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

Including Provider Access Policy

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Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
Jan 2026	Partnerships	Add: University of Greenwich Imperial College London King's College London University College London (UCL) Construction Youth Trust Worshipful Company of Drapers Worshipful Company of Barbers \ The Elephant Group Amend: The Prince's Trust to The King's Trust Everfi to Hark London
	Careers Programme - Transform, Inspire, Succeed	Remove: 'Six graduate strands' and replace with: 'transformational education for all'
	Appendix 1- Careers Programme	Changed to the up-to-date version of the programme of events and programmes for the whole school (2025-26)
	Appendix 4 – Provider Access	Updated to reflect changes in academic year of 2025-26
Jan 2025	Roles and Responsibilities	Governor for CEIAG Higher Education coordinator Remove: L&Q Foundation
	Partnerships	
	Appendix 1- Careers Programme	Changed to the up-to-date version of the programme of events and programmes for the whole school (2024-25)
	Appendix 3 – Student and Parent/Carer Entitlement Statement	Updated Additional Opportunities for Selected Students Added Parent and Carer Entitlement Statement
	Appendix 4 – Provider Access	Updated Assembly programme
Jan 2024	Roles and Responsibilities Partnerships Appendix 1- Careers Programme Appendix 4 – Provider Access Policy	SLT Manager of CEIAG Manager Governor for CEIAG required Remove: L&Q Foundation Changed to the up to date version of the programme of events and programmes for the whole school (2023-24) Updated to reflect changes in academic year of 2023-24
Sept 2022	Roles and Responsibilities	Higher Education Coordinator
Sept 2022	Links to Legislation and Guidance Documents	Update to reflect changes in legislation – Clause (Provider access legislation)
Sept 2022	Appendix 4 - Provider Access Policy	Update to reflect changes in legislation – Baker Clause (Provider access legislation)
Sept 2022	Appendix 1 – Careers Programme	Changed to the up to date version of the programme of events and programmes for the whole school (2022-23)
Sept 2022	Appendix 2 – Student Entitlement Statement	Update entitlement statement to reflect changes in legislation – Baker Clause (Provider access legislation)

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Policy Aims and Ethos

In the "relentless pursuit of scholarship and excellence", St Paul's Way (SPW) strives to develop our students into successful global citizens, fully prepared and able to meet the demands of adult working life both in Britain and in the wider, international labour market. Aspiring beyond "Outstanding," this policy takes SPW's dedication to providing a 'transformational education for all', and develops it into the "Transform, Inspire, Success" programme. This is explored in further detail below. We are committed to achieving this goal by providing all learners with access to high quality careers, information, advice, and guidance.

This policy sets out the provision and structure of CEIAG at SPW. It is to be reviewed annually by the member of the Senior Leadership Team (SLT) with responsibility for CEIAG, the CEIAG Manager, and the Higher Education Coordinator to be in line with the most up to date pathway options for young people.

Links to Legislation and Guidance Documents

This policy fulfils the requirements for a CEIAG Policy, and the Baker Clause (provider access legislation) as outlined in Careers guidance and access for education and training providers published by the Department for Education in January 2023. Between Years 8 and 13, there will be six encounter opportunities for students to engage with a provider of approved technical education qualifications or apprenticeships. Students will have the opportunity to learn about these alternative routes to employment through the taught curriculum and extra-curricular activities and events. The range of provider access opportunities are outlined in the careers programme (Appendix 1), student entitlement statement (Appendix 4) and the provider access policy (Appendix 4). In addition, this policy utilises the Gatsby Benchmarks, published by the Gatsby Charitable Foundation, to develop and improve the CEIAG provision, ensuring that St Paul's Way Trust School is fulfilling our legal duties to our students in line with CEIAG provision.

Further to these legislative links, this policy also utilises guidance from the Career Development Institute's Framework for Careers, Employability, and Enterprise Education published in January 2020.

The CEIAG provision exists as an extension and development of St Paul's Way Trust School's Provider Access Policy and the Personal Development including Spiritual, Moral, Social and Cultural Education Policy.

Careers Programme - Transform, Inspire, Succeed

The CEIAG programme (Appendix 1) is aligned with St Paul's Way School's vision of providing a 'transformational education for all'. This vision informs the development of the Transform, Inspire, Succeed programme, which brings together the school's CEIAG provision into a clear, structured, and purposeful framework.

The programme organises the school's expansive and comprehensive CEIAG offer into three distinct but interconnected core aspects of learning. The careers programme (Appendix 1) and student entitlement statement (Appendix 2) are published on the school's website.

Transform	By exploring their skills through a series of entrepreneurial programmes and classroom CEIAG learning this core aspect encapsulates the importance of subject learning and its relation to the global labour market, engaging students to support their self-awareness as a learner.
Inspire	This aspect of the CEIAG provision focuses on a learner's self-determination. This core aspect engages with external providers to provide both subject specific and broader mentoring, as well engagement with external providers, in line with Gatsby Benchmark 7 and Gatsby Benchmark 5.
Succeed	With a specific focus on pathways, this aspect of the CEIAG provision strives to support students on their future in the labour market and embed strategies for success. This aspect encapsulates pathways specific learning such as interview preparation, pathways mentoring and work experience.

