



The Constance Bridgeman Centre

Careers Guidance Policy

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Introduction

Careers Education, Information, Advice and Guidance (CEIAG) is an essential part of the support we offer at The Constance Bridgeman Centre (CBC). With a small cohort of pupils who have often experienced disrupted education, we recognise that high-quality, personalised careers guidance is critical to raising aspirations, reducing the risk of pupils becoming NEET, and preparing them for meaningful next steps.

Our careers programme helps pupils to understand the opportunities available to them, make informed decisions, and develop the skills needed to manage future transitions as learners and workers. The programme has a whole-school remit, embedded across the curriculum and tailored to the needs of our pupils in a Pupil Referral Unit setting.

This policy sets out how CBC delivers CEIAG, including how pupils will access information about a full range of education, training and employment opportunities. It also explains how we meet our statutory duties under Section 42B of the Education Act 1997 (the Baker Clause) and align our provision with the Gatsby Benchmarks for good career guidance.

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Pupil Entitlement

During their time at CBC, all pupils are entitled to careers education, information, advice and guidance that is personalised, impartial, and supportive of their individual needs. With a small cohort, we are able to ensure every pupil has regular, tailored opportunities to prepare for their future. Pupils can expect:

- **Individual Support:** Guidance to make the right choices in Years 10–11, including GCSE options, post-16 pathways, and next steps into education, training, or employment.
- **Access to Information:** Up-to-date, unbiased resources on courses, apprenticeships, labour market trends, and career pathways.
- **Personal Development:** Support to build self-awareness, employability skills, and career management strategies
- **World of Work Exposure:** Termly events including assemblies, projects, employer visits, taster days, and talks from a wide range of providers such as colleges, training organisations, universities, and apprenticeship schemes
- **Curriculum Links:** Opportunities to connect what is learned in lessons with real-life skills and career pathways.
- **1:1 Guidance:** Access to impartial careers advisers, including the option to meet with an external adviser independent of the school.
- **Trusted Conversations:** Regular chances to discuss career and educational choices with tutors, mentors, the CEIAG Co-ordinator, and members of the Senior Leadership Team.
- **Parental Partnership:** Parents/carers are kept informed, invited to meetings, and provided with resources to support their child's planning.
- **Pupil Voice:** Opportunities to give feedback on careers provision to ensure the programme continues to meet their needs.

This entitlement is designed to raise aspirations, reduce the risk of pupils becoming NEET, and equip them with the knowledge and skills to thrive beyond CBC.

Parental Involvement

At CBC, we recognise that pupils do not make career decisions in isolation. Parents and carers play a vital role in shaping aspirations, supporting decision-making, and encouraging positive next steps. We therefore work closely with families to ensure they are well-informed and actively involved in their child's careers journey.

Parents and carers can expect:

- Invitations to key events such as parents' evenings, World of Work events, and post-16 planning meetings.
- Opportunities to meet individually with the CEIAG Co-ordinator, either with their child or separately, to discuss career aspirations, next steps, and progress.
- Regular updates on careers-related activities and opportunities, including college visits, taster days, and work-related learning.
- With the pupil's agreement, a copy of the careers action plan following 1:1 guidance sessions.
- Open access to contact the CEIAG Co-ordinator with questions or to request additional support at any time.

We recognise that some families may face barriers to engagement, so our approach is flexible and personalised. Meetings can be held in school, virtually, or via phone to ensure that all parents and carers are able to contribute meaningfully to their child's planning for the future.

Delivery of the Careers Programme

By the end of Year 11, every pupil at CBC will have had opportunities to explore pathways, build employability skills, and raise their aspirations through a structured careers programme tailored to their individual needs. This includes:

Exploring Options

- Introduction to a range of careers resources to help identify personal strengths, preferences, and opportunities.
- Encounters with employers and representatives from the world of work.
- Access to taster days, college visits, and provider talks to understand post-16 and post-18 routes.
- Opportunities to visit universities, attend open days, and hear from guest speakers to broaden horizons.

Building Skills

- Support to make informed GCSE and KS4 choices through assemblies, parent events, and individual guidance.
- Step-by-step preparation of CVs, application forms, and personal statements.
- Development of interview techniques through practice activities and mock interviews.
- After-school support sessions with access to IT for applications and research.

Raising Aspirations

- Experiences designed to challenge limiting beliefs and increase confidence in pursuing further education, training, or employment.
- Encouragement to consider both traditional and non-traditional routes, with personalised guidance to support informed choices.

