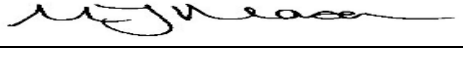
Southam College

Careers Education, Information, Advice and Guidance (CEIAG) Policy

2025/26

Author	Andy Hughes 
Headteacher	Mel Mason 
Chair of Governors	Karen Boucher 
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Southam College – Careers Education, Information, Advice and Guidance (CEIAG) Policy:

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1 - Aims and Learning objectives of CEIAG at Southam College:

The Careers department at Southam College aims to support all students to make informed career choices by providing impartial Careers Education, Information, Advice and Guidance (CEIAG) for all students from Year 7 through to Year 13. Southam College students have access to the full range of education and training options available.

The Careers department encourages students to "be the best you can be" by giving them the opportunities and resources to identify their own personal skills, qualities, raise their aspirations and go onto fulfil their potential.

2 - Student Entitlement of CEIAG at Southam College:

Self Development
Students should be able to understand themselves and the influences on them
Career Exploration
Students should be able to investigate opportunities in learning and in the world of work.
Career Management
Students should be able to make and adjust career plans to manage change and transition.

Learning Outcomes

Self Development
Students should be able:

- To assess their achievements, qualities and skills
- To present this information appropriately
- To use this information for personal development
- To set career and learning targets
- To recognise and deal accordingly with influences on their attitude, values and behaviour in relation to work.

Career Exploration
Students should be able:

- To understand the nature of work and people attitude towards it.
- To use a variety of different sources of careers education resources
- To use work experience to improve their chances of making a positive informed decision
- To understand Labour Market Information

Career Management
Students should be able:

- To use decision making techniques
- To understand and use different sources of help
- To make informed and appropriate choices in Yr8, Yr11 and 6th form.
- To understand the relevance of employability skills

3 - Southam College CEIAG Plan:

See attached document.

Careers Interviews:

All students have access to at least one individual face to face careers interview and receive a written careers action plan by the age of 16, and a further careers interview by the age of 18.

Careers supporting the School Curriculum:

Careers Education is delivered within the Character & Culture curriculum. Careers information is also delivered in other national curriculum subjects with students understanding which careers are related to which subjects. Southam College invites in a variety of guest speakers from employers, charity groups and the local community to deliver presentations to our students.

Examples include:

Yr12:

IT – IT in the workplace – Dave Marston (Category wins)
Business – Leadership and Management – Severn Trent, Dwydiag, Aims Accountancy
Product Design - JLR

Yr10

Character & Culture - CV Writing and how to plan and prepare for Interviews – DWP, Alumet.

Yr9

Hairdressing taster session – Stephen Fordham

Yr8

Stem Club – Industrial Cadets Bronze award - EFKB

4 - CEIAG Staff at Southam College:

Miss M Mason (Headteacher)
Mr A Hughes (Career Leader)
Mr P McChleery (Head of Character & Culture)
Miss C Fell (Head of Yr11)
Mrs S Campbell-Birch (Head of 6th form)

All Southam College teaching staff are involved in preparing students for personal and working life. All form tutors Yr7 – Yr13 are involved with the delivery of the Southam College CEIAG policy. Yr8/9 tutors supporting students with their GCSE choices, Yr10 tutors supporting their students to find a suitable work experience placement, Yr11 tutors with Post 16 options and Yr13 tutors supporting students with their UCAS personal statements and post 18 options.

5 - CEIAG Information and Resources at Southam College:

Careers Office:

The Careers office is open from 8am until 4pm to enable students access before, during and after school. The Southam College Careers office holds information including University prospectus, local college prospectus (Warwickshire, Stratford upon Avon, Banbury & Bicester and Coventry Colleges), local training providers, apprenticeship and employers literature.

Career Guidance Software - Unifrog

The careers guidance software used at Southam College is Unifrog. All students have access to the careers guidance software. Unifrog is used in individual guidance sessions as well as in Character and Culture lessons. Students can access Unifrog using their Year Blog on the school website. Unfrog is used by Southam College students and teachers to record career and personal development activities completed by students both in and outside of school.

Southam College Website:

The Careers department has its own section on the school website.

The useful websites section signposts students and parents to external careers related websites that offer careers information on different Career pathways, Post 14, 16 & 18 options, Colleges/training providers, Apprenticeships and employment vacancies, Universities, Student Finance, Gap Year/Volunteering and working/Studying Abroad.

Southam College Social Media Platforms:

Students and Parents are encouraged to sign up to the schools **Facebook and X** pages as they will receive regular up to date information on both internal and external careers events, college and training provider open days and the latest apprenticeship and job vacancies.

6 - Careers Professional Development:

For Careers staff to maintain and update their knowledge within the careers sector, Staff are encouraged to attend CPD events and training courses.

- Warwickshire Careers Hub termly meeting
- The UCAS Show
- Local College and Training provider course updates.
- Employer Open days

7 - Work Experience:

All Yr10 students can participate in a one-week work experience placement as part of the Southam College Employability Skills course which is taught through Character and Culture. Work experience placements take place during the Summer holidays between Yr10 and Yr11. Students are encouraged to find their own work experience placement which is in line with their visions and aspirations for the future.