Roles and Responsibilities

All CEIAG activities are overseen and reported to SLT by the CEIAG Manager and, further, to the Governors by the member of SLT with responsibility for CEIAG. Coordination of CEIAG activities within year groups is the responsibility of Year Team Leaders, in partnership with Heads of Faculty, the CEIAG Manager and the Higher Education (HE) Coordinator. Further details of responsibility can be found in Appendix 3. Responsibility for the development, implementation and delivery of the CEIAG policy belongs to a core team of dedicated staff.

Name	Position
Mr Saif Jalali	Link Governor for CEIAG
Lucy Sharpe	SLT Manager of CEIAG Manager
Kawtar El Ouaraini	CEIAG Manager
Rosie Staley	Higher Education Coordinator
Melissa Carrol	Pathways Coordinator for Additional Educational Needs

The "Transform, Inspire, Succeed" programme includes guaranteeing that the broad range of teaching and support staff can offer informed advice on the ever evolving and changing landscape of careers. It is also crucial to the success of the CEIAG policy that the broad range of staff are aware of the barriers that young people face in accessing education, enrichment and employment opportunities.

A programme of comprehensive communication with staff ensures that a continuous and consistent awareness of necessary information. This communication is coupled with targeted training sessions for staff at salient times of the student life cycle. The broad range of teaching and support staff are also expected to maintain their own knowledge base with regards to CEIAG. Termly resources are provided to all staff.

Co-Curriculum

CEIAG is embedded into the curriculum of all subjects, in line with Gatsby Benchmark 4, providing students with an intrinsic understanding of the importance of their academic studies to their future career success. The inclusion of CEIAG within subject curriculums is overseen by the Head of Faculty, with support from the CEIAG Manager. All teaching staff contribute to CEIAG delivery and emphasise the importance of success in English and Maths through their roles as subject teachers.

The careers programme (Appendix 1) includes careers education sessions, skills development sessions and programme including Mentoring programmes, Tower Hamlets Education Business Partnership sessions, information and research activities, career guidance activities and interviews, and access to START Profile for careers guidance. Students also engage in work-related learning including term-time compulsory work experience in both Year 10 and Year 12, in line with Gatsby Benchmark 6.

These activities are tailored to the needs of individual students, considering their personal aspirations, academic profiles, and background data, in support of Gatsby Benchmark 3. The AEN department also benefits from a pathways coordinator, with specific responsibility for CEIAG within the department.

The school maps out the provision that will be provided on an annual basis (Appendix 1). This is reviewed throughout the year in consultation with the Senior Leadership Team, Year Team Leaders, Heads of Faculty and the Personal Development Lead, who oversees the Subject Leader for Communications and Subject Leader for Participation. Whilst the entitlement statement provides guidance on the universal provision for all students is, the programme of events is also reactive, meaning that ad hoc events will also take place throughout the year.

Partnerships

St Paul's Way benefits from numerous partnerships, both formally via service level agreements or memorandums of understanding and informally via programmes of sustained engagement. These partnerships cover a broad range of industries in both the charity and corporate sectors. Through these partnerships, SPW is able to provide a programme of support that is independent and impartial whilst remaining tailored to the needs of our learners. The Provider Access Policy (Appendix 4) that sets out the necessary arrangements for managing the access of providers to pupils at the school is available on the school's website.

Below are just some of the organisations that will be working with SPW to provide high quality careers information, advice and guidance in the academic year 2024/25:

- The Switch
- Queen Mary University of London
- University of Greenwich
- Imperial College London
- King's College London
- University College London (UCL)
- Tower Hamlets Careers Service
- IntoUniversity
- Construction Youth Trust
- Worshipful Company of Drapers
- Worshipful Company of Barbers
- Deloitte
- Morgan Stanley
- J.P. Morgan/ Hark London
- NHS
- The King's Trust
- The Elephant Group
- Apprenticeships, Skills and Knowledge (ASK) Service.

Via these partnerships, we ensure that students are introduced to and encouraged to explore apprenticeships. All of the above partnerships engage students across the entirety of their academic journey, beginning in Key Stage 3 and continuing to Key Stage 5.

As part of the University Schools Trust, SPW is partnered with Queen Mary University of London, King's College London, the University of East London, Warwick University and University College London. These organisations provide a range of activities, resources and policy guidance to ensure that students at SPW have a thorough understanding of the higher education landscape in the UK.

The programmes available from our partner organisations, as well as significant engagement from other organisations, is outlined in the careers programme (Appendix 1).

Parental Engagement

As a school within the heart of the local community, parental engagement is at the core of the CEIAG policy. Contact details for the CEIAG Manager and careers resources, such as, the careers programme and student/parent entitlement statement, are all published on the school website for ease of access. Information and parent's evenings are held throughout the year for parents of children in each year group. In addition, information packs and further guidance are sent out to parents and carers at key points in their child's CEIAG journey, including work experience (Year 10 and Year 12) and pathways (Year 9, Year 11 and Year 13).