This programme is flexible and personalised to reflect the needs of each pupil, ensuring they are fully supported in preparing for life beyond CBC.

Career Guidance Meetings

At CBC, we ensure every pupil has access to personalised, high-quality careers guidance that meets their individual needs.

- All pupils are offered termly appointments with the CEIAG Co-ordinator to review their progress, explore next steps, and update their career action plan.
- Additional meetings are arranged for pupils identified as being at risk of becoming NEET, as well as for those who request extra support through self-referral.
- Guidance sessions focus on raising aspirations, identifying strengths and interests, and providing practical support such as CV writing, applications, and interview preparation.
- Where appropriate, pupils are also offered the opportunity to meet with an independent, impartial careers adviser to ensure they receive unbiased advice.

This flexible approach ensures that every pupil leaves CBC with a clear understanding of their options and a personalised plan to support their transition beyond school.

Needs-Based Referral

Some pupils require additional careers support to help them overcome barriers and make successful transitions into education, training, or employment. At CBC, pupils identified as being at risk of becoming NEET are offered tailored interventions through a structured referral process.

- **Identification:** Pupils may be flagged through pastoral monitoring, CEIAG meetings, staff referrals, or multi-agency reviews. Risk factors include poor attendance, disengagement, low confidence, or limited post-16 plans.
- **Referral:** The CEIAG Co-ordinator works with staff, parents/carers, and external professionals to agree next steps for the pupil.
- **Interventions:** Support may include additional 1:1 guidance, college or training provider visits, workplace tasters, mentoring, and personalised application support.
- **Family and Agency Involvement:** Parents/carers are kept fully informed, and referrals to external agencies (e.g. Virtual School, Connexions, youth services) are made where appropriate.
- **Transition Support:** Where needed, pupils receive ongoing contact as they leave CBC to ensure they are settled into their next destination and to reduce the risk of dropout.

This approach ensures that pupils most at risk of disengagement receive intensive, wrap-around support, enabling them to make positive and sustainable post-16 transitions.

Self-Referral

While all pupils at CBC are automatically scheduled for personalised careers meetings, they are also encouraged to take an active role in their careers journey. Pupils can self-refer for additional guidance at any point by speaking directly with the CEIAG Co-ordinator, requesting support through their tutor or mentor, or contacting the school office.

This flexible approach ensures that pupils can access support whenever they feel it is needed, whether to explore new opportunities, seek reassurance about next steps, or receive practical help with applications

Career Information

Pupils at CBC have access to a wide range of careers information that is impartial, up-to-date, and tailored to their needs. Information is shared through:

- **Displays and Visual Resources:** Careers boards around the school highlight pathways such as apprenticeships, college courses, and employment opportunities.
- **Assemblies and Tutor Sessions:** Pupils receive information on careers themes, labour market trends, and upcoming events.
- **Guides and Resources:** Printed and digital resources cover CV writing, job applications, interview skills, apprenticeship opportunities, and higher education routes.
- **Online Platforms:** Pupils are introduced to online tools that provide labour market information (LMI), apprenticeship vacancies, and college course details.
- **Personalised Support:** Careers information is also integrated into 1:1 guidance meetings, ensuring resources are explained and adapted for individual learning styles.

This multi-channel approach ensures pupils can access information in a way that is clear, relevant, and meaningful, supporting informed decisions about their future

External Providers

CBC works in partnership with a wide range of external providers to broaden pupils' understanding of the education, training, and employment opportunities available to them. These include:

- Local colleges and sixth forms
- Universities and higher education institutions
- Apprenticeship organisations and training providers
- Employers from a range of sectors
- Alumni and role models with lived experience of alternative pathways

Providers contribute to the careers programme through assemblies, workshops, taster sessions, careers fairs, workplace visits, and 1:1 discussions. This ensures pupils encounter a breadth of pathways, in line with the Baker Clause and Gatsby Benchmarks.

All providers are vetted for suitability by school staff, and safeguarding procedures are followed at all times. Sessions are designed to be inclusive, impartial, and tailored to the needs of a PRU cohort, ensuring every pupil has access to relevant and meaningful opportunities.

Staff Development

At CBC, we recognise that every member of staff contributes to pupils' careers education. To ensure consistency and quality, all staff are introduced to the aims, principles, and programme for CEIAG during INSET days. This training is reinforced through ongoing CPD and directed time sessions.

