ST JOHN FISHER
HARROGATE

Careers Education, Information, Advice and Guidance Policy 2026-27

Designated Careers Lead: Mrs H Jackson

Adopted: November 2026

Review Period: Every 12 months

Review Date: November 2027

Vision and Values	This policy is underpinned by our long-term vision. The core values of our school are at the heart of our careers programme: The school mission statement is 'Educating for Life' and this philosophy underpins every aspect of school life. Central to the educational philosophy is the education of the whole person and care for every student. St John Fisher recognise and value each child's unique gifts and qualities, and encourages them to develop spiritually, morally, intellectually and personally. They will then have the qualifications, confidence, compassion, and faith to make a valuable contribution to society and be a force for good.
Statutory Requirements and Expectations	The Careers Department at St John Fisher is fully committed to fulfilling its statutory duties in relation to Careers Education, Advice and Guidance (CEIAG). In line with the statutory guidance, we firmly believe that every child should leave school prepared for life in today's society. High quality, independent careers guidance is crucial in helping pupils emerge from school more fully rounded and ready for the world of work. Young people want and need to be well-informed when making subject and career decisions. We can demonstrate that we fulfil this obligation and ensure our students develop high aspirations and consider a broad range of career and study options. We have a careers programme for each year group from 7-13 which is tailored to ensure it meets the recently updated Gatsby Foundation Benchmarks for careers guidance across our careers programme. These include: • A stable career programme • Learning from career and labour market information • Addressing the needs of each young person • Linking curriculum learning to careers • Encounters with employers and employees • Experiences of workplaces • Encounters with further and higher education • Personal guidance
Provider Access Legislation	We are committed to meeting the requirements of the PAL. Introduced in Jan 2023, PAL specifies that schools must provide at least six encounters with providers of technical education or apprenticeships for all their students during school years 8- 13. We will ensure that we provide: • Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9. • Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11. • Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.

	Meeting the requirements of the PAL: Our PAL policy outlines how requests for access are handled, our grounds for granting requests and gives details on the facilities available. We work with each provider to ensure they have the resources and support they need. Most of our talks are in person, but we are very happy to facilitate virtual meetings. We are fortunate to be supported by a wide range of further, higher and technical institutions. Encounters will include talks from Apprenticeship contacts, York College, Harrogate College, Leeds City College, University Technical College Leeds (UTC) and Askham Bryan College, as well as local Higher Education institutes such as Leeds Beckett University, the universities of York & Leeds, York St John and other country wide organisations. We have a comprehensive database of education providers and employers who support our careers programme. We work closely with NYBEP, our local Careers Hub, alumni and apprenticeship employers to develop opportunities to increase awareness of all pathways. **Embedding PAL into our Careers Programme** In Years 8-13 all students will have at least one talk from a provider of technical education and/or apprenticeships. These encounters will be for a reasonable period of time and will take place during the school day. Each talk will include: • information about the provider and the approved technical education qualifications or apprenticeships that the provider offers • information about the careers to which those technical education qualifications or apprenticeships might lead • a description of what learning or training with the provider is like • responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships **Destinations** We are very proud of the destinations our pupils have progressed to. These include: • Higher Education at a wide range of universities such as Leeds Beckett University, York St John and Northumbria who offer technical pathways. • Further Education at specialist colleges such as Askham Bryan, Leeds College of Building and Leeds Arts University. • Vocational Courses at colleges including York, Harrogate, Askham Bryan and Leeds City Colleges and a wide range of apprenticeships. • Apprenticeships are secured across a range of industries. Recent examples include a Food Technology apprenticeship at Nestlé, Hospitality at Grantley Hall, Digital Marketing with Marketing Adventures and Engineering with BAM and BAE Full details on how to contact the careers department and how we work with external providers be found on our website.
Learner Entitlement	Each student at St John Fisher Catholic High School and the Associated Sixth Form with St. Aidan's Church of England High School has an entitlement to receive a comprehensive Careers Education, Information, Advice and