Feedback on the CEIAG provision is sought from parents via feedback forms available at parents' evenings and discussions in parent forums. Parents are encouraged to engage with the CEIAG manager when exploring ways to improve their child's CEIAG education using the contact details for the CEIAG manager, published on all related school communications. Also, the CEIAG manager attends parent forums when requested by either the Lead Practitioner with responsibility for Parental Engagement or the Parental Liaison Officer.

Monitoring, Review and Evaluation

The careers programme is annually reviewed by the CEIAG team. All individual activities are evaluated using a feedback form (Appendix 6) completed by the participating students, participating staff and employers/activity providers. These activities are then RAGed, a feedback/impact report is created and termly reviews are carried out by the CEIAG team to strive to ensure all activities are as meaningful as possible. This process is outlined in the guidance (Appendix 5).

Student engagement is tracked to ensure uptake of CEIAG activities. This tracking notes why a student was chosen for an activity as well as barriers to engagement, such as Looked After Child, Pupil Premium, Free School Meals, No Family History of HE (or First Generation to Engage in HE), Behaviour and Attendance. This tracking allows the CEIAG manager to review the success of engagement practices and to respond appropriately.

This tracking of engagement is there to ensure not only uptake of CEIAG activities but also to ensure are ready for making important decisions regarding their destinations from Key Stage 3 through a programme of assemblies, workshops, mentoring and speaker visits. These activities allow students to learn about a wide range of careers and pathways before they make their final GCSE option choices in Year 9. This tracking continues into Key Stage 4 and Key Stage 5 to ensure that all students follow the most appropriate pathway, in line with Gatsby Benchmark 7.

Utilising this information, the CEIAG team and wider Year Teams, including form tutors, ensure that all students progress onto a pathway of sustained education, employment or training. Students who are at risk of becoming NEET are identified and supported from Year 7 through to Year 13. This support is delivered by a team of staff including form tutors, Year Team leaders, the Senior Leadership Team and the CEIAG team.

Our approach to monitoring and evaluation is long-term. We maintain accurate records of our students beyond the school through our alumni programme and utilise destination trends to inform our practice.

Resources

Significant funding is allocated for the CEIAG provision, including the costs of the service level agreements and material resources within the school, overseen by the member of SLT with responsibility for CEIAG. Committed spending is allocated to:

- Work Experience for all Year 10 and Year 12 students (run in conjunction with The Switch)

Through external partnerships and a strong emphasis on networking, much of the school's provision and support is received in kind through long- or short-term partnerships. The development of new partnerships and relationships, both with corporate organisations and universities, is led by the CEIAG manager.

Appendix 1 – Careers Programme

At St Paul's Way Trust School, we are committed to providing **all** learners with access to a high quality and stable careers programme. We strive to develop our students into successful global citizens, fully prepared and able to meet the demands of adult working life both in Britain and the wider, international labour market.

- To **TRANSFORM** learners through a series of entrepreneurial programmes and classroom careers learning that encapsulates the importance of subject learning and its relation to the global labour market.
- To **INSPIRE** learners through both subject specific and broader mentoring, as well as engagement with external providers.
- To **SUCCEED** by embedding strategies that focus on pathways and the learner's future in the labour market such as interview preparation, pathways mentoring and work experience.

	Aims	TRANSFORM, INSPIRE, SUCCEED at SPWT				Gatsby Benchmarks*	CDI Framework*
		All-Year Round	Autumn Term	Spring Term	Summer Term		
Year 7	Introducing Careers Education	**Careers Assemblies:** *Employer Engagement, Further Education and College Encounters and Introduction to Apprenticeships & T-Levels* **Careers Library:** *Access to Information Sources and Further Reading* **Careers Hub:** *Opportunity to have a careers appointment with a trained careers adviser*	o Parents' Careers Week	o Technical Qualifications & Apprenticeships Week o National Careers Week	o University Workshop: QMUL o The Switch Money Matters Workshop o Science Summer School	1, 2, 3, 4, 5, 7	Grow and Explore
Year 8	Exploring Careers		o Parents' Career Week	o University Campus Visit: UCL East o Technical Qualifications & Apprenticeships Week o National Careers Week	o Curriculum Enhancement Day	1, 2, 3, 4, 5, 7	Grow, Explore & Create
Year 9	Pathways		o Parents' Careers Week o The Switch Options and Careers	o Parent Pathways Event o University Campus Visit: QMUL o Technical Qualifications & Apprenticeships Week o National Careers Week	o Curriculum Enhancement Day	1, 2, 3, 4, 5, 7	Grow, Explore, Create, & Manage
Year 10	World of Work		o Parents' Careers Week o University Workshop: UoG	o Technical Qualifications & Apprenticeships Week o National Careers Week	o Work Experience Week o World of Work Day: Careers Fair o Post-16 Preparation Programme o Curriculum Enhancement Day	1, 2, 3, 4, 5, 6, 7	Grow, Explore, Create, Manage, Balance & The Big Picture
Year 11	Post-16 Opportunities		o Post-16 Parents Information Evening o The Switch Employer Mock Interviews o Career Interviews & Application Support	o Career Interviews & Application Support o Technical Qualifications & Apprenticeships Week o National Careers Week	**Study Leave and Exams Period**	1, 2, 3, 4, 5, 6, 7, 8	Grow, Explore, Manage, Create, Balance & The Big Picture
Year 12	Exploring Post-18 Options		o Parents' Careers Week o Induction Careers Fair o University Campus Visit: UCL	o Work Experience Week o National Careers Week o Technical Qualifications & Apprenticeships Week o Post-18: Introduction to UCAS *(University and Apprenticeships)*	o The Switch CV and Applications o UCAS Discovery Day Fair @ UEL o Science Summer School	1, 2, 3, 4, 5, 6, 7	Grow, Explore, Manage, Create, Balance & The Big Picture
Year 13	Post-18 Opportunities		o Parents' Careers Week o UCAS and Apprenticeships Application Support	o Student Finance Applications o Apprenticeships Support o Technical Qualifications & Apprenticeships Week o National Careers Week	**Study Leave and Exams Period**	1, 2, 3, 4, 5, 7, 8	Grow, Explore, Manage, Create, Balance & The Big Picture

