



Ashfield Girls' High School



“Each different. Each talented. All valued.”

Careers Education, Information, Advice and Guidance Policy



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| Author(s) | Mr F Cuttle - Head of Careers |
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Executive Summary

In Ashfield Girls', our aim is to enable the pupils to develop into confident, articulate and caring young women; young women who will be well equipped to meet the challenges of this constantly changing world.

The CEIAG policy sets out the aims of Ashfield Girls' High School and the legislative context that applies to all schools in Northern Ireland, with regards to CEIAG.

The CEIAG policy outlines the curriculum provision, the role of the various members within the Careers department, the role of the careers teacher and the provisions provided to learners inside and outside of the classroom. It is the responsibility of everyone involved in the CEIAG team, to understand and implement this policy. This CEIAG Policy will be reviewed bi-annually by the Careers Team.

The Careers Team

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|------------------|--|
| Mr L Hanvey | Principal |
| Mr P McClintock | Vice-Principal (Curriculum) |
| Mr F Cuttle | Head of Careers |
| Miss M Lee | Assistant Head of Careers – Work Experience |
| Mrs E McKenna | Assistant Head of Careers – Post 16 education and UCAS |
| Mr C Burns | Assistant Head of Careers - Curriculum |
| Mrs L Christy | Head of LLW |
| Mrs P Bowers | Careers teacher |
| Mrs G McClintock | Careers teacher |



Section A - Aims of policy

The rationale for CEIAG:

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 8-12 through the Northern Ireland Curriculum (LLW), the Entitlement Framework (14-19 only) and to give pupils access to careers information and impartial guidance so that they may become effective career decision makers.

What is CEIAG?

CEIAG stands for Careers Education, Information, Advice and Guidance. It's a comprehensive approach to supporting students and young people in making informed decisions about their future educational and career paths.

For the purposes of the CEIAG Policy, the Department of Education and Department of Employment define the elements of CEIAG as follows:

- **Careers Education** is the discrete provision which enables learners to develop their knowledge, understanding, skills and experience of opportunities, to manage their career development, and make relevant informed choices, ensuring successful transition into education, training or employment and become lifelong learners. Careers education includes taught timetabled provision which includes meaningful opportunities for progressive personal career planning; realistic and meaningful cross curricular opportunities for development of employability skills; and opportunities for planned and relevant work-related learning experience.
- **Career Planning** is a developmental process for learners which involves target setting, action planning, researching and reviewing.
- **Employability Skills** are the wide range of skills and capabilities, attributes and dispositions that will allow a learner to be employable, to sustain employment and to become a lifelong learner capable of realising their potential in the world of work. The skills and capabilities necessary for employability include communication, numeracy, Information and Communications Technology (ICT), working with others, problem solving, decision making, self-management and managing information.
- **Work-related Learning** experiences are the opportunity for planned and appropriate experiences of the world of work to increase learners' motivation, develop their employability skills and give relevance to their learning programme. Appropriate experiences of the world of work can increase learners' motivation to learn across the curriculum and give relevance to their learning programme and increase their knowledge and understanding of the requirements of the world of work.



- **Careers Information** provides access to up-to-date impartial labour market information and information relating to educational and training opportunities, to inform career planning and management.
- **Careers Advice and Guidance** is the provision of impartial, learner / client-centred, advice and guidance, to assist in making appropriate career decisions and choices, which are informed and well thought through. It enables people to apply their knowledge, understanding, skills and experiences to manage their career and make informed decisions about their education, training or employment.