	Guidance (CEIAG) programme delivered by experienced and enthusiastic staff: • Students in **Years 7-10** will follow a careers programme which is delivered by Form Tutors, Careers Staff and guest speakers through registration activities, assemblies and off-timetable events (as appropriate). Students will also have careers lessons within the PSHCE programme. All students will have access to face-to-face impartial guidance at individual point of need. • Students in **Years 11** will follow a careers programme which is delivered by Form Tutors, Careers Staff and guest speakers through registration activities, assemblies and off-timetable events (as appropriate). All students will have at least one careers lesson in a small group, led by a careers adviser and can request an individual impartial guidance meeting to support transition to post-16 provision • Students in **Year 12** will follow a careers programme focused on post- 18 transition which is delivered by the Sixth Form Team, Careers Staff and guest speakers through tutorials, assemblies and off-timetable events (as appropriate). All students will have access to face-to-face impartial guidance at individual point of need • Students in **Year 13** will have access to impartial face-to-face guidance at individual point of need to support post-18 applications and careers management **All students** will be supported to: • Acquire a general knowledge of and insight into the world of work together with specific knowledge and understanding of careers and opportunities appropriate to their own interest, abilities and aspirations as they progress through the school • Gain knowledge of career sectors, labour market information • Develop self-awareness of their own skills and strengths and their current work and how these impact on current and prospective career ideas • Recognise and value their own abilities and present them in the most positive way • Gain an understanding of how career choices impact on their future economic wellbeing and how these fit into the demands of society at large • Gain the career management skills to understand the importance of informed decision making and action planning in the short and long term • Gain the career management skills to research and recognise suitable progression pathways and qualifications • Prepare for smooth transition between different stages of their school and post school careers • Attend regular in-school presentations (as appropriate) and the annual Careers evening to engage with external speakers/representatives from local, regional and national education institutions and businesses
Management and Delivery	We recognise the importance of putting in place effective arrangements for the management and delivery of the programme. The Careers Department team works with students at St John Fisher across Years 7-11. They also work with students in Y12 & Y13 who are based on our school site as a part of the wider St. Aidan's and St John Fisher Associated Sixth Form.

	Equal Opportunities We are committed to promoting equal opportunities and seek to challenge stereotypes and ensure our students achieve their full potential. We offer an inclusive service to all students from supporting high achieving students to fulfil their potential to working with our more vulnerable students to ensure they can access all opportunities available. A comprehensive programme is available to our students with special educational needs, and they receive specialist advice and guidance to help them make smooth progressions at key transition points. **Evaluation, monitoring and review** The Careers Department's development plan is reviewed and evaluated annually to ensure it fits in with the aims and objectives of the school's development plan and that Careers programmes are coherent, comprehensive, incremental and meet the needs of students. **FSQ (Future Skills Questionaire)** From September 2025, the school will ensure that Year 7, Year 9 and Year 10, Year 11 and Year 13 are aware of a self-completion survey used by North Yorkshire Business and Education Partnership (NYBEP) and other institutions to track students' career readiness, knowledge, and essential skills. The data gathered helps educators identify gaps, tailor career programmes, and measure progress over time. The students will complete this in their ICT lessons and feedback will be used as part of the development of the careers programme for the following year.

Roles and Responsibilities

The Careers Lead is Mrs Helen Jackson.

Mrs Elizabeth Crichton is the member of the Senior Leadership Team with responsibility for CEIAG.

Mr Stephen Gregson is the School Governor with oversight of CEIAG, along with the whole Governing body who provides both input, and support of CEIAG.

Responsibilities of the Board of Governors

- Ensuring that all students can access impartial CEIAG from Year 7 to Year 13
- Ensuring that arrangements are in place to allow a range of education and training providers to access all students and inform them about approved technical education qualifications and apprenticeships
- Ensuring that the guidance includes information on the range of education or training options, including apprenticeships and technical education routes
- Ensuring the Careers Policy does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy
- Providing advice and guidance to the SLT on which they can base a strategy for careers education and guidance which meets the school's statutory requirements
- Networking to support the development of external stakeholders committed to supporting the delivery of the school's Careers Policy and Careers Programme

Responsibilities of the Senior Leadership Team

- Liaising/networking with both internal and external stakeholders to promote the delivery of effective CEIAG
- Supporting the Careers Leader to implement and maintain an effective CEIAG programme which is embedded across the curriculum and is in line with the school's development plan
- Liaising with the Careers Leader to evaluate the Careers Programme

