Careers Education, Information, Advice and Guidance Policy 2026

Approved by:	Alison Colwell, Principal	**Last reviewed on:**	September 2026
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This policy applies to Baleares International College at both sites, Sa Porrassa and Sant Agustí, unless a section says otherwise.

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1. Introduction

At Baleares International College, careers education helps students understand the opportunities open to them in higher education, training and work, in Spain, the United Kingdom and around the world. It builds the knowledge, skills and confidence they need to make informed decisions and to manage their own futures. This policy applies to Sa Porrassa, where students take their secondary and Sixth Form courses. Careers-related learning in the primary years is part of the PSHE curriculum at both sites.

2. Aims

- Promote a culture of high aspiration, equality and equitable opportunity.
- Help students understand the full range of routes open to them after Year 11 and after Year 13.
- Give students experience of the world of work and contact with employers, universities and training providers.
- Help students choose their GCSE and IGCSE options, Sixth Form courses and post-18 routes with confidence.
- Build self-development and career management skills, such as writing a CV and personal statement and preparing for interviews.

3. Principles

Careers guidance at BIC is impartial, accurate and in the best interests of each student. It covers academic, vocational and employment routes. Although the school is not bound by the statutory careers guidance for schools in England, it uses the Gatsby Benchmarks of good career guidance as a framework for its programme:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

4. Roles and responsibilities

Role	Responsibility
Careers Lead	Plans and coordinates the careers programme, organises external speakers and events, and supports work experience
Head of Sixth Form (Claire Turley)	Leads university and post-18 guidance for Years 12 and 13, including applications and references

Role	Responsibility
Head of Secondary (Phil Brown)	Oversees the programme for Years 7 to 11, including options guidance in Year 9 and post-16 guidance in Year 11
Tutors and subject teachers	Link their subjects to careers and support students' choices
Designated Safeguarding Leads	Advise on safeguarding for work experience placements and visiting speakers

5. The programme

Years 7 to 9

- Careers-related learning in PSHE and tutor time: self-awareness, skills and the world of work.
- Subject teachers highlight the careers linked to their subjects.
- Year 9 options guidance for students and parents before IGCSE and GCSE choices are made.

Years 10 and 11

- Guidance on Sixth Form courses and other post-16 routes, including the Spanish Bachillerato and vocational training (Formación Profesional).
- Encounters with employers and professionals through talks and events.
- Individual guidance on Sixth Form subject choices.

Years 12 and 13

- Guidance on university and other post-18 routes in the United Kingdom, Spain and elsewhere, including UCAS applications, the requirements for Spanish university entry (including accreditation through UNEDasiss and the Prueba de Acceso a la Universidad where relevant), and applications to other countries.
- Support with personal statements, CVs, references and interview preparation.
- University visits, virtual events and talks from former students and professionals.
- Encouragement to take part in work experience, volunteering and the Duke of Edinburgh's International Award.

6. Work experience

Students are encouraged to take up work experience placements in fields that interest them, and the school helps them find suitable opportunities. Before a placement arranged through the school begins, the school checks that the placement is suitable and safe, that the host understands their responsibilities for a young person, and that parents have given consent, in line with the Risk Assessment Policy and the Child Protection and Safeguarding Policy.

7. Visiting speakers and providers

Visiting speakers and education or training providers are welcomed to give students accurate information about their routes. Visits are agreed in advance, speakers are supervised, and their content is checked for suitability, in line with the Child Protection and Safeguarding Policy.

8. Partnerships

The school works with parents, former students, local businesses, universities and Ariston Education schools to widen the encounters and experiences available to students. Parents are invited to share their professional experience.

9. Information for students and parents

Students have access to up-to-date careers and university information through the Sixth Form team and online resources. Parents are kept informed through options evenings, Sixth Form and university information events, and individual meetings.

10. Monitoring and review

The Careers Lead and Head of Sixth Form evaluate the programme each year against the Gatsby Benchmarks and the destinations of leavers, and report to the Principal. This policy is reviewed every two years, or sooner if needed.

11. Contact

For more information about careers education, please contact the Head of Sixth Form, Claire Turley, through the school.