



CAREERS EDUCATION (CE) AND INFORMATION ADVICE AND GUIDANCE (IAG) & PROVIDER ACCESS POLICY

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Policy Change Control

Committee Responsible	AGB Trust Board
Nominated lead member of staff	Laura Hay
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Date	Version	Person	Change / Action

Approval:

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1. Policy Statement

Paignton Academy is committed to providing a high-quality Careers Education, Information, Advice and Guidance (CEIAG) programme that supports all students making informed decisions about their future education, training and employment.

At Paignton Academy, we CARE; we value Community, aim high with Ambition, build strong Relationships, and strive for Excellence. These values guide everything we do, helping every student to believe in themselves and achieve their best. Through our Careers programme we ensure that every student has access to impartial guidance, meaningful encounters with employers and a broad understanding of career pathways. Providing our students with the knowledge, skills and confidence to progress successfully into further education, apprenticeships or employment.

2. Aims

The CEIAG programme aims to:

- Raise aspirations and broaden students' understanding of career opportunities.
- Support students to understand the links between education, skills and employment.
- Provide impartial information about academic, technical and vocational pathways.
- Develop key employability skills including teamwork, communication and resilience.
- Ensure all students receive high-quality careers guidance.
- Support positive transitions and reduce the risk of students becoming NEET (not in Employment, Education or Training).

3. Statutory Requirements

The Academy follows the Department for Education statutory guidance on Careers Guidance and Access for Education and Training Providers.

Student Entitlement

In years 7-13 students are entitled: To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point. To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships. To understand how to make applications for the full range of academic and technical courses. For students at compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11).

All students in Years 7–11 receive:

- A planned careers education programme.
- Access to independent and impartial careers guidance.
- Information about a full range of education and training pathways including apprenticeships and technical education.

The Academy maintains a Provider Access Policy to ensure education and training providers can engage with students.

4. Delivery of the Careers Programme

Careers education is delivered through a range of activities including:

- PSHE and tutor programmes
- Curriculum learning across subjects

- Careers assemblies and events
- Employer encounters and guest speakers
- Visits to colleges, universities and training providers
- Work experience and workplace encounters
- Careers fairs and themed events
- Online careers platforms and labour market information
- Independent guidance interviews with qualified practitioners who support students with research and career exploration.

5. Gatsby Benchmark Mapping

Paignton Academy's careers programme is aligned with the Gatsby Benchmarks of Good Career Guidance.

Benchmark 1: A Stable Careers Programme

The academy maintains a structured and progressive CEIAG programme which is regularly reviewed and evaluated.

Benchmark 2: Learning from Career and Labour Market Information

Students access up-to-date labour market information through careers resources, assemblies and guidance interviews.

Benchmark 3: Addressing the Needs of Each Pupil

Careers provision is inclusive and tailored to meet the needs of all students, including those with SEND (Special Education Need or Disability) or at risk of becoming NEET.

Benchmark 4: Linking Curriculum Learning to Careers

Curriculum areas highlight links between subject knowledge and career pathways to demonstrate the relevance of learning.

Benchmark 5: Encounters with Employers and Employees

Students participate in employer encounters including guest speakers, workshops and careers events.

Benchmark 6: Experiences of Workplaces

Students have opportunities to experience workplaces through visits, employer projects and work experience opportunities.

Benchmark 7: Encounters with Further and Higher Education

Students meet representatives from colleges, universities and training providers to explore progression routes.

Benchmark 8: Personal Guidance

Students have access to personal careers guidance interviews with qualified advisers.

6. Roles and Responsibilities

Governing Body

Named link: With responsibility for review of CEIAG provision: Matthew Croxford

Senior Leadership Team

Ensures the Academy meets statutory duties and provides strategic oversight of the careers programme.

Careers Lead

Named Link: Laura Hay Coordinates CEIAG provision, monitors Gatsby Benchmark progress, analyses destination data and liaises with employers and education providers.

Staff

Support careers education by linking subject learning to career pathways and encouraging aspiration.

Students

Students are expected to participate positively in careers activities and engage with a wide range of opportunities to explore their future pathways.

7. Partnerships

The Academy works with a range of external partners including:

- Local employers and businesses
- College and training providers
- Universities
- Careers professionals and guidance services
- LEA support for EHCP & Vulnerable student's transitions

These partnerships provide students with meaningful encounters with the world of work. Full lists of partners that the academy is working with is available upon request.

8. Destination Data and Impact

The Academy monitors student destinations to assist in the evaluation of the effectiveness of the careers programme. The destination information is published on the Academy website.

Destination data is used to:

- Track progression into further education, apprenticeships and employment
- Identify trends and potential gaps in provision
- Support students at risk of becoming NEET
- Information on improvement to the careers programme

9. Monitoring and Evaluation

The careers programme is reviewed annually.

Evaluation includes:

- Gatsby Benchmark assessment using Compass+
- Student feedback
- Staff feedback
- Employer feedback
- Destination data analysis
- Governor review
- Trust QA review

Findings are used to strengthen provision and ensure students receive high quality careers education.

10. Management of Provider Access Requests Procedure

A provider wishing to request access should contact Mrs Laura Hay: Careers Lead
Telephone: 01803 403003,

Email: careers@paigntonacademy.tsat.uk

11. Opportunities for Access

The Academy is happy to display materials and hand out literature to pupils and parents. All requests should be sent through via the above contact. A number of events integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents: Appendix 1.

The Academy policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students. (Please see the Paignton Academy Safeguarding Policies incorporating Child Protection Procedures, accessible on the Paignton Academy website: [Paignton Academy | Thinking Schools Academy Trust](#) or from the Head of School's PA).

12. Premises and Facilities

The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre.

13. Review

This policy will be reviewed annually to ensure it reflects statutory guidance and continues to meet the needs of students at Paignton Academy.

Appendix 1. Year group (7-11) overviews



Year 7 Careers Overview



Term	Activity	Gatsby Benchmarks
Autumn Term (1)	Careers Hub Newsletter feature	1, 2, 4, 5, 7
Autumn Term (2)	Year 7 Aspiration (Lego) event launch Assembly	2, 3, 5, 8
Spring Term (1)	Photos, Interview, Personality Assessment for Aspiration activity	3, 4, 8
	National Apprenticeship Week	2, 4, 5, 7
Spring Term (2)	National Careers Week (to include HE Poster Competition for all Tutor Groups)	2, 3, 7
	Focus on World Book Day	2, 3, 7
	World Book Day	2, 3, 4
Summer Term (1)	Year 7 Aspiration (Lego) Event Winners' Assembly	2, 3, 5, 8
Summer Term (2)	Lego Workshop	1, 2, 4, 5, 7
All Year Round	Displays	1, 2, 7
	Careers Hub	1, 2, 3, 4, 6, 7
	Dedicated Careers literature point in Libraries	1, 2, 3
	After-school and lunchtime drop ins	3, 7, 8
	Email correspondence	2, 8
	Governor Review of CEIAG Provision	1, 3
	Job of the Week	1, 2, 3, 4, 7
Regular Careers Newsletter	1, 2, 4, 5, 7	



Year 8 Careers Overview



Term	Activity	Gatsby Benchmarks
Autumn Term (1)	Dragon's Den Launch (Torbay initiative)	4, 3, 5, 6
	Subject based talks in the Academy, activities, universities, businesses	2, 4, 5, 6, 7
	Dragon's Den Literacy & LMI Tutor Activity	1, 2, 3, 4, 5, 6
	Dragon's Den Literacy & Enterprise Tutor Activity	1, 2, 3, 4, 5, 6
Autumn Term (2)	National Apprenticeship Week (to include Assembly for all Houses from Apprenticeship professional)	2, 4, 5, 7
	National Careers Week (to include HE Poster Competition for all Tutor Groups)	2, 3, 7
	Dragon's Den Mentor Workshops	1, 2, 3, 4, 5, 6, 8
	Transferable Skills Workshops	2, 3, 4, 8
Spring Term (2)	Subject based talks in the Academy, activities, universities, businesses	2, 4, 5, 6, 7
	World Book Day	2, 4, 5, 7
	PSHE: Community and Careers (equality of opportunity in careers and life choices, different types and patterns of work)	1, 2, 4
	PSHE: Digital Literacy (on-line safety, digital literacy, media reliability)	1, 2, 4
Summer Term (1)	'Pirate' Enterprise Activity Day	1, 2, 3, 4, 5, 8
Summer Term (2)	Careers Transferable Skills Bingo Assembly	2, 4, 5
All Year Round	Displays	1, 2, 7
	Careers Hub	1, 2, 3, 4, 6, 7
	Dedicated Careers literature point in Libraries	1, 2, 3
	After-school and lunchtime drop in's	3, 7, 8
	Email correspondence	2, 8
	Job of the Week	1, 2, 3, 4, 7
	Governor Review of CEIAG Provision	1, 3
	Regular Careers Newsletter	1, 2, 4, 5, 7
	House Assemblies/Tutor Programme	1, 2, 3, 4, 5, 6, 7, 8



Year 9 Careers Overview



Term	Activity	Gatsby Benchmarks
Autumn Term (1)	LEAP Launch Evening	1, 3, 4, 7, 8
Autumn Term (2)	Subject based talks in the Academy, activities, universities, businesses	2, 4, 5, 6, 7
	DofE Launch Assembly	1, 3, 5, 4
Spring Term (1)	Option Evenings	1, 3, 7, 8
	National Apprenticeship Week (to include Assembly for all Houses from Apprenticeship professional)	2, 4, 5, 7
	PSHE: Setting Goals (learning strengths, career options and goal setting as part of GCSE Options)	1, 2, 4
	'Careers drop down' days	2, 3, 4, 5, 6, 7, 8
	Options Choices launched	2, 4
	Option Choices lunch-time drop-in	8, 3
	Options Workshops in PHSE	3, 4, 5, 7, 8
Spring Term (2)	National Careers Week (to include HE Poster Competition for all Tutor Groups)	2, 3, 7
	World Book Day	2, 3, 4
Summer Term (1)	PSHE: Employability Skills (Employability. Discrimination and on-line presence)	1, 2, 4
	LEAP Debate competition	1, 2, 3, 4, 7
All Year Round	Displays	1, 2, 7
	Careers Hub	1, 2, 3, 4, 6, 7
	Dedicated Careers literature point in Libraries	1, 2, 3
	After-school and lunchtime drop ins	3, 7, 8
	Email correspondence	2, 8
	Governor Review of CEIAG Provision	1, 3
	Job of the Week	1, 2, 3, 4, 7
	Regular Careers Newsletter	1, 2, 4, 5, 7
	House Assemblies/Tutor Programme	1, 2, 3, 4, 5, 6, 7, 8