Ashfield Girls' High School aims to align the CEIAG Policy with the vision outlined in the Preparing for Success document, including that every school leaver will:

- have developed the appropriate skills to become effective career decision makers;
- have a clear understanding of the impact of their education, training and employment choices and will make career choices which are informed and well thought through and are based on self awareness; understand the relevance of their education, skills and experience; and be aware of the opportunities and pathways available;
- be lifelong learners and be motivated to pursue continuous professional development to achieve their own potential, to become effective employees and to make a valuable contribution to the local economy;
- have developed information handling skills and be aware of career opportunities locally, nationally and internationally;
- have developed the skills to plan their career, and manage planned and unplanned career change;
- have access to good quality careers education provision, up-to-date labour market information, and impartial careers information, advice and guidance, to assist them to make well informed career choices and to achieve their potential;
- have access to modern, fit for purpose facilities in school, suitably resourced to provide access to relevant information, up-to-date assessment tools and professional, impartial guidance and support as required; and
- have the use of technology to support access to relevant information, advice and guidance.



Section B - Legislative Content, Guidance and Linked Policies

Department of Education and Department for Employment and Learning launched the document - Preparing for Success document, 2007.

Northern Ireland Curriculum - Key Stage 3 Employability document.

The “Big Picture” of the curriculum at Key Stage 3.

House of Commons, Education Committee – Careers Education, Information, Advice and Guidance – Fourth Report of Session 2022-23.

EA Work Experience Arrangements for Controlled, Maintained and Irish Medium School 2019.

Careers Education and Guidance Partnership Agreement AGHS and DfE Careers Service 24-25.

Ashfield Girls’ High School Self-evaluation and Action Planning Policy.



Section C - Policy and Procedures

Ashfield Girls' High School is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 8-14 in partnership with DE, employers and other key stakeholders.

In order to meet the aims of a good CEIAG programme following i.e:

- Self awareness and development
- Career exploration
- Career Management

The school endeavours to follow the statement of careers education principles and the learning intentions for CEIAG as set out in *Preparing for Success – A Guide to Developing Effective Decision Makers*, the *Quality Indicators for CEIAG* and other relevant guidance from the DE and ETI that appears from time to time.

Curriculum Provision

Key Stage 3

Careers lessons are integrated into and taught through the Employability strand of Learning for Life and Work programme at KS3. The three main themes include:

- Work in the Local and Global Economy
- Career Management
- Enterprising and Entrepreneurship

The Careers Across the Curriculum School Improvement Team have developed a range of lessons under the theme of Entrepreneurship in which they design their own Smoothie Juice product. These are delivered in the month of June to Year 10 pupils where they come up with a business name and logo in LLW classes, design and produce packaging in Art using AI, produce their own smoothie in Home Economics, calculate cost in maths and develop a business model in Business Studies.

Year 10 Subject Fair is held during the month of January prior to pupils making decisions regarding their level 2 qualifications. Parents and carers are also invited to this event.

Key Stage 4

Career lessons in Year 11 and 12 are based on the three main themes already covered in Key Stage 3. Lessons are catered to AGHS analysis of school leavers information and current labour markets. Career lessons are delivery once a fortnight by a designated member of the Careers staff. Each pupil registered on the Unifrog platform during the first session and will have access to IT for each of their Career lessons in Year 11 and Year 12.

Year 11 lessons are comprised of three main sections:



- Enterprising and Entrepreneurship
- Work in the Local and Global Economy
- Work related learning in preparation of Work Experience during the month of June.

Pupils not enrolled in Work Experience Programme week, will enrol in a series of YE (Young Enterprise online modules including Money Matters and Your Hired). These are accredited courses and pupils will be provided with a certificate upon completion. In addition, there are a range of online work experience options for pupils to enrol.

Year 12 lessons are comprised of two main sections:

- Career Management – this will focus on identifying skills and qualities through a range of psychometric testing using Unifrog, target setting, personal career planning and post 16 options. At the end of this section the pupils will produce an Action Plan.
- Recruitment and Selection – this will focus on job applications, interviews structures and techniques, cover letter and CVs. Pupils at the end of the section will produce their own CV.