Staff development focuses on:

- Embedding careers learning across the curriculum.
- Understanding the Gatsby Benchmarks and statutory requirements.
- Developing strategies to support SEMH learners in exploring careers and planning next steps.
- Sharing best practice and resources through staff meetings and collaborative planning.

The CEIAG Co-ordinator also attends external network meetings and conferences to stay updated on legislation, local opportunities, and best practice, and cascades this knowledge back to staff.

Through this approach, we ensure that careers guidance is a whole-school responsibility, underpinned by confident, informed staff who can support pupils effectively.

Resources

CBC is committed to investing in the resources needed to deliver a high-quality, personalised careers programme. This includes:

- **Staffing:** A designated CEIAG Co-ordinator, supported by senior leaders, teaching staff, and external careers advisers.
- **Training:** Ongoing CPD to ensure staff are confident in embedding careers education across the curriculum.
- **Materials and Facilities:** Careers displays, digital platforms, printed guides, and access to ICT to support research, applications, and online careers tools.
- **External Support:** Partnerships with employers, colleges, training providers, and the local authority to enhance provision and extend opportunities for pupils

We review resources annually to ensure they remain current, accessible, and suited to the needs of our small, diverse PRU cohort. This ensures that pupils receive impartial, up-to-date, and relevant support for their career planning.

Employer Links

CBC recognises the importance of connecting pupils with the world of work. We actively develop partnerships with employers, businesses, and external agencies to provide meaningful experiences that prepare pupils for life beyond school.

Employer engagement includes:

- Guest speakers and career talks to inspire pupils and broaden horizons.
- Workplace visits and shadowing opportunities to give pupils first-hand experience of different careers.
- Mock interviews and application workshops with employers to build confidence and employability skills.
- Bespoke opportunities for small groups, tailored to the needs and interests of our PRU cohort.

We prioritise building strong relationships with local businesses and community partners to create sustainable opportunities for our pupils. These links not only raise aspirations but also help reduce the risk of pupils becoming NEET by giving them a clearer understanding of the skills and behaviours valued in the workplace

Equal Opportunities

CBC is committed to promoting equal opportunities in careers education and ensuring that no pupil is disadvantaged by background, ability, or circumstance. We actively challenge stereotypes, address limiting beliefs, and work to raise aspirations across our diverse school community.

- **Tailored Support:** All pupils have access to impartial advice that reflects their skills, strengths, and preferences. There is no limit to the number of times a pupil may meet with the CEIAG Co-ordinator.
- **SEND Integration:** The CEIAG Co-ordinator works closely with the SENCo to identify pupils requiring additional support and to contribute to Education, Health and Care (EHC) planning.
- **Positive Role Models:** Alumni, apprentices, and university students are invited to share their experiences, providing pupils with real examples of success through a range of pathways.
- **Non-Traditional Routes:** Pupils are supported to explore vocational, technical, and alternative routes alongside academic options, ensuring they can make choices that suit their individual circumstances.
- **Monitoring Outcomes:** CBC carefully tracks and analyses the destinations of school leavers to evaluate impact, identify trends, and adapt provision to meet pupils' evolving needs.

Through this approach, we ensure that every pupil can access meaningful opportunities and develop the confidence to pursue a positive future beyond CBC

Monitoring And Evaluation

CBC is committed to regularly reviewing and improving its careers programme to ensure it meets the needs of all pupils and complies with statutory requirements. Monitoring considers both formal and informal measures, using qualitative and quantitative data to assess impact.

The careers programme is evaluated through:

- Pupil Feedback: Surveys, discussions, and reviews of what pupils have gained from careers activities and guidance.
- Staff Feedback: Reflections on careers lessons, events, mock interviews, and work-related learning activities.
- Parental and Partner Feedback: Informal and formal input from parents/carers, colleges, employers, and other external providers.
- Quality Assurance: Reviewing how CEIAG is embedded across the wider curriculum.
- Destinations Tracking: Monitoring post-16 outcomes for all leavers to identify trends and reduce the risk of pupils becoming NEET.
- Individual Tracking: Recording each pupil's engagement with CEIAG to ensure personalised support.

Findings from monitoring and evaluation inform the annual review of the programme and feed into school improvement planning. CBC is also working towards achieving the **Quality in Careers Standard**, reflecting our commitment to delivering a high-quality, nationally recognised careers programme.

References

Statutory Guidance for Schools on Careers Guidance and Access for Education and Training Providers
<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

The Gatsby Benchmarks

www.gatsby.org.uk/education/focus-areas/good-career-guidance