	Aims	Additional Opportunities for Selected Students
Year 7	Introducing Careers Education	o **IntoUniversity** Programme o **SPWT** Career Champions (Student Council) o **Deloitte** Leadership Event
Year 8	Exploring Careers	o **The King's Trust** Mosaic Mentoring Programme o **IntoUniversity** Programme o **TechSheCan** Insight Days o **SPWT** Career Champions (Student Council) o **Deloitte** Leadership Event o **CGI** Young Dreamers' Programme
Year 9	Pathways and Opportunities	o **J.P. Morgan** The Schools Challenge Programme o **The King's Trust** Enterprise Challenge o **TechSheCan** Insight Days o **IntoUniversity** Programme o **SPWT** Career Champions (Student Voice) o **Deloitte** Leadership Event
Year 10	Understanding the World of Work	o **Construction Youth Trust** Transitions Programme o **CoachBright** Programme o **ELBA** Mentoring Works Programme o **NHS Barts Health (Healthcare Horizons)** Work Experience Programme o **Worshipful Company of Barbers** Medical Careers Carousel Event o **J.P. Morgan** Schools Challenge Alumni Mentoring Programme and Work Experience o **The Switch** Industry Insight Days o **IntoUniversity** Programme o **Jack Petchey** Speak Out Challenge o **SPWT** Career Champions (Student Voice) o **Deloitte** Leadership Event
Year 11	Post-16 Destinations	o **Construction Youth Trust** Transitions Programme o **ASK** Apprenticeship Support o **IntoUniversity** Programme o **SPWT** Career Champions (Student Voice) o **Deloitte** Leadership Event
Year 12	Exploring Post-18 Options	o **KPMG** Post-18 Options Programme o **Drapers Company** Networking and Careers Opportunities o **Worshipful Company of Barbers** Medical Careers Carousel Event o **NHS Barts Health (Healthcare Horizons)** Work Experience Programme o **Bancroft's School** University Admissions Workshop o **Bancroft's School** University and Careers Fair o **Working Options** Employer Insight Days and Events o **The Switch** Industry Insight Days o **The Switch** Future Skills Mentoring Programme o **IntoUniversity** Programme o **SPWT** Career Champions (Student Voice) o **Deloitte** Leadership Event o **The Elephant Group**
Year 13	Post-18/Higher Education	o **NHS Barts Health (Healthcare Horizons)** Work Experience Programme o **KPMG** Post-18 Options Programme o **ASK** Apprenticeship Support o **IntoUniversity** Programme o **The Elephant Group** o **SPWT** Career Champions (Student Voice)

		○ **Deloitte** Leadership Event

Appendix 2 – Student and Parent/Carer Entitlement Statement

All students at St Paul's Way are entitled to high quality careers education, information, advice and guidance. In school, we will provide you with a range of opportunities to:

- **Develop aspirations** through internal and external programmes and in-class learning.
- **Be inspired** through mentoring and engagement with external providers in the form of conferences, workshops and workplace visits.
- **Succeed** through work experience and preparation for your future beyond school.

