



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

Document Control

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Introduction

Fable House is committed to providing high-quality, impartial careers education, information, advice, and guidance (CEIAG) to our students, ensuring they are supported in making informed and ambitious decisions about their futures. This policy outlines our careers provision, aligned with the national careers strategy, and ensures that all students, aged 11–25, receive the support necessary to prepare for further education, training, or employment.

Our careers program is based on the Gatsby Benchmarks, which are widely regarded as the gold standard for careers education. We are proud to employ a qualified careers adviser who works with students three days per academic year, offering personalised guidance tailored to each individual's needs.

Policy Aims

The aim of our CEIAG policy is to:

- Provide all students with impartial, aspirational, and personalised careers guidance.
- Prepare students for successful transitions into further education, training, volunteering or employment.
- Support students in developing the skills, knowledge, and confidence needed to make informed career decisions.
- Engage parents and carers as key partners in their child's career development.
- Meet the unique needs of all students, ensuring they can achieve their full potential.
 - Provide opportunities for students to encounter employers, education providers and real-world pathways
 - Meet statutory and best practice expectations, including the Gatsby Benchmarks

Key Principles

- **Impartial and Qualified Careers Guidance:** Our qualified careers adviser will visit the school three days per academic year. During these days, they will provide one-to-one guidance to students across all age groups, helping them explore their career options and understand their pathways. The guidance will be impartial and tailored to the individual needs and aspirations of each student.
- **Personalised Support for SEND Learners:** Recognising that our students may face unique challenges, particularly in terms of transition anxiety, we provide personalised, SEND-specific career advice. This helps reduce anxiety and build confidence, ensuring that all students feel well-prepared for their next steps.

- **Parent and Carer Engagement:** We engage parents and carers in the career development process through regular communication. This includes emails, phone calls, and participation in events like student exhibitions, which include projects linked to careers and information about careers events and discussions.

- **Transition Support:** Smooth transitions into further education, training, or employment are a priority. Our staff and external adviser collaborate closely to ensure that each student receives a well-structured plan for their future, reducing stress and maximising success.

Careers Enrichment and Opportunities

Annual Careers Fair

Fable House hosts a careers fair once per year, supported by our CK+ careers adviser. We invite:

- Local businesses
- Universities
- Colleges and training providers
- Volunteering organisations

This event gives students and parents the opportunity to explore pathways in a supportive, low-pressure environment and ask questions directly to providers.

Employer, Volunteering and Community Links

We are developing a partnership with our local Canal and Riverside Trust, creating opportunities for:

- Volunteering
- Supported work experience
- Community-based learning

These experiences are carefully planned, risk-assessed and tailored to individual students' needs and interests.

Jobs and Opportunities Board

We maintain a careers and opportunities board within the school, which includes:

- Information on employment, volunteering and work experience
- Advice on accessing external services and support
- Current local opportunities suitable for our students

This resource is regularly updated and discussed with students to encourage independence and engagement with future planning.

Gatsby Benchmarks

Our careers provision is aligned with the **Gatsby Benchmarks**, ensuring a high standard of delivery. The following outlines how we meet each benchmark:

1. A Stable Careers Programme

o We have a structured and well-planned careers program tailored to our students' needs. The program is accessible to students, parents, carers, and staff.

2. Learning from Career and Labour Market Information

o We ensure that students and their families have access to high-quality information about career pathways and labour markets. This helps students make informed decisions about their future.

3. Addressing the Needs of Each Student

o Careers advice is personalised to reflect the individual needs, abilities, and aspirations of each student. Our adviser works closely with students and their families to create bespoke career plans.

4. Linking Curriculum Learning to Careers

o Wherever possible, curriculum learning is linked to careers. The curriculum emphasises the relevance of subjects to various careers, enhancing student engagement and understanding.

5. Encounters with Employers and Employees

o We organise events and activities that allow students to engage with employers and employees, giving them insight into different careers. This includes workplace visits and attending local careers events.

6. Experiences of Workplaces

o Students are provided with opportunities to experience workplace environments through work experience placements and visits, tailored to suit their needs and interests. We also offer supported internships to older students on a case-by-case basis. Any work placements are carefully vetted, and safeguarding procedures are followed as per our Safeguarding and Risk Assessment policies.

7. Encounters with Further and Higher Education

o Students are regularly informed about opportunities in further and higher education. This includes discussions, information shared through careers guidance and events and visits to local colleges, universities, and training providers.

8. Personal Guidance

o Every student receives personal guidance from our qualified careers adviser during their three visits per year. This guidance is one-to-one, ensuring each student has time to explore their aspirations and options.

Roles and Responsibilities

- **Senior Leadership Team:** Oversees the planning and delivery of the careers program, ensuring alignment with the Gatsby Benchmarks and SEND-specific needs.
- **Qualified Careers Adviser:** Provides one-to-one impartial advice to students three times per academic year, ensuring each student receives personalised guidance and support.
- **Teaching Staff and Tutors:** Link curriculum subjects to career paths and provide students with opportunities to explore future careers through their subjects.
- **Parents/Carers:** Engaged in the process through regular updates, meetings, and events to support student outcomes.

Monitoring and Evaluation

The effectiveness of our careers program will be monitored and evaluated annually by:

- Gathering feedback from students, parents, carers, and staff.
- Reviewing student progression data to track transitions into further education, training, or employment.
- Assessing the impact of the careers program in meeting the Gatsby Benchmarks and addressing the specific needs of learners.

Review

This policy will be reviewed annually to ensure that it remains up to date with best practices and statutory guidance, and continues to meet the needs of all students. This policy ensures that all students receive the highest standard of careers education and guidance, preparing them for a successful transition to adulthood.

Linked Policies:

Curriculum Policy

Safeguarding Policy

Risk Assessment Policy