Year 10 Careers Overview



Term	Activity	Gatsby Benchmarks
Autumn Term (1)	LEAP University Residential	2, 3, 4, 5, 6, 7, 8
Autumn Term (2)	PHSE: Financial Decision Making (the impact of financial decisions, debt, impact of advertising on financial decisions)	2, 4, 5, 8
	LEAP Formal Presentations	1, 2, 3, 4, 5, 6, 7, 8
	Minute Taking Skills Workshop Student Leadership team	3, 4, 6
	RAF Presentation & Workshop	2, 4, 5, 6, 7, 8
Spring Term (1)	National Apprenticeship Week (to include Assembly for all Houses from Apprenticeship professional)	2, 4, 5, 7
	PSHE: Exploring Influence (role models and for the media)	1, 2, 4
	PSHE: Application Forms	2, 4
	National Careers Week (to include HE Poster Competition for all Tutor Groups)	2, 3, 4, 5, 6, 7, 8
Spring Term (2)	Work Experience Launch Assemblies	2, 3, 4, 6, 7, 8
	World Book Day	2, 4, 5, 7
	PHSE: Work Experience (preparation for, and evaluation of, work readiness)	1, 2, 4, 6
	Work Experience Drop-in	1, 2, 3, 4, 5
	Exeter College Taster Day	1, 2, 3, 4, 5, 6, 7, 8
Summer Term (1)	House Assemblies – focus on Work Experience, tips for placements	3, 8
	Army Presentation & Workshop	2, 4, 5, 6, 7, 8
	Work Experience Health & Safety briefing	2, 4, 5, 6, 7,
	SEND Vocational Taster Bicton College	1, 2, 3, 4, 5, 6, 7, 8
Summer Term (2)	Work Experience Week	1, 2, 3, 4, 5, 6, 8
	Army, Police and additional Work Experience Residentials	1, 2, 3, 4, 5, 6, 8
All Year Round	Displays	1, 2, 7
	Careers Hub	1, 2, 3, 4, 6, 7

	Dedicated Careers literature point in Libraries	1, 2, 3
	After-school and lunchtime drop in's	3, 7, 8
	Email correspondence	2, 8
	Job of the Week	1, 2, 3, 4, 7
	Governor Review of CEIAG Provision	1, 3
	Regular Careers Newsletter	1, 2, 4, 5, 7
	House Assemblies/Tutor Programme	1, 2, 3, 4, 5, 6, 7, 8



Year 11 Careers Overview



Term	Activity	Gatsby Benchmarks
Autumn Term (1)	Future Intentions Assembly L. Hay	3, 4, 7
	FE Post 16 Training Provider Assemblies	3, 5, 7
Autumn Term (2)	PSHE: Developing Skills and Aspirations (teamwork, raising aspirations and enterprise skills)	1, 2, 4, 6
	Grammar School Presentations (Level 6+ students)	2, 3, 4, 7, 8
	Maynards College Transition Post-16 Taster Day	1, 2, 3, 4, 5, 6, 7, 8
	A Level Choices Workshop	3, 5, 7
	Careers Lunchtime' Drop in'	2, 3, 4, 7, 8
	Post-16 Transition Careers Fair	2, 3, 4, 5, 7, 8
	Guidance Interview Days	2, 3, 4, 5, 7, 8
Spring Term (1)	Apprenticeship Assembly	2, 4, 5, 7
	Post 16 Application Workshops	2, 3, 4, 5, 8
Spring Term (2)	National Careers Week (to include HE Poster Competition for all Tutor Groups)	2, 3, 7
	World Book Day	2, 4, 5, 7
	Missing Destination Workshops	3, 4, 7
	PSHE: Independence (responsible choices and safety in independent context)	2, 4
	Apprenticeship Workshop	3, 4, 5, 8
	Intentions 'Drop in' sessions	3, 4, 5, 8
All Year Round	Displays	1, 2, 7
	Careers Hub	1, 2, 3, 4, 6, 7
	Dedicated Careers literature point in Libraries	1, 2, 3
	After-school and lunchtime drop in's	3, 7, 8
	Email correspondence	2, 8
	Job of the Week	1, 2, 3, 4, 7
	Governor Review of CEIAG Provision	1, 3

	Regular Careers Newsletter	1, 2, 4, 5, 7
	House Assemblies/Tutor Programme	1, 2, 3, 4, 5, 6, 7, 8