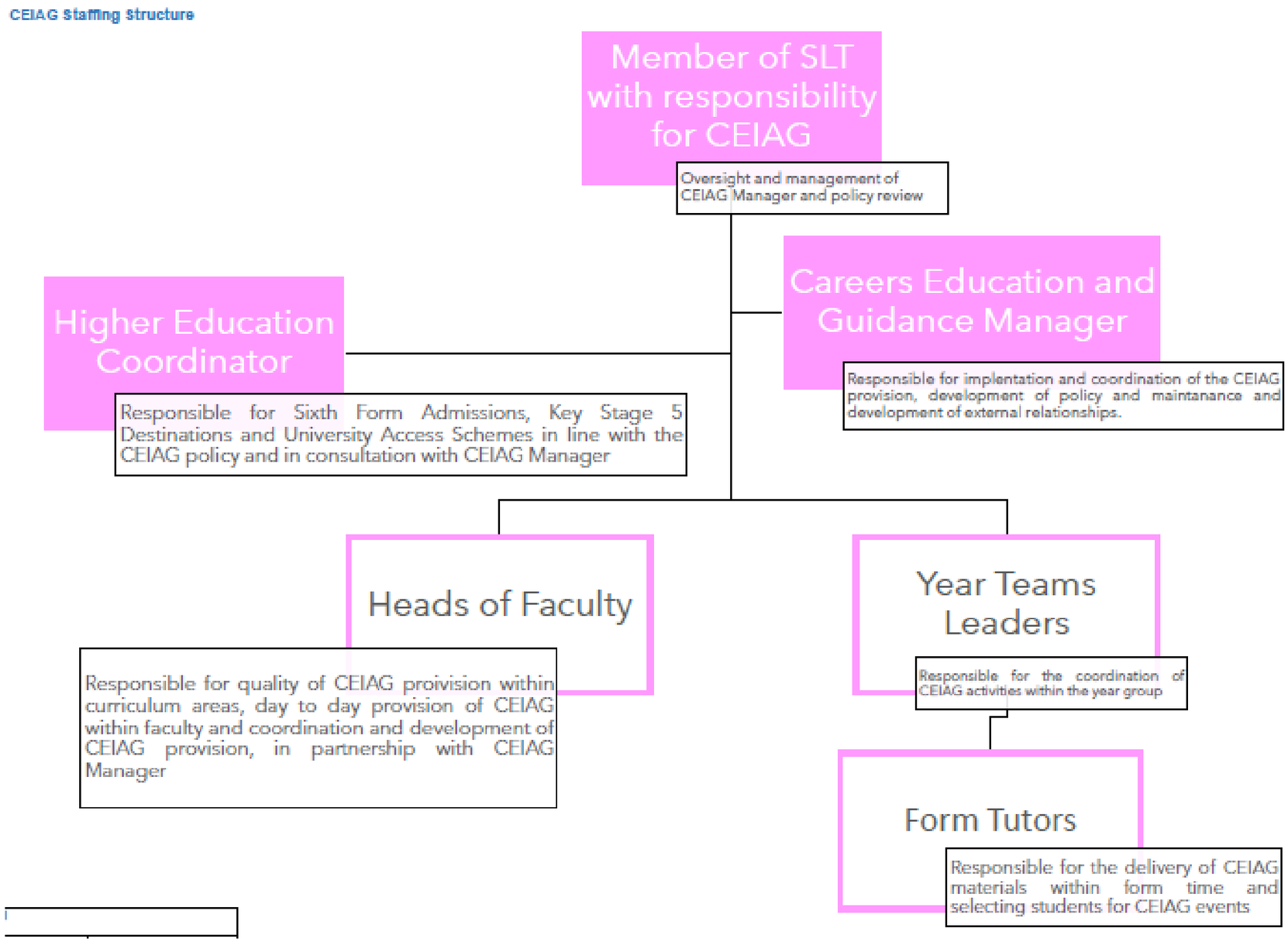
All	**At the end of your time at St Paul's Way, you will have:**	• Identified the skills that employers look for and understood the link between subject learning and a range of careers • Had access to the Careers Hub for impartial information, advice and guidance • Had access to the Careers Library • Attended regular career assemblies • Had the opportunity to participate in a careers-related session or workshop, either in-school or during an external visit • Had an encounter with at least one employer/employee, further education provider, college provider and higher education provider • Heard from local and national providers about the technical education qualifications and apprenticeships routes available to you
KS3	**At the end of Year 7, you will have:**	• Identified your personal qualities, interests and strengths • Engaged in Science Summer School
	At the end of Year 8, you will have:	• Identified the skills that employers look for and understand the world of work. • Had the opportunity to attend a Curriculum Enhancement Experience (trip day)
	At the end of Year 9, you will have:	• Focused on Pathways • Attended Parents Evening to help inform decisions on GCSE options • Been provided with additional support on GCSE options through parents' evening, career talks and a pathways assembly • Made an informed decision about your GCSE options • Had the opportunity to attend a Curriculum Enhancement Experience (trip day)
KS4	**At the end of Year 10, you will have:**	• Completed a formal work experience placement to gain first-hand experience of the world of work • Had the opportunity to attend a Curriculum Enhancement Experience (trip day)
	At the end of Year 11, you will have:	• Produced a CV and personal statement • Visited at least one college/sixth form open day or explored other post-16 options • Had the opportunity to participate in a practice mock interview • Received a SPW Post-16 Careers Guidance Handbook and had the opportunity to develop an Action Plan • Attended parents' evening to help inform post-16 decisions • Heard from local and national providers about the technical education qualifications and apprenticeships routes available to you
KS5	**At the end of Sixth Form, you will have:**	• Heard from local and national providers about the technical education qualifications and apprenticeships routes available to you • Completed a formal work experience placement to gain first-hand experience of the world of work • Engaged in Science Summer School or had the opportunity to attend a Curriculum Enhancement Experience (trip day) • Had the opportunity to request a mock interview to support your applications • Had access to information on a range of post-18 options such as, apprenticeships • Applied to university through UCAS with the support of the Higher Education Coordinator and CEIAG Manager • Visited at least one university open day and/or explored other post-18 choices • Attended parents' evening to help inform post-18 decisions