All Yr12 students are encouraged to find a suitable work experience placement. A work experience placement is essential for Sixth form students wanting to pursue University or an Apprenticeship to show that they have a genuine subject interest and for improving future prospects in the world of work. Yr12 work experience placements take place during the first week in July.

Benefits of self-placement:

- Good practice for the real-world showing initiative, improving confidence and developing job searching skills
- Makes a good first impression with the company, highlighting personal and employability skills
- Can lead to future employment and placement opportunities, useful contacts and references
- Enables students to find out about a career that they may be interested in pursuing when they are older to ensure it is right for them
- Provides real life examples of skills to showcase on UCAS personal statements, CV's, application forms and in interviews

8 - Working with Parents and Carers:

Southam College has a clear strategy on engaging with parents and carers. (See Parents Policy or home-school agreement).

Parents have access to the Southam College CEIAG policy as it is displayed clearly on the school's website.

Parents have access to the school's Careers adviser Mr Hughes, his contact details are displayed on school website in the Careers section. Every student that has an individual careers interview receives a careers action plan that also clearly shows Mr Hughes' contact details.

Mr Hughes is available to meet parents during:

- The school day
- Parents evenings (Yr7 to Yr13)
- Transitional choice option evenings (Yr8, Yr11 & 6th form)
- Southam College annual Careers Fair

The careers adviser sends communications home to parents relating to work experience, Careers events and other relevant career activities.

9 - Working with Post 16 & 18 and Higher Education Providers:

Southam College has a good working relationship with local Post 16 & 18 option providers. Southam College invites Post 16 & 18 education providers the opportunity to:

- Attend annual Careers Fair (Yr7-13)
- Attend Yr10 Employability Skills sessions (Mock interviews)
- Attend 6th Form Next Steps day (Guest Speakers talking about University, Personal statements, student finances, alternatives to University – Apprenticeships and sponsored degrees).

Southam College promotes local colleges and Training providers open and taster days on the school website and social media pages.

Southam College has organised several visits to local universities to help raise students' aspirations. Recent visits include:

- University of Cambridge
- University of Birmingham
- University of Warwick
- Coventry University

10 – Working with Employers:

Southam College's main priority is to develop sustainable business links with employers, so we can work together to support and raise the aspirations of our students. Southam College would like the students to be more aware of the labour market and what career opportunities exist. Currently there is a mismatch between careers young people want to pursue and the opportunities available. We believe at Southam College that the choices made at school should be based on a clear view of the current labour market and how the job market may change in the future.

Careers as part of the Character & Culture curriculum:

In years 7 and 8 students participate in a Character Education Programme to assess and develop key traits such as enthusiasm, communication, teamwork and leadership.

In years 9 and 10 the focus moves to Employability Skills with students learning how to write professional CVs. They also learn how to market themselves effectively through letters of application and the interview process. This culminates in an assessed work experience placement at the end of the course.

Local Employer Visits:

Southam College supports students who are interested in finding local apprenticeships and job opportunities. The career adviser has taken students to several local employers to gain a taste of the working environment.

Morgan Sindall
Niko Ltd
Storm Geomatics
Lisi Aerospace

Warwickshire County Council Skills hub

Warwickshire County Council support Southam College by providing several grants which encourages the school to engage with local businesses, to align the skills provision more effectively and to improve the journey of young people moving from education into the world of work.

The Warwickshire Skills hub also provide:

- Links with Local Businesses
- Guest speakers from Local Businesses
- Local Businesses to support with work experience placements
- Local Businesses to support Career and Employability Skills Days
- Invitations to Local Business Networking events

11 - Links with the local Community and former Students:

Southam Rotary 2000
Southam Rotary volunteers support the careers department in school in a number of ways including Business mentoring, Mock Interviews and attending the careers Fair.

Southam College Alumni:
Southam College encourages former students to support the school with career activities such as career talks during lessons and assemblies, mentoring, mock interview days. We have an Alumni hall of fame where ex-students are displayed on a poster and will inspire our students and hopefully raise their aspirations.

12 - Equality and Diversity:

Southam College careers department supports the schools Equality and Diversity policy and implements it in the following ways:

- Careful selection of career resources including posters and display materials

- Actively encouraging students to support themselves financially
- Encouraging all students to consider all education and training options available to them
- Avoid using stereotypical gender examples within the workplace
- Offering self placement of work experience placements
- Equal access to all the information for all students of all abilities

Southam College recognise that courses, apprenticeships and employment opportunities are available for all of our students of varying skills, abilities and personal qualities. Southam College encourages all students to consider all of their options in order to make an informed decision about a future career. If a student has an unrealistic career aspiration, we will ensure that they have a backup plan which does match their skills abilities and personal qualities.

13 - Monitoring and Evaluation:

The annual planned programme and evaluation of CEIAG policy and provision takes place through normal Quality Assurance procedures:

- Lesson and career observations and Learning Walks
- Destination Trends – Yr11/13 leaver information
- Pupil Premium student destinations
- NEET figures

14 - Southam College Career Development Plan and Targets:

(Produced annually & reviewed by SLT)