

# St Michael's Catholic Grammar School

A Voluntary Aided School in the Trusteeship of St. Michael's Catholic School  
Trustee, a Member of the Loreto Education Trust  
Founded by the Sisters of the Poor Child



## Careers Education Information Advice and Guidance Policy & Procedure

Approved by Headteacher, March 2023

Updated, September 2025

## Vision and Purpose

St Michael's Catholic Grammar School is committed to enabling our students to become the person God intended them to be; supporting them to make sense of this complex world and to seek out their unique purpose in life.

Our careers education programme is aimed to equip our students with the qualifications which will lead them to success but also the skills and attitudes which will enrich their lives and the lives of others.

Careers education, information, advice and guidance (CEIAG) is an essential part of the holistic support we give to our high achieving and ambitious students throughout their time with us from Year 7 to Year 13.

St Michael's CEIAG policy is underpinned by the Catholic ethos of our school and is integrated into our curriculum of teaching and learning, formed in partnership with students and their parents or carers, and from the expertise of our staff and external professionals working in the school.

## Entitlement

Every student at St Michael's is entitled to a personalised, impartial and inspirational programme of careers education. The programme is delivered through varied activities and methods, such as assemblies; tutorials; PSHE; Citizenship; occupational, educational and training themed presentations; visits to universities and careers fairs; employer-led events; work experience, and confidential and impartial meetings with our careers adviser. Additionally, several events are arranged for students and their parents, on topics such as higher education, student finance, apprenticeships, STEM careers and employability.

Pupils attending the School are in their careers programme entitled to:

- Receive a stable careers programme from Year 7 that continues until the end of Year 13
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant
- Receive personal and independent advice that helps pupils to achieve their individual careers goal – whether this is Higher Education, an apprenticeship or employment
- Be equipped with the necessary skills to prosper in Higher Education and employment
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements
- Receive up-to-date information about careers and skill-development opportunities
- Understand how different subjects help keep different options open
- Have access to additional help, whether this need is generated from a change of decisions, personal circumstance or additional needs

- Have at least one meaningful and helpful encounter with employers in every year that they are at the school
- Have at least two meaningful and helpful encounters with other education or training providers during each key stage
- Have a minimum of two weeks' work experience

Pupils are expected to:

- Fully engage with careers lessons and activities
- Utilise the available careers resources
- Use Unifrog to record careers-related skills, participation and research, and reflect upon what has been learnt
- Identify and set goals for the future
- Actively participate in workshops, presentations and visits from external employers or providers
- Attend informative events such as Options Evening, Careers Fair and Post-18 Progression Evening
- Use study and research spaces such as the library and Sixth Form Careers Library appropriately and with respect for other users
- Take advantage of opportunities offered outside school, such as school trips and projects

Parents are entitled to have:

- The opportunity to contact the independent careers advisor and careers lead to discuss the School's provisions
- Access to information and guidance on careers, including details of our careers programme, information about choosing options, UCAS, work experience and pupil finance, through informative events for parents and the Careers section of the school website

## Objectives

Our careers programme seeks to:

- Inspire and motivate students to fulfil their full potential and develop high aspirations
- Develop their skills of leadership, communication, innovation and resilience
- Prepare students for transitions and experiences in a world of rapid change
- Encourage students to make well informed decisions which are life enhancing and ambitious

## Gatsby Benchmarks

The careers programme at St Michael's is informed by the latest guidance from the Department for Education's statutory guidance issued in 2019, encouraging best practice in line with the eight Gatsby benchmarks:

1. A stable careers programme

2. Learning from labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of work places
7. Encounters with further and higher education
8. Personal guidance

### Staffing Responsibilities

Management for CEIAG at St Michael's is the responsibility of the Assistant Headteacher: Head of KS4. As the Careers Lead, the role includes, in conjunction with other staff, overseeing, planning, coordinating, monitoring and reviewing careers work across the school.

The work of the Careers Lead is supported by the Link Governor for Careers and partnerships with the West London Careers Hub and our school's Enterprise Advisor.

### Careers Programme

<https://www.st-michaels.barnet.sch.uk/assets/Documents/Careers-Programme-Overview-2024-5.pdf>

### Recording and Tracking Pupil Engagement

Every student at St. Michael's has access to Unifrog (unifrog.org), an online platform that provides both access to the world's largest database of post-16 and post-18 opportunities (including careers and higher education) and a tool for students to record their engagement with the school's careers curriculum.

Students will be introduced to Unifrog in Year 7 and will use this platform throughout their time at St. Michael's to:

- Search for higher education and careers information
- Record their interactions and engagement with the careers curriculum, including: one-to-one interviews with the school's Careers Adviser; relevant school trips; work experience; attendance at careers/higher education events both in and out of school.
- Map their curricular, super-curricular and extra-curricular achievements against competency-based assessments

Form tutors, under the guidance of Heads of Key Stage, will monitor students' use of Unifrog and engagement with the careers curriculum.

## Evaluation

The careers curriculum and provision at St. Michael's will be reviewed by the SLT at least once termly and will include:

- Student voice
- Parental voice
- An audit of the careers curriculum using the Compass Careers Benchmark Tool from The Careers and Enterprise Company  
(<https://tools.careersandenterprise.co.uk/oauth/login/classic>)
- Support and advice from West London Careers Hub and the school's Enterprise Advisor

The purpose of the evaluation will be to ensure the careers curriculum:

- Remains relevant in light of changes in higher education provision, the labour market and students' needs
- Meets the Gatsby Benchmarks
- Meets the statutory guidance for schools on providing careers education  
([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1002972/Careers\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf))
- Is continually improved to provide the best education for students

St. Michael's is also committed to working towards and achieving the national Quality in Careers Standard.