Parent and Carers Entitlement Statement

All parents and carers will:

- Have access to the school's careers programme.
- Take time to discuss with their child their aspirations and progress.
- Attend parents evening yearly to engage in their child's progress.
- Complete a yearly parent questionnaire to support the careers provision at SPWT.
- Have access to up-to-date labour market information and resources.
- Have the opportunity to attend parents' forums.
- Have the opportunity to attend additional parent sessions to support success in Year 11.
- Have the opportunity to attend a Year 9 Pathways event.

Appendix 3 – CEIAG Staffing Structure



Appendix 4 – Provider Access Policy

Policy Aim and Ethos

This policy statement sets out St Paul's Way Trust School's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. This policy exists as an extension of St Paul's Way Trust School's Careers Education Information Advice and Guidance (CEIAG) Policy.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

Pupil Entitlement
All pupils in years 7-13 are entitled to:

- Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme, which provides information on the full range of education and training options available at each transition point;
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through options events, tutor programmes, assemblies, group discussions and taster events;
- Understand how to make applications for the full range of academic and technical courses.

Management of provider access requests
All pupils at St Paul's Way Trust School have a range of opportunities to learn about alternative routes to employment including technical qualifications and apprenticeships through the taught curriculum and extra-curricular activities and events. Between Years 8 and 13, there will be six encounter opportunities for students to engage with a provider of approved technical education qualifications or apprenticeships. St Paul's Way Trust School's careers team welcomes providers to visit the school during the opportunities for access provided below to share information on their offer.

Opportunities for Access

A number of key events, integrated into St Paul's Way Trust School's careers programme, will offer providers an opportunity to come into the school to speak to pupils and/or their parents/carers.

Year Group Focus	Autumn Term	Spring Term	Summer Term
Year 7 Introduction to Careers	-Assemblies -Introduction to CEIAG and the future -Identifying key skills, expressing yourself and understanding careers -Parent Careers Week	-Assemblies -National Careers/ Apprenticeship Week -World Book Day	-Science Summer School (STEM) -Assemblies
Year 8 Exploring Careers	-Assemblies -Parent Careers Week	-Assemblies -National Careers/ Apprenticeship Week -World Book Day	-Assemblies -Pathways -Curriculum Enhancement Experience (Trip day
Year 9 Pathways and Opportunities	-Pathways & GCSE Options -Assemblies -Parent Careers Week	-Assemblies -National Careers/ Apprenticeship Week -World Book Day	-Assemblies -Curriculum Enhancement Experience (Trip day)

Year 10 Understanding the World of Work	-Assemblies -Parent Careers Week	-Work Experience Week -National Careers/ Apprenticeship Week -Assemblies -World Book Day	-Post-16 Preparation Programme -Curriculum Enhancement Experience (Trip day) -Assemblies -Careers Fair
Year 11 Post-16 Destinations	-Post-16 Advice and Guidance -Mock Interviews -Assemblies -Parent Careers Week	-National Careers/ Apprenticeship Week -Post-16 Advice and Guidance -Assemblies -World Book Day CV surgeries	Study Leave and Exams Period
Year 12 Exploring Post-18 Options	-Assemblies -Parent Careers Week -CV Surgeries -Intro to Apprenticeships: Tutor Programme	-National Careers/ Apprenticeship Week -Work Experience Week -Assemblies -World Book Day -CV Surgeries -Curriculum Enhancement Experience (Trip day)	-Science Summer School (STEM) -Assemblies -CV Surgeries
Year 13 Post- 18/Higher Education	-Post-18 Advice & Guidance -Mock Interviews -Personal Statement Support -Assemblies -Parent Careers Week	-National Careers/ Apprenticeship Week -Mock Interviews -Assemblies -World Book Day -Careers Podcast -Curriculum Enhancement Experience (Trip day)	Study Leave and Exams Period

Please note that this is not an exhaustive list, and the Careers Education and Guidance Manager is open to discussing potential opportunities for access in partnership with providers.

A provider wishing to request access should contact:

Kawtar El Ouaraini, Careers Education and Guidance Manager
Telephone: 0207 987 1883 ext. 1131
Email: kawtarelouaraini@spwt.net

Provider access will be granted for assemblies provided that there is still availability. The weekly schedule for assemblies, including year groups, is outlined below:

Day	Time	Assembly
Monday	1:05-1:30	**Year 13** Assembly
Tuesday	12:30-12.55	**Year 7** Assembly
	1:05-1:30	**Year 12** Assembly
Wednesday	12:30-12.55	**Year 8** Assembly
	1:05-1:30	**Year 10** Assembly
Thursday	12:30-12.55	**Year 9** Assembly
	1:05-1:30	**Year 11** Assembly
Friday	12:30-12.55	No assemblies

Dates for additional access for ad hoc workshops and events are coordinated by the CEIAG Manager, in collaboration with year teams and faculties.

