



ARTS EDUCATIONAL SCHOOLS
Careers Education, Information, Advice and Guidance (CEIAG)
Policy

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

A. Policy Statement

At ArtsEd DSSF we are committed to providing all students with high-quality Careers Education, Information, Advice and Guidance (CEIAG) that inspires ambition, broadens horizons, and supports informed decision-making.

We recognise that students benefit from exposure to a wide range of career pathways and professions. Through a structured careers programme, students are encouraged to develop the knowledge, skills, confidence, and aspirations necessary to make successful transitions into further education, training, employment, apprenticeships, university, and specialist vocational pathways.

Our approach ensures that students understand there is no single route to success and that career journeys are often varied, personalised, and evolving.

B. Aims

The careers programme aims to:

- Raise aspirations and broaden career awareness.
- Introduce students to a diverse range of professions and industries.
- Develop employability, enterprise, and financial literacy skills.
- Support students in understanding their strengths, interests, and potential career pathways.
- Provide opportunities to engage with employers, alumni, higher education providers, and training organisations.
- Prepare students for future education, employment, and lifelong career development.
- Promote informed choices regarding academic, vocational, and specialist pathways.

C. Whole School Careers Provision

Careers education is embedded within the curriculum and enrichment programme for all students.

1. Careers Week

The annual National Careers Week is held to promote awareness of careers and career pathways. Activities include:

- Signage around the building
- Assemblies
- Teaching focus on career paths

2. Careers Journey Display

To demonstrate that career pathways are not always linear, staff career journeys are displayed on a dedicated Careers Notice Board.

These profiles outline:

- Educational experiences
- Training and qualifications
- Employment history
- Career changes and progression routes

The display aims to normalise diverse career journeys and encourage students to remain open to opportunities.

3. Annual Careers Day

The school holds an annual Careers Day during which the usual timetable is suspended.

Activities may include:

- Guest speakers from a wide range of professions.
- Careers-themed assemblies.
- Interactive workshops.
- Employer encounters.
- Discussions regarding future opportunities and progression routes.

Professionals invited into school may include:

- Doctors
- Lawyers
- Finance professionals
- Marketing specialists
- Authors
- Fitness industry professionals
- Entrepreneurs
- Creative industry professionals
- Public sector workers

Workshops

- Interview skills and techniques
- Communication and presentation skills
- Teamwork and leadership
- Employability skills

Interactive Activities

- Careers-themed quizzes
- Career pathway challenges
- Enterprise activities
- Labour market information games

Employer Engagement

- Guest speakers
- Career carousel sessions
- Industry insights
- Question-and-answer sessions

Students are encouraged to explore career pathways, challenge stereotypes, and develop a greater understanding of future opportunities.

The variety of speakers ensures students gain exposure to careers both within and beyond the performing arts sector.

D. Career education within the PSHE Curriculum

Careers education is integrated into the PSHE curriculum and addresses:

- Personal brand and self-presentation
- Employment opportunities
- Types of employment
- Rights and responsibilities in the workplace
- Entrepreneurship and enterprise
- Business finance
- Risk and reward
- Career exploration
- Mapping a career pathway
- Making positive first impressions
- Financial planning
- Preparing for future employment
- Decision-making skills
- Goal setting and progression planning

This curriculum ensures students develop the knowledge and skills necessary for future career success.

E. Sixth Form Careers Programme

The Sixth Form careers programme is designed to support students pursuing vocational and specialist pathways within the performing arts industry, whilst also promoting awareness of wider higher education and employment opportunities.

Vocational Performing Arts Careers Day

An annual Performing Arts Careers Day provides students with direct access to industry professionals and higher education providers.

Activities include:

- University and college information sessions
- Specialist workshops
- Audition preparation guidance
- Application advice
- Question-and-answer panels

Providers may include:

- Royal Central School of Speech and Drama
- Urdang Academy
- Mountview
- ArtsEd
- Trinity Laban
- Performers College

A careers expo enables students to engage directly with representatives and gather progression information.

F. Higher Education and Training Providers

Throughout the academic year, colleges, conservatoires, universities, and training providers are invited into school to:

- Deliver workshops
- Provide course information
- Offer application guidance
- Discuss progression opportunities

G. Industry Professionals and Alumni

Students regularly benefit from encounters with industry professionals and former students.

Visitors may include:

- Actors
- Agents
- Casting directors
- Production arts professionals
- Photographers
- Directors

- Stage managers
- Choreographers
- Creative practitioners

These encounters provide students with authentic insight into careers within the performing arts sector.

H. UCAS and Higher Education Guidance

The school organises visits to UCAS and Higher Education fairs, enabling students to:

- Research university courses.
- Engage with admissions teams.
- Explore progression routes.
- Compare institutions.
- Gain information regarding applications and student finance.

Additional support is provided through assemblies, workshops, tutorials, and individual guidance sessions.

I. Monitoring and Evaluation

The effectiveness of the careers programme will be monitored through:

- Student voice
- Attendance and participation data
- Feedback from visitors and employers
- Staff evaluation
- Destination data where available

The programme will be reviewed annually to ensure it continues to meet the needs of students and reflects current opportunities within education and employment.

J. UCAS, Higher Education and Progression Support

The school is committed to supporting every Sixth Form student as they prepare for the next stage of their educational and career journey.

