place.

Safeguarding

Parents/guardians should satisfy themselves that their child is safe in the work experience placement by checking there are procedures in place to ensure this is adhered to for a young person. Safeguarding of the pupil whilst in the placement is the responsibility of the employer, as with any of their other employees or voluntary workers.

Pupils are encouraged to reflect on their work experience placement by making notes of what they have learned and to put the experience on XELLO to ensure it is on their profile when creating a CV or personal statement. They can contact the careers adviser if they want to talk further about the placement.