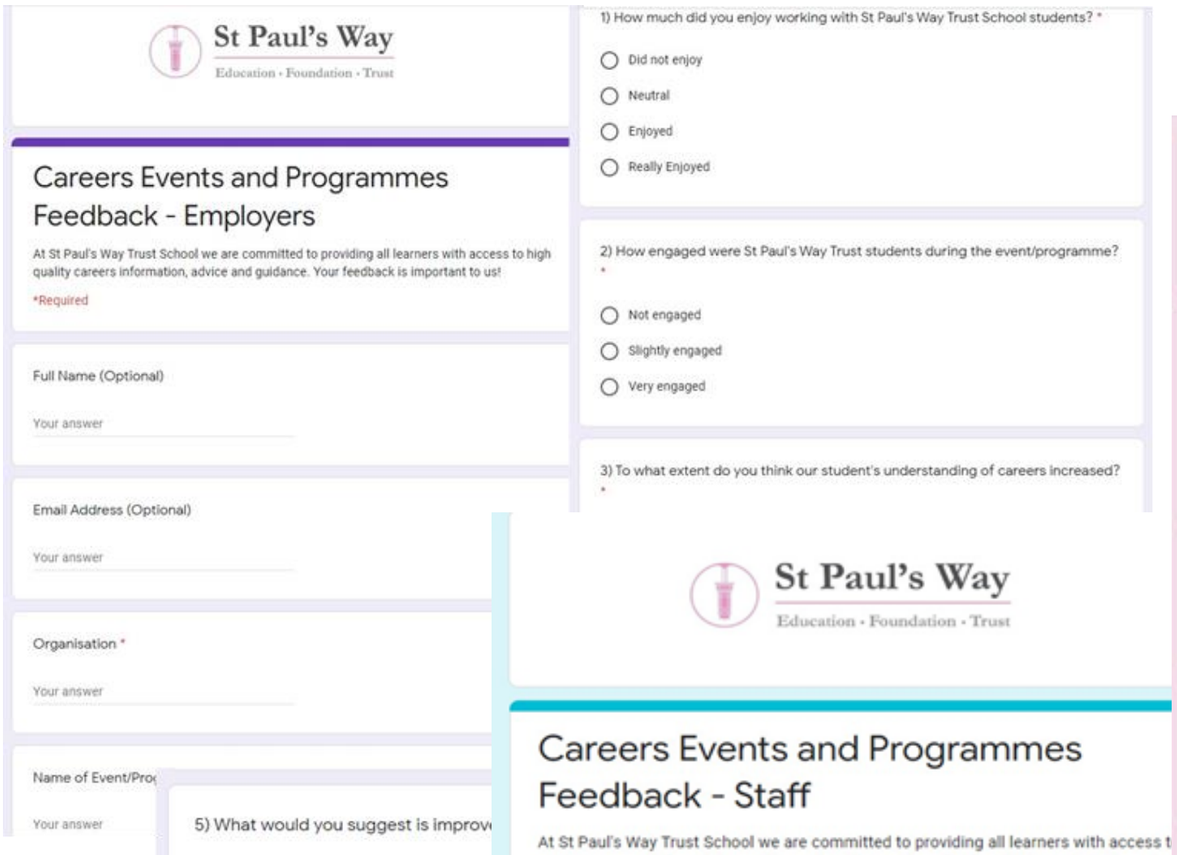
Premises and Facilities
All assemblies take place in St Paul's Way Trust School's Willoughby Theatre, which has a seating capacity of 240. This room provides access to a projector and a sound system.

For events or workshops, please discuss room requirements with the CEIAG Manager. All rooms have access to a projector and sound system. The capacity of rooms varies from 10 students to 70 students. Providers must always adhere to the school's safeguarding procedures while working with the school.

To book an ad hoc event or workshop, please contact the CEIAG Manager at least 5 weeks before the proposed date of the event.

If you are a provider who wishes to leave a copy of your prospectus or other relevant resources, please discuss with the CEIAG Manager to make arrangements for a space in the Careers Library, which is managed by the Careers Manager and School Library Manager. The Careers Library is available to all students at lunch and break times.

Appendix 5 – Feedback Forms for Students, SPW Staff and Employers


St Paul's Way
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Careers Events and Programmes Feedback - Employers

At St Paul's Way Trust School we are committed to providing all learners with access to high quality careers information, advice and guidance. Your feedback is important to us!

