



CAREERS EDUCATION (CE) AND INFORMATION ADVICE AND GUIDANCE (IAG)

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Policy Change Control

Committee Responsible	Trust Board
Board Trustee	Mike Freeman
Nominated lead member of staff	Laura Hay
Approved:	
Status & review cycle	
Next review date:	As required

Date	Version	Person	Change / Action

Approval:

VERSION	2	
APPROVED		
REVIEW DATE	February 2024	
TO BE REVIEWED	As required	
SIGNED CHIEF EXECUTIVE		PRINT MR STEPHEN KINGS NAME Stephen Kings
SIGNED CHAIR OF TRUST BOARD EXECUTIVE		PRINT MR GAVIN JONES NAME Gavin Jones

1.0 Policies

This policy should be read in conjunction with the following:

Policy Links

- Provider Access
- Teaching and Learning
- Assessment, Recording and Reporting
- Equal Opportunities
- Health and Safety
- SEND
- