

Careers and Education Guidance (CEG) Policy

Contents

| | |
|---|---|
| 1. Introduction | 2 |
| 2. Purpose | 2 |
| 3. Scope | 2 |
| 4. Principles | 2 |
| 5. Responsibilities | 2 |
| 6. Delivery of Guidance Services | 2 |
| 7. Supporting Learners with Autism and Learning Disabilities | 3 |
| 8. Monitoring and Evaluation | 3 |
| 9. Data Protection and Confidentiality | 3 |
| 10. Compliance and Review | 3 |

1. Introduction

Syon Manor is committed to providing inclusive, tailored Careers and Education Guidance (CEG) to support young people with autism and learning disabilities. Our goal is to empower learners to achieve their full potential through personalized support, ensuring access to meaningful education, training, and employment pathways.

2. Purpose

This policy outlines the principles, procedures, and responsibilities for delivering high-quality careers and education guidance tailored to the needs of young people with autism and learning disabilities at Syon Manor. It aims to promote equal opportunities, independence, and successful transition into further education, training, or employment.

3. Scope

This policy applies to all learners enrolled at Syon Manor, including those with autism and learning disabilities, and to all staff involved in delivering careers and education guidance services.

4. Principles

Inclusivity: All learners will have equitable access to guidance services regardless of their abilities or backgrounds.

Personalization: Guidance will be tailored to individual needs, interests, and aspirations.

Empowerment: Learners will be supported to develop decision-making skills and independence.

Collaboration: The guidance team will work closely with learners, families, external agencies, and employers.

Confidentiality: Personal information will be handled sensitively and in accordance with data protection laws.

5. Responsibilities

Management: Ensure adequate resources, staff training, and oversight of the CEG service.

Guidance Staff: Deliver personalized, accessible, and unbiased advice; maintain records; liaise with external agencies.

Teachers and Support Staff: Support learners' engagement with guidance activities.

Learners and Families: Engage actively in the guidance process and provide relevant information.

6. Delivery of Guidance Services

Initial Assessment: All learners will undergo an initial assessment to identify their interests, strengths, needs, and preferred modes of communication.

Personalized Action Plans: Development of individual learning and career plans in collaboration with learners and their families.

Information and Resources: Provision of accessible information on education options, training, apprenticeships, and employment.

Work Experience and Engagement: Facilitation of work placements and community engagement to develop skills and confidence.

Transition Support: Coordinated support for transitions to further education, training, or employment.

7. Supporting Learners with Autism and Learning Disabilities

Use of visual aids, social stories, and communication tools to enhance understanding.

Adjustments to guidance delivery to meet sensory and communication needs.

Collaboration with external specialists and agencies to provide holistic support.

Ongoing review and adaptation of support strategies.

8. Monitoring and Evaluation

Regular review of individual progress and the effectiveness of guidance interventions.

Feedback from learners, families, and staff to inform continuous improvement.

Annual policy review to ensure compliance with statutory requirements and best practice.

9. Data Protection and Confidentiality

All personal data collected during the guidance process will be stored securely and handled in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. Consent will be obtained before sharing information externally.

10. Compliance and Review

This policy complies with relevant legislation, including the Education Act 1996, the Children and Families Act 2014, and the SEND Code of Practice (2015). It will be reviewed annually by the Management Team and updated as necessary.

Signed: Amanda Wright

Date: 11/05/2026