*Required

Full Name (Optional)

Your answer

Email Address (Optional)

Your answer

Organisation *

Your answer

Name of Event/Pro

Your answer

1) How much did you enjoy working with St Paul's Way Trust School students? *

- Did not enjoy
- Neutral
- Enjoyed
- Really Enjoyed

2) How engaged were St Paul's Way Trust students during the event/programme? *

- Not engaged
- Slightly engaged
- Very engaged

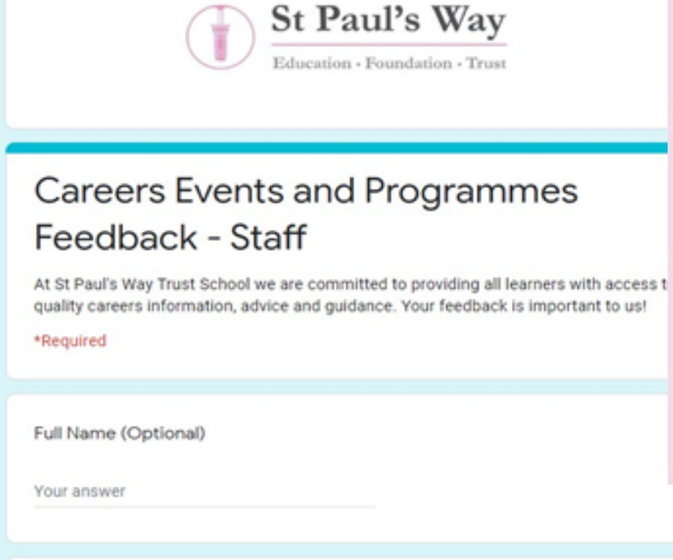
3) To what extent do you think our student's understanding of careers increased? *

5) What would you suggest is improv

Your answer

Further Comments (Optional)

Your answer


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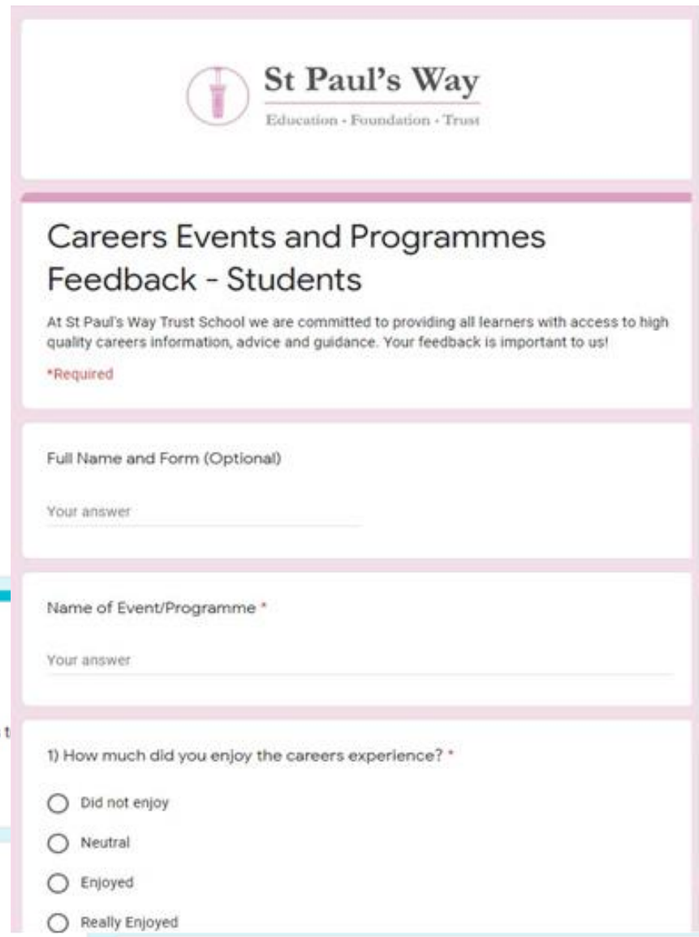
Careers Events and Programmes Feedback - Staff

At St Paul's Way Trust School we are committed to providing all learners with access t
quality careers information, advice and guidance. Your feedback is important to us!

*Required

Full Name (Optional)

Your answer


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Careers Events and Programmes Feedback - Students

At St Paul's Way Trust School we are committed to providing all learners with access to high quality careers information, advice and guidance. Your feedback is important to us!

*Required

Full Name and Form (Optional)

Your answer

Name of Event/Programme *

Your answer

1) How much did you enjoy the careers experience? *

- Did not enjoy
- Neutral
- Enjoyed
- Really Enjoyed

2) To what extent has your understanding of careers increased? *

- Has not increased
- Increased a little
- Increased a lot

3) How much impact has this experience had on your career aspirations? *

- No impact
- A little impact
- A lot of impact

4) What 3 things have you taken from this experience? *

Your answer

5) What would you suggest is improved for future events like this? *

Your answer

Further Comments (Optional)

Your answer

Thank you for completing this feedback form.

4) What 3 things do you think the student's have taken from this experience? *

Appendix 6 – Gatsby Benchmarks

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers up to and including the age of 14.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. Each student must have this opportunity at least once per academic year.
6. Experiences of workplaces	Every pupil will have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks. Students should complete one work experience placement in Year 10 and another in Year 12.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them, including academic and vocational routes and learning in schools, colleges and/or universities. Each student must have this opportunity at least once per academic year.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a careers adviser, provided they are trained to an appropriate level. Every student should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.

Approval Signature



Signature of Executive Headteacher
Print name **Cath Smith**
Date **January 2026**



Signature of Chair of Governors
Print name **Dr Joe Hall**
Date **January 2026**