The Year 12 Careers Fair is held during the month of March. Pupils, parents and carers are invited to talk to teachers and current pupils regarding the range of level 3 qualifications delivered at AGHS. In addition, AGHS also invite over 10 different external colleges and training institutes that include SERC, BMC, Bryson, Cafre, People 1st, Academy Hair and Beauty School, King's Trust, Rutledge Group, SkillEd, Springvale Learning, Work+ and more. A Careers Advisor from the DfE is also in attendance at the event.

Key Stage 5

Career lessons in Year 13 are delivery once a fortnight by a designated member of the Careers staff. Each pupil registered on the Unifrog platform and will have access to IT in each lesson. Year 13 comprises of three main sections.

- Exploring career management – pupils will complete a series of psychometric tests exploring careers based on interest and working environments. They will explore the online career library, based on up to date labour market information. Pupils will update their Action Plan at the end of this process.
- Skill and Competencies – pupils will complete a series of lessons in conjunction with the SisterNI programme based on skills and competencies required for the world of work.
- UCAS preparation & Recruitment and Selection and– pupils will update CVs made in Year 12 and begin the process of preparing for UCAS exploring by using the Unfrog software to research suitable course and universities as well as enrolling in MOOCs (Massive Open Online Course) in preparation for Personal Statements.

In preparation for Post 18 education, Year 13 pupils will attend the UCAS exhibition held at the Eikon Centre in Lisburn during the month of March, attend open days at the University of Ulster and QUB during September.



Career lessons in Year 14 are delivered once a fortnight by a designated member of the Careers staff. Each pupil registered on the Unifrog platform and will have access to IT in each lesson. Year 14 comprises of two main sections.

- Higher and Further Education – pupils will receive up to date guidance and support throughout their UCAS application. In addition, Year 14 will receive guidance on Higher Level apprenticeships, Further education institutes including Regional Colleges, BMC and other training colleges.
- Entering the world of employment – Updating CVs, cover letters and preparing them for entering the world of employment.

Year 14 pupils take part in an August UCAS Workshop and Pinsent Masons Law Firm Mock Interviews Workshop that take place over the course of two days. UCAS workshop will give an overview of the UCAS process, key dates and guidance on how to complete the various components. In addition, Pinsent Mason Law Firm will deliver an hour workshop to Year 14 followed by individual sessions for group work based on interview practice.

Pupils will receive one on one UCAS guidance sessions with their allocated careers teacher. For pupils that opt out of the UCAS process, pupils will receive guidance on potential further education pathways, employment and apprenticeships tailored to the pupils needs.

Online Platform - Unifrog

Unifrog is an online software package designed to support learners in making informed decisions about their futures, with a range of tools that are suitable for all year groups. Each student has their own account that provides a range of information related to their interests and aspirations. Pupils will have access to Unifrog during all careers lessons and access at home.

Key features of the platform for students include:

- Psychometric testing quizzes.
- Career and subject exploration.
- Webinars and interactive short courses.
- Self-reflection and portfolio building tools.
- Search tools for live apprenticeship and employer opportunities, and university courses.
- Application and essay-building tools.

Parents and carers will be given access to the software and provided with a parent login within the first term of the school year.



Work Related Learning (Work Experience)

Year 11 In Person and Remote Work Experience

Work Experience is launched to Year 11 pupils in April, with the work experience week taking place on the second last week of June, running from the Tuesday to the Friday. AGHS aim to provide a work placement for all pupils whether it is arranged by the school or parent/carer. AGHS contact over 150 local businesses prior to the launch to secure work placements which pupils can choose from. Alternatively, pupils source their own placement based on the guidance given by the Education Authority and AGHS. AGHS ensures that all placements are in compliance with the regulations stipulated by the Education Authority. There is also the option for online work experience placements during this week.

Year 12-14 In Person and Online Experience

Pupils in Year 12-14 can organise their own work experience throughout the course of the year, provided staffing permits and there are no objections by the school. The decision will be at the discretion of the school. AGHS will ensure that all placements are in compliance with the regulations stipulated by the Education Authority and the work placement is suitable.

