



## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY**

This Careers education, information, advice and guidance (CeIAG) policy has been drawn up with reference to the following documents:

- Department for Education: Statutory guidance for schools and colleges May 2025
- Independent Schools Standards Regulations
- Career Development Institute: Career Development Framework April 2021
- Royal Russell School's Senior School Curriculum policy 2025
- Royal Russell School's Wellbeing policy 2025
- Royal Russell School's Child Protection and Safeguarding policy 2025

### **Intro/Vision & Values**

The Careers department seeks to provide a guidance and information service to all pupils, parents, carers and the wider school community that is supportive, informative, reliable and inspiring. Pupils are actively encouraged to seek out opportunities to learn about potential careers and explore all possible choices available to them, being open to opportunities and managing situations that affect choices.

The careers programme is built around the 8 Gatsby Benchmarks to ensure we provide high quality careers guidance to all pupils and learning outcomes are aligned to the CDI Career Development Framework.

In line with the School's wider ethos of being the family school of choice in London, the careers department keeps in touch with pupils entering higher education, employment or training to provide careers related support where requested and to provide our current pupils with opportunities to learn from others' experiences. The careers department also seeks to develop and maintain strong connections with local and national businesses, industry and other relevant organisations and agencies to maintain up-to-date information and provide real life opportunities for our pupils.

### **Aims**

The careers programme aims to:

- support pupils' personal development so that they learn about themselves, their interests, their personal qualities and characteristics and what factors influence their decisions
- provide personal guidance and bespoke advice to develop skills and confidence in making informed choices; raising aspiration; and challenging bias, stereotyping and discrimination
- develop pupils' career management skills by encouraging them to take responsibility for their own career-related decisions and providing opportunities for pupils to develop self and skills relating to employability
- support parents/carers & the wider school community with careers and higher education related matters

All learners are entitled to :

- CeIAG which meets professional standards of practice as set by the Careers Development Institute (CDI).
- pupil centred, impartial and confidential guidance & support (save for when there are safeguarding concerns– see school policy)
- receive and access information on the full range of education and training options at 16+ & 18+
- have a wide range of practical opportunities for personal development and the development of employability skills to increase knowledge and awareness of the world of work
- have access to role models representing the full diversity of employers and employees, educational institutions and career-related opportunities.

### **Careers Programme**

Royal Russell is committed to providing a planned programme of careers education for all pupils which is age appropriate. Within the EYFS, pupils learn about people who help us. Pupils learn enterprise skills in Key Stage 2, alongside financial literacy.

In Key Stage 3 & Key Stage 4 this is delivered within the Wellbeing curriculum, supported within the Tutor programme and with bespoke events within curriculum departments. In Key Stage 5 as well as the tutor programme, there are timetabled careers lessons.

For all pupils there are discrete careers events such as opportunities to meet professionals, current and past apprentices and pupils engaged in higher education. An annual Higher Education & Futures fair is held for pupils and families in Year 10 and Year 12. Visiting speakers are invited in to meet pupils and share their career experiences, the roles available in their workplace, and how school subjects can lead to different opportunities. Wherever possible, all careers events are held informally and with a high level of interaction between pupil and visitors.

All pupils are registered with Unifrog, which is our careers platform of choice. Parents are invited to open accounts at select points of their child's journey so they too can access information for support. Used by pupils during lesson and focussed sessions, it provides a multitude of up-to-date resources, including psychometric quizzes, to assist pupils with gathering information and knowledge, understanding the range of options from post 16 and post 18 and including Labour Market Information.

- Year 7–9 pupils are introduced to the world of work including a look at what different jobs exist, what people do at work through Career Stories and the importance of soft skills, reflecting on their own skills. Dream jobs are discussed as is the concept of personal success in careers. Year 9 pupils spend time considering subject options and are supported by a closer look at pathways including higher education and apprenticeship routes.
- Year 10 pupils take on a Careers Challenge to apply for a mock job. They draft a tailored CV, cover letter and have a 30 minute interview with an external professional who gives them personalised feedback. Pupils are also supported to find work experience.
- Year 11 pupils consider their post 16 subject choices, explore the application process for higher education and consider how mapping a career can be aligned to employability skills.
- Sixth Form pupils take a closer look at the difference between apprenticeships and the traditional university route, learn how to use LinkedIn for careers research and safe networking and are encouraged to explore Plan A and B for Post 18 options. Bespoke support is offered to aspiring apprentices and all pupils have the opportunity for continuing personal guidance throughout Sixth Form. All pupils considering university (which is where the majority of pupils transition to) are assigned a dedicated UCAS advisor. Alternative pathways including apprenticeships, gap years and overseas university applications are fully supported by the Head of Careers together with the Upper School team.

Additional opportunities are provided throughout the year for pupils to develop skills, knowledge and learning. These include:

- A weekly careers newsletter for all years highlighting a specific job with LMI, and containing details of opportunities, useful information and suggested activities.
- Visit to a International University Fair and Apprenticeship Fair
- CV & interview workshop, including mock assessment centre practise for aspiring apprentices
- Formal mock interviews to support university applications or gap year /other employment.
- Unlimited 1:1 personal support and guidance for any pupil in any year group – this is arranged by request of pupil, parent, tutor, Head of Year or subject teacher.
- Work experience is facilitated, both in person and virtual

**Staffing** Head of Careers: Jenny Harris  
Departmental Advisor: Michele Worsfold

<b>Reviewed</b>	September 2025
<b>Reviewed and approved by SLT</b>	November 2025
<b>Next review</b>	September 2026