Responsibilities of the Careers Leader

- Advising senior leadership on policy, strategy and resources for CEIAG in line with statutory requirements and the framework of the 8 Gatsby Benchmarks
- Preparing and implementing a policy for CEIAG
- Preparing and implementing a development plan for CEIAG
- Liaising with the SLT, Heads of Year/Sixth Form, Heads of Department, the SENCO, and the wider teaching/pastoral team to implement and maintain an effective CEIAG programme which is embedded across the curriculum
- Reviewing and evaluating the programme of CEIAG
- Managing the provision of careers information
- Managing the careers department team
- Liaising/networking with external stakeholders

	Responsibilities of the Careers Adviser • Supporting the Careers Leader to implement and maintain an effective CEIAG programme which is embedded across the curriculum • Supporting the Careers Leader to review and evaluate the CEIAG programme • Providing impartial CEIAG to enable students to explore KS4, post-16 and post-18 pathways • Producing careers information and guidance through online and hard copy literature, and visual displays • Staying up to date with relevant CPD and developments in the CEIAG sector **Responsibilities of all Teaching and Support Staff** • Ensuring careers education is planned into lessons and is shown in planning • Delivery of careers activities (as appropriate) under the guidance of Careers staff • Attending any relevant CPD or training necessary to support the delivery of the school's Careers Programme • Promoting CEIAG in the classroom through visual aids • Creating a learning environment that both enables and encourages pupils to tackle real life challenges, manage risks and develop skills that can be applied to the workplace
	Staff Development All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, we will provide appropriate training and support under the guidance of the SLT to enable all staff to contribute to the delivery of effective CEIAG and embed it across the curriculum.
	Funding and Resourcing The school has a designated Careers Department located at St John Fisher Catholic High School for both group learning and individual meetings. • Provision for CEIAG, including access to a Careers Adviser secured through the school budget annually • Funding the CEIAG curriculum is allocated in the annual budget • Funding for additional CEIAG activities and events can be sourced from the CEIAG budget
	Teaching, Learning and Assessment We recognise the importance of basing our approach to teaching, learning and assessment on the framework provided by the 8 Gatsby Benchmarks and evidence of what works in career education and guidance. Dialogic teaching, enquiry-based learning, first-hand experiences and reflective learning are an important part of this.

	Our aim is to embed the teaching of careers across the curriculum through incorporating career learning into other subjects and cross-curricular activities designed to broaden horizons, promote informed decision making and increase career-readiness. Extensive information and resources on the dedicated Careers Department section of the school's website supports our other teaching and learning methods.
	Information, Advice and Guidance We will ensure that all students have access to impartial CEIAG delivered by a careers adviser who professionally qualified to Level 6 and uphold the professional standards of the Career Development Institute (CDI).
	Evaluation, Monitoring and Review The implementation of the whole Careers Programme will be monitored and reviewed by the Careers Department team annually in conjunction with the SLT. Individual aspects of the programme will also be reviewed and evaluated throughout the academic year using methods including peer observation, professional discussion, questionnaires, surveys and the analysis of destination data. We value feedback from the student voice, staff members, stakeholders and parents/carers.
Stakeholders and Partners	**Parents/Carers** We recognise the key role that parents/carers have in their child's career development, and we will look to actively collaborate with them to support each student's careers decisions and planning.
	Employers, Community Partners and Learning Providers We are committed to collaborating with: • Local and national employers and apprenticeship providers • Further Education providers, including local colleges and other local learning providers • Higher Education providers, such as universities and other local learning providers • The York and North Yorkshire Careers Hub • NYBEP, our Enterprise Co-ordinator • Other local schools This engagement emphasises our commitment to designing a careers programme to support students in their careers journey and reflect the needs of both the local and national labour market.
Date Approved	November 2026
Review Date	November 2027
Signed (Careers Link Governor)	*Mr S Gregson*

Signed (Chair of Governors)	
Signed (Head Teacher)	
Annexes	This policy should be read in conjunction with: School development plan Careers development plan Careers provider access policy