Throughout the academic year, the Careers department will advertise various online work experiences and workshops through platforms such as Unifrog and Speaker for Schools that pupils can enrol. Pupils will be given permission to attend, provided IT resources and a venue within the school to login.

Communication with Parents/Carers

The Careers Department will communicate with parents via school comms and/or letters for any upcoming events such as Work Experience, Year 12 Careers Fair and any other events within the remit of the Careers Department. In addition, the Careers Department will release two career bulletins throughout the academic year.

The first in September is based on Further and Higher Education and is designed to give an overview of notable changes in courses that maybe of interest, upcoming Open Days, and any other information that maybe useful for our students and parents/carers to assist in making informed decisions with career progression. The second is released in January with the main focus on Further Education information, such as Open Days and key dates for applications for SERC, BMC, Cafre, Bryson Future Skills to name a few. Information on Apprenticeships, Work Experience and Higher Education information is also included.



Engagement with External Agencies

The school actively engage in a range of activities and programmes including, but not exhaustive to the list below throughout the academic year.

- **Department of Economy and Careers Guidance Service**

AGHS have a Partnership Agreement with the DfE Careers Service. Will work closely with the DfE to provided one on one Career Guidance Interviews (CGI). Within this policy, Year 12 students will have access to one on one online interviews. These are delivered from September to March. The DfE will also provide interviews with school refuers and this is arranged with the parents/carers. CGI can also be provided with any Year 12-14 pupil upon request and a follow up CGI can be provided with any Year 11 pupil upon request. An action plan will be provided by the DfE Careers Advisor post interview, which a parent or carer can access provided the pupil has provided contact the phone number of parent or carer during the online registration process. In the instance that DfE cannot fulfil one on one meetings with pupils, CGI will be given to small groups of pupils.

SEN – The DfE Careers Advisor will also be present during the Year 10 Transition Planning meetings for SEN pupils via video link.

- **SisterIN programme**

AGHS was one of the first schools to enrol in the pilot scheme. Initially 10 schools enrolled in the programme and it has grown to 49 schools in 2025. SisterIN has created the signature SisterIN Leadership Programme, an 8 month development journey for sixth form girls to help build their confidence and broaden their career perspectives. The programme delivers Leadership development training, mentorship from female business leaders and project leadership experience. This is facilitated by schools in collaboration with leaders and business across Northern Ireland. AGHS enrol 10-12 pupils in the programme each year from Year 14. Danske Bank, QUB, Gilbert-Ash, Thales, Baker McKenzie are just a few of the businesses involved.

- **QUB Senior and Junior Academy**

The Junior Queens Academy Programme begins in Year 9 where pupils are selected based on criteria set out by Queen's University Belfast and remain in the Programme until Year 12. The aim is to support pupils with their attainment and raise their aspirations to attend university. The programme incorporates a range of on-site campus tours and activities, as well as a range of subject based Taster Days, before focusing on exam preparation.

The Senior Queens Academy Programme is an initiative designed to empower students prepare for Higher Education, Further Education of Higher Level Apprenticeships. The school will advertise the opportunity to enrol through email and information disseminated at school assemblies.



- **Pinsent Masons Law Firm**

AGHS became partners with Pinsent Masons Law Firm in 2024. Pinsent Masons deliver interview based workshops and mock interviews to Year 13 pupils.

They provide opportunities for pupils in Year 12 to apply for the Legal Insights Programme to a partner school. They run an in-office paid Law Work Experience for 16 to 18 year old which is advertised through school during the summer holidays, however this runs independently. Pupils are also guided toward the PRIME work experience programme in October.

- **Young Enterprise (YE)**

AGHS deliver a range of accredited enterprise workshops including My Money Matters and You're Hired Programmes through Young Enterprise. This runs alongside Work Experience week for those pupils who opted out of attending work experience or did not secure a work experience.

