



NESSS

NORTH EAST SURREY
SHORT STAY SCHOOL

CEIAG POLICY (CAREERS EDUCATION,
INFORMATION, ADVICE AND GUIDANCE)

September 2025

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1. Aim

North East Surrey Short Stay School is committed to providing Careers Education, Information, Advice and Guidance (CEIAG) to all pupils through the curriculum and organised activities. Careers Guidance will focus on the specific needs of the individual pupil to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each pupil to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual pupil.

2. Objective

The CEIAG programme is designed to meet the collective and individual needs of the pupils at North East Surrey Short Stay School. The programme is therefore differentiated and personalised to ensure pupils progress through their stages of career planning and development.

3. Principles:

- Helping each pupil to reach their full potential
- Developing their employability skills
- Developing independent learning skills
- Raising individual aspirations and expectations
- Supporting their life-long learning

Key Stage 3 Provision

- All pupils investigate a variety of careers through the Relationships, Health and Social Education and 'Thrive' Curriculums.

Key Stage 4 Provision

The CEIAG programme includes (where appropriate on an individual basis):

- Work experience visits or placements to support career aspirations
- College presentations / visits
- Support with completing College application forms
- Mock interviews in preparation for work experience placements
- Supported CV and Personal Statement sessions
- Parent support to meet college representatives

By the end of Key Stage 4, all pupils will have:

- Studied how to apply for a job, interview techniques, CV's and application forms through the 'Gateway' qualification.
- Enhanced their self-knowledge, career management and employability skills.

- Used ICT software and other sources of advice to investigate and explore future choices and progression routes.
- Experienced the world of work through a work experience placement.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements and preparation for interview.