Annual UCAS and Higher Education Seminar

Each year, the school hosts a dedicated UCAS and Higher Education Seminar for Year 12 students and their parents/carers. The seminar provides guidance on:

- University applications
- UCAS processes and deadlines
- Personal statement preparation
- Student finance

- Choosing appropriate courses and institutions
- Alternative progression routes
- Conservatoire and specialist college applications

This event ensures that students and families are fully informed about the opportunities and processes available following Sixth Form.

Individual Application Support

All Sixth Form students receive personalised support throughout the application process. Guidance may include:

- UCAS applications
- Personal statement development and review
- Interview preparation
- Audition preparation
- Portfolio development
- Reference writing

The school also supports students applying through alternative routes, including:

- International universities and colleges
- Common Application (Common App) submissions
- Independent and direct applications
- Specialist conservatoires and vocational training institutions
- Apprenticeships and degree apprenticeships

Staff work closely with students to ensure they can make informed decisions and submit competitive applications that reflect their individual aspirations and strengths.

K. Mentoring and Future Planning

To ensure students receive personalised careers guidance and progression support, the school operates a mentoring programme for both Year 11 and Year 13 students.

Year 11 Mentoring

Students are allocated a personal mentor who meets with them on a regular basis, typically weekly or fortnightly. Meetings focus on:

- Post-16 options
- Sixth Form applications
- College applications
- Career aspirations
- Goal setting and academic progress

- Individual support and guidance

Year 13 Mentoring

All Year 13 students are allocated a personal mentor to support them throughout the transition from Sixth Form into higher education, training, employment, or specialist vocational study.

Mentoring meetings may take place weekly or fortnightly and focus on:

- University and college applications
- Conservatoire and performing arts training applications
- Career planning and progression
- Audition and interview preparation
- Personal development
- Academic achievement and target setting
- Long-term career goals

Students may be assigned a specialist mentor according to their aspirations and needs, including:

- Dance mentors
- Acting mentors
- Singing mentors
- Academic mentors

Where beneficial, students may work with more than one mentor, ensuring a tailored approach that reflects their individual pathway and ambitions.

The mentoring programme plays a key role in helping students make informed decisions, develop confidence, and successfully progress to the next stage of their educational or professional journey.

L. Sixth Form Destinations and Alumni Success

The school celebrates and promotes student progression through a dedicated Sixth Form Destinations Board.

The board showcases:

- Photographs of graduating Year 13 students
- Examination outcomes and achievements
- University destinations
- Specialist vocational training destinations
- Conservatoire and performing arts college destinations
- Apprenticeships and professional employment opportunities

Destinations are mapped across the UK and internationally, enabling current students to see the breadth of opportunities available and the diverse pathways followed by former students.

The board serves as both a celebration of achievement and a source of inspiration for younger students as they consider their own future aspirations.

M. Industry Liaison and Professional Opportunities

The school employs a dedicated Industry Liaison Officer who acts as a key point of contact between students, families, industry professionals, agents, production companies, and external organisations.

The role supports students in accessing professional opportunities whilst ensuring that learning remains at the centre of every decision.

Educational Commitment

It is always the school's preference that students are in school and fully engaged in the curriculum, which has been carefully planned to ensure appropriate coverage of learning over the course of each lesson, week, term, and academic year.

However, the school recognises that exceptional external opportunities within the performing arts industry and other professional sectors can provide valuable educational experiences that enhance a student's development and complement their studies.

These opportunities may include:

- Professional auditions
- Professional performance work
- Film and television projects
- Commercial work
- Workshops and masterclasses
- Sporting opportunities of significant educational value

Procedure for Professional Opportunities

No professional auditions or paid professional work may be undertaken during school hours without the school's prior written consent.

Parents/carers wishing to request absence for such opportunities must complete an External Performance and Audition Absence Request Form wherever possible at least seven days before the proposed absence.

All applications are reviewed by the school's Industry Liaison Officer.

Consideration of Requests

Each request is considered on an individual basis, taking into account:

1. The educational merit and legitimacy of the opportunity, including the potential benefits for the student.
2. The impact on curriculum delivery, learning time, academic progress, assessment outcomes, and collaborative practical work.
3. Any conflicts with examinations, internal assessments, performances, coursework deadlines, rehearsals, or other significant school commitments.

The school seeks to strike an appropriate balance between supporting exceptional professional opportunities and maintaining students' academic and curricular commitments.

Industry Guidance and Support

In addition to processing absence requests, the Industry Liaison Officer supports students through:

- Engagement with agents and agencies
- Professional casting opportunities
- Industry networking opportunities
- Audition guidance
- Career advice relating to the creative industries
- Employer and industry partnerships
- Connections with alumni working within the sector

This provision ensures that students receive informed and professional guidance whilst pursuing opportunities within the performing arts industry and related sectors.

N. Alumni Engagement

The school maintains strong relationships with former students, many of whom return as guest speakers, workshop leaders, mentors, and industry professionals.

Alumni contributions include:

- Careers talks and assemblies
- Question-and-answer sessions
- Industry insight workshops
- Audition and application guidance
- Professional development advice

Through these encounters, students gain first-hand insight into a wide range of educational and career pathways, helping them to make informed decisions about their future progression.