- **Ernst Young STEM app**

AGHS was one of three, all girls' schools to enrol in the EY STEM app initiative in September 2024, that were aimed at Year 10 pupils. The free-to-use mobile app aims to identify and empower the next generation of girls in STEM to create a more equal future. The STEM app is launched and delivered during LLW classes in which pupils and parents can access using a code sent by the Careers Department at the start of each academic year.

- **EBALC (East Belfast Area Learning Community)**

The EBALC is made up of 11 secondary schools in the East Belfast area. AGHS will continue to be an active member of the EBALC in which it regularly meets to discuss overall provision for CEIAG in East Belfast schools. The members of the group adopt common approaches to the provision of CEIAG and collaborate to provide teacher training opportunities, information for parents and opportunities for pupils to participate in collaborative career events. The Careers Service NI and Education Authority NI are also members of the Steering Group.



Section D – Roles and Responsibilities

1) **Board of Governors**

- Have responsibility for the strategic direction of the school. All decisions relating to significant changes in curriculum, qualifications offered and changes to provision are taken by the Board of Governors. The Board of Governors are also responsible for ensuring that the CEIAG Policy is implemented by the Principal.

2) **Principal**

- Is accountable to the Board of Governors and is responsible for the operational implementation of the policy and the work of the CEIAG Team. The Principal will outline the school improvement actions in the School Development Plan.

3) **Vice-Principal for Curriculum**

- Is responsible for supporting the day-to-day implementation of all aspects of the CEIAG Policy.

4) **Head of Careers**

- The Head of Careers co-ordinate and lead the careers programme and is responsible to the Curriculum Vice Principal.
- Responsible for the creation, monitoring, evaluation and review of the CEIAG Policy.
- Lead Careers Department.
- Support the Assistant Head of Careers in their roles.
- Lead, support and monitor the effective teaching and learning with the CEIAG Department to ensure pupils are enabled to make well-informed decisions about career paths.
- Lead the Careers Across the Curriculum School Improvement Team.
- Manage the promotion of the work of the CEIAG Department in school, school website, Open Night and other public opportunities.
- Lead CEIAG INSET , Teacher Professional Learning as requested in line with the School Development Policy.
- Be an active participant of the EBALC (East Belfast Area Learning Community).
- Participate in the annual curriculum audit and liase with Head of Sixth Form regarding provision and enrichment activities.
- Ensure that there is a relevant, comprehensive and engaging Scheme of Work for pupils in Year 11-14 ensuring that the statutory requirement is met.
- Responsible for the effective teaching and learning within the department.
- Liase with the Head of Department for Learning for Life and Work to support the relevant, comprehensive and engaging Scheme of Work for pupils in KS3 and ensure that it is compliant with the minimum entitlement for CEIAG component.
- Ensure that there is a relevant, comprehensive and engaging programme in place to provide information, advice and guidance to pupils from Year 8-14.
- Ensuring that there is relevant, comprehensive and engaging Work Related Learning (work experience) for pupils in Year 11 and where appropriate in Year 12-14.
- Develop target Key Stage Transition Support (Year 10 and Year 12) related to CEIAG to support various pathways.



- Attend and provide support at Year 12 and Year 14 Results Days as well as Year 10 and 12 Options Events to provide advice and guidance on pathways.
- Ensure that School leavers folders are updated and compiles in line with required regulations.
- Develop an alumni ethos across school.
- Work with a variety of external providers to deliver whole school CEIAG Programme, including but not exhaustive to, Careers Service NI, local and national universities, local and national colleges, EBALC and local employers.
- Complete any past pupil references and ensure CEIAG is represented at school events such as Open Night.
- Lead the departmental self-evaluation and action planning process, in line with the school Self-evaluation and Action Planning Policy.

