



# **BIRMINGHAM INDEPENDENT COLLEGE**

## **Careers Education, Information, Advice and Guidance (CEIAG) Policy – For Functional and Broad Curriculum Students - October 2025**

Effective from: October 2025  
Review date: October 2026

## 1. Policy Statement

BIC is committed to providing all students with a high-quality programme of careers education, information, advice and guidance (CEIAG) that is impartial, inclusive, and tailored to the needs of our learners. As a specialist independent school, where all students have an EHCP and a level of learning disability, our careers provision recognises the diverse starting points and ambitions of our students and supports their preparation for adulthood, employment, further education, or supported pathways.

## 2. Vision and Aims

Our careers programme aims to raise aspirations, prepare students for next steps, develop independence, ensure equality, and embed the Gatsby Benchmarks across our provision.

## 3. The Gatsby Benchmarks

Benchmark	What This Means at BIC
1. A Stable Careers Programme	The college has a structured careers statement published on our website that is reviewed annually.
2. Learning from Labour Market Information (LMI)	Students and parents access up-to-date LMI and information about post-16 and post-18 pathways via meetings with independent Careers Advisers.
3. Addressing the Needs of Each Pupil	CEIAG is personalised and tracked for all students.
4. Linking Curriculum Learning to Careers	Teachers connect learning in subjects to real-world jobs and skills.
5. Encounters with Employers and Employees	Students meet employers through visits, talks, and enterprise activities.
6. Experiences of Workplaces	Students access workplace visits or supported work placements suitable to their abilities.
7. Encounters with Further and Higher Education	Students meet representatives from FE, HE, and training providers, as appropriate
8. Personal Guidance	Every student receives independent and impartial careers advice from a qualified adviser.

## 4. Careers Programme Overview

CEIAG is delivered through careers lessons, curriculum links, assemblies, guidance interviews, work experience, transition planning, and parental engagement.

## 5. Provider Access

In line with the Baker Clause, BIC ensures all students have access to external providers of technical education, apprenticeships, and training. The Provider Access Statement (Appendix A) sets out how providers can request to speak to pupils.

## 6. Equality, Diversity and Inclusion

We promote equality of opportunity and ensure all pupils can access careers education, with adaptations for additional needs.



## **7. Partnerships and External Support**

We work with employers, FE colleges, apprenticeship providers, supported employment agencies, parents, and independent careers advisers.

## **8. Roles and Responsibilities**

The SLT designs, evaluates and oversees integration of careers; teachers embed careers in lessons; proprietorship monitor compliance.

## **9. Monitoring, Evaluation and Review**

The CEIAG programme is benchmarked annually against the eight Gatsby Benchmarks using Compass+ or equivalent. Destinations data, feedback, and outcomes are reviewed each year.

## **10. Links with Other Policies**

This policy links to:

Curriculum Policy

SEND Code of Practice

Safeguarding and Child Protection Policy

Equality Policy

## **11. Publication**

This policy and a summary of the school's careers programme will be published on the school website.

## Appendix A – Provider Access Statement

### 1. Statutory Context

This statement sets out Birmingham Independent College's arrangements for managing the access of providers to students for the purpose of giving them information about the provider's education or training offer. It is in line with Section 42B of the Education Act 1997, as amended by the Skills and Post-16 Education Act 2022. The college is committed to ensuring that all students receive impartial information about the full range of post-14, post-16, and post-18 education and training options available.

### 2. Student Entitlement

All students at Birmingham Independent College aged 14–25 are entitled to:

- Learn about approved technical education qualifications, apprenticeship, and employment opportunities.
- Hear from a range of local and national providers about the options they offer.
- Understand the full range of academic and vocational pathways available at each transition point.
- Receive impartial and high-quality careers guidance to make informed decisions about their next steps.

### 3. Provider Access Opportunities

In line with the Provider Access Legislation (PAL) requirements, Birmingham Independent College offers students a minimum of six provider encounters across key stages, ensuring meaningful engagement and equality of access.

Phase / Key Stage	Typical Year Groups	Minimum Number of Provider Encounters
KS4 / Foundation Phase	Years 10–11	2 encounters
KS5 / Transition Phase	Years 12–13	2 encounters
Post-19 / Independence Phase	Years 14+ (up to age 25)	2 encounters

Each encounter includes:

- Information about the provider and the qualifications/courses offered.
- Discussion of the skills required and career routes supported by the qualification.
- Opportunities for students to ask questions and engage meaningfully.

These encounters may take the form of assemblies, workshops, career fairs, workplace visits, or one-to-one sessions.

### 4. Procedure for Access

A provider wishing to request access should contact:

Careers Coach: G Situnayake

Email: [ssitunayake@bicollege.org](mailto:ssitunayake@bicollege.org)

Telephone: 0121 507 0904

Requests for access will be considered based on the relevance of the opportunity, timetabling, and the student's stage of learning.

### 5. Premises and Facilities

The college will make appropriate facilities available for discussions between providers and students, such as classrooms, meeting rooms, or the hall. Use of ICT, audio-visual equipment, and other resources can be



arranged in advance. All providers visiting the site must comply with the college's Safeguarding and Health and Safety policies.

## **6. Safeguarding**

All external visitors and providers are expected to follow the Birmingham Independent College Safeguarding and Child Protection Policy. Providers may be required to provide evidence of DBS clearance or will be accompanied by a member of staff at all times.

## **7. Monitoring and Evaluation**

The effectiveness of provider access opportunities will be monitored by the Careers Coach (G Situnayake) and the Senior Leadership Team. Evaluation will be carried out through student and provider feedback and will inform future planning and improvement of the college's Careers Education, Information, Advice, and Guidance (CEIAG) programme.

## **8. Compliance and Gatsby Benchmarks**

The college's approach to provider access supports compliance with the following Gatsby Benchmarks:

- Benchmark 5: Encounters with Employers and Employees
- Benchmark 7: Encounters with Further and Higher Education

This ensures that students experience a balanced range of encounters across different pathways and progression routes.