



Callington Community
College

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

September 2025

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September 2025	September 2025	September 2027
Originator: E Davis	Authorised by: WCC 1	

Callington Community College

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

Overall Aims

At Callington Community College we seek to offer careers advice and guidance that enables our students to recognise that **Everything is Possible** in terms of their short- and long-term aspirations.

Our approach is underpinned by our College values of CARE:

- Being **Courageous** with the future choices and options our students explore.
- Remaining **Ambitious** for the next steps in further, higher education and future careers that our students identify and the academic outcomes required to achieve them.
- Acting **Respectfully** towards all individuals who offer support and guidance to our students (careers advisors, employers and representatives from further and higher educational institutions).
- Creating an **Encouraging** environment where all learners can grow in confidence and capability, to enable our students to achieve their ambitious goals.

To help achieve this our Careers Education, Information, Advice and Guidance (CEIAG) programme at Callington Community College seeks to equip all students with the knowledge, skills, and confidence they need to make informed, ambitious, and aspirational choices about their future learning and careers. Our provision is designed to:

- Inspire and empower every student, regardless of background or ability, to explore a wide range of education, training, and employment opportunities.
- Ensure students understand the local, regional, national, and global labour markets, including opportunities within Cornwall and the wider Southwest.
- Provide impartial, accurate, and up-to-date careers information, advice, and guidance that meets statutory requirements and supports individual aspirations.
- Support students in developing the personal skills, resilience, and adaptability needed for success in the modern world of work.
- Foster strong links with employers, training providers, colleges, and universities to give students meaningful encounters and real-world experiences.

Through this aim, Callington Community College seeks to raise aspirations, broaden horizons, and help every young person to plan and progress confidently towards a positive and fulfilling future

This policy should be read in conjunction with other relevant policies of the College.

Commitment

The College committed to providing a planned programme of Careers Education activities for all students in the college, working in partnership with our wider college community and extensive number of local and national business and education contacts. The programme will promote equality of opportunity, no student will be disadvantaged in gaining access to education, training or work.

Parents are kept up to date on the latest CEIAG developments through the college's standard social media outlets, newsletters and parental letters.

Students are supported with their investigative and aspirational careers work in all subject areas. Informed careers choices are supported by specialist workshops, classes and activities in all curriculum areas. Students attend special events and assemblies in college with training and education providers as well as local and national employers. When students leave Callington they will have received the appropriate and relevant information to enable them to progress to an opportunity in further or higher education, training or employment.

Provision

Management

Ed Davis (Careers Lead) line-manages the Careers Education Information and Guidance programme at Callington Community College overseeing programme delivery and liaising with Louise Hazeldene, Work Experience Co-ordinator.

Ed Davis works closely with Heads of Year, Year Team Tutors and other stake-holders. His responsibility is to successfully lead and manage the development of Careers Education at Callington Community College. He also advises other senior leaders and governors, facilitates the contribution of colleagues and partners, develops the careers education programme, organises resources and secures high standards of careers teaching, education, learning and guidance.

Resources

Students have access to a wide range of resources.

The college has registered with Unifrog and works closely with Careers Hub Cornwall, Careers South West and other organisations and providers.

Unifrog is to be used across the college at all key stages to support the raising of aspirations and career choices at key points and across all curriculum areas. Unifrog is available to parents and carers to allow them to support students at home.

University prospectuses from a range of local and national institutions are available in the Sixth Form Centre.

A wide range of CEIAG related opportunities and resources are shared directly with relevant students and their parents using the Class Charts Announcement function, Social media and via tutors / heads of year.

Louise Hazeldene has developed a database of local business employers and works closely with the Cornwall Education Business Partnership. Several posters and displays

are situated around the college site relating to careers education advice and guidance.

Support from Cornwall Council is available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in events and activities both in college and outside, working with our wider college community, including parents, governors, past students, staff and local businesses/organisations. The Careers Lead informs staff about useful teaching resources.

Guidance

A qualified Careers advisor is contracted to support students through individual and group meetings. All guidance aims to be impartial, confidential, responsive to students' needs and based on the principle of equality.

It is to be expected that all staff make contributions to the CEIAG programme through their roles as tutors, curriculum leaders, subject teachers and support staff.

Staff respond to any careers-related queries that they may receive from students and know how to obtain more specialist advice when it is required.

Staff also have access to on-line support materials via Unifrog.

Training

The Careers lead completes relevant training facilitated by Cornwall Careers Hub.

Staff training needs are identified, and training is offered to all relevant staff as opportunities arise.

The CEIAG and work experience lead and CEIAG and work experience coordinator attend conferences, workshops, careers fairs, meetings and seminars on a regular basis, to ensure their continuing professional development.

Monitoring, review & evaluation

The careers education programme activities are monitored, evaluated (with active involvement of students) and reviewed. Feedback is welcomed from all members of the college community who help with our programme. This provides the basis for the programme's development plan. The service offered by our external careers consultants is reviewed regularly.

College Website

The college website has links to several different careers websites, articles and advice pages.

CEIAG Curriculum

The Great Debate (Years 7-9)

Each week in tutor time students participate in a supported / structured debate that links to one of our school values.

The debate is presented through the perspectives of several renowned individuals. At the end of the debate our students are encouraged to be '**Ambitious**' as the career path that two of these renowned individuals could have taken is explicitly shared with all students. This includes routes to and requirements for necessary higher education qualifications and recommended institutions.

PSHE Careers Programme

Each year group has a minimum of three PSHE lessons on Careers and Ambition each school year. Each lesson is structured by a question, which students will be given the opportunity to answer at the end of each lesson.

Year 7

What is a career?
What is a work life balance?
What are my future career plans?

Year 8

What is a CV and how can I make one?
What are the challenges and rewards of work?
What does success mean to me?
What are 'green' jobs?

Year 9

What are my skills?
How can I take control of my career?
How can I manage my money?
What is the labour market and why is it important?

Year 10

What type of career is best for me?
What are my post 16 options?
How can I make an informed decision about my post 16 options?
What preparations do I need to make for work experience?

Year 11

What post 16 pathway will I follow?
What the opportunities and draw backs of paid work and volunteering?
Is AI a threat to my future career plans?

Sixth Form

What post 18 pathways are available?
What post 18 pathway will I follow?
What are my career goals?
How can I balance life, learning and work?
How can I network effectively and be enterprising?

Careers across the curriculum

All departments across the College seek and exploit opportunities to promote and link careers to their existing curriculum. This is a growing area for the college but existing examples include:

Languages – Prior to the GCSE options, process, a representative from industry delivers a presentation to all students about the benefits for and increased employability of individuals with language qualifications and proficiency.

Science - During Enrichment Week, students can participate in a Forensic Science activity. This explores the role of science in criminal investigations and provides students to practice and develop these skills.

Maths – Key stage 3 lessons utilise the Bank of England education resources to apply practical examples of the utilisation of maths theory and skills in the real world.

Whole school events

Careers Fair - An annual careers fair invites local employers and education institutions to the College. Students from each year group tour the fair and engage in a minimum of 5 encounters, where they discuss career pathways, employability skills and receive general advice and guidance.

Work Experience – At the end of year 10 and 12, all students arrange and participate in a week's work experience. Students are required to plan, participate and reflect on their experiences during this process.

During 2025/26 opportunities to adopt the updated [Careers guidance and access for education and training providers](#) (May 2025) will be explored in time for 2026/27 school year.