5) Assistant Head of Careers (Curriculum)

- Create, deliver and review the CEIAG taught curriculum for Year 11-14, ensuring it complies with the minimum entitlement and contributes to the Sixth Form Enrichment Programme.
- Liase with Head of Department regarding CEIAG provision across the curriculum to include mapping provision, identify opportunities to improve provision and support HoD by providing up-to-date Labour Market Information (LMI).
- Coordinate and overview the delivery of the Unifrog package for parents, pupils and teaching staff.
- Engage with external stakeholders and service providers, as required, for the delivery of relevant, comprehensive and engaging Year 11-14 curriculum.
- Liase with Head of Progress (Year 12) to support the planning of the ceremony to distribute the Pupil Leavers Profiles to pupils in Year 12.
- Participate fully in the departmental self-evaluation and action planning process, in line with the school Self-evaluation and Action Planning Policy.

6) Assistant Head of Careers (Work Related Learning)

- Lead Work Related Learning (work experience) in Year 11 and in Year 12-14 as necessary.
- Develop school events that inspire the entrepreneurial mindset.
- Develop an alumni ethos and encourage past pupils to share their professional journey in schools.
- Develop industrial links and support learning opportunities across the curriculum through guest speakers.
- Participate fully in the departmental self-evaluation and action planning process, in line with the school Self-evaluation and Action Planning Policy.

7) Assistant Head of Careers (Post 16 Education and UCAS)

- Lead the UCAS process for pupils in Sixth Form to include application, references and personal statements.



- Support all pupils in Sixth Form regarding Post-14 Destinations.
- Lead the Senior and Junior Queens Academy Programme.
- Collect, analysis and communicate leavers destination to VP of curriculum.
- Organise trips to university, college open days and events.
- Assist the Head of Sixth Form with the SisterNI programme.
- Participate fully in the departmental self-evaluation and action planning process, in line with the school Self-evaluation and Action Planning Policy.

8) **Career teachers**

- Subject teacher is responsible for the being aware of the policy and procedures to ensure a consistent approach to the delivery of CEIAG.
- The subject teacher is responsible for delivering the curriculum content of each scheme of work and for the leading learning within their classroom.
- Promotion of Careers in their subject.
- They also contribute to opportunities to share good practice and participate in teacher profession learning.

9) **Parent/Carer**

Parents/Carers send their daughters to Ashfield Girls' High School and have access to all school policies on the school website. Our school is focused on learning and supporting learners with their learning. Parent/Carers support the work of the school and support their daughter in their learning at home. Support at home can take many formats; including ensuring their daughter has high attendance at school, supporting school when the progress in learning is not in line with that which would be reasonably expected, ensuring that their daughter is prepared for school, enquiring about learning and helping your daughter with her learning, supporting with career events in school and taking an active role in discussions about career options and decisions.

10) **Students**

- Attendance: Attend all timetabled careers classes.
- Unifrog: Register for Unifrog and use the platform regularly.
- Further Education: Attend relevant Open Days and meet all external application deadlines.
- Work Experience: Complete the required forms and follow the school's guidelines.
- CGI: Register for interviews and attend at the allocated timeslot.
- Careers Fairs/Options Events: Attend all scheduled events.
- UCAS: Meet the application deadlines set by the school.
- Independent Research: Carry out your own research to support your career planning.



Section E - Consultation, Communication, Monitoring and Evaluation of the Policy

Consultation

The CEIAG policy was consulted on in September 2025 and ratified with the Board of Governors in November 2025. Any amendments to the policy will be discussed and thereafter presented following review of the policy in September 2027.

Communication

A copy of the school CEIAG policy is available on the school website at <https://www.ashfieldgirls.org/> Electronic and physical copies of the CEIAG policy are available to staff in staff resources, on Microsoft Teams and in the school office.

Monitoring and Review of Policy

The CEIAG Policy is to be reviewed in September 2027 and thereafter on a bi-annual basis. Any suggested amendments to the policy will be discussed with staff, the Head of CEIAG, Vice Principal and Principal before being ratified by the Board of Governors.





Challenging girls today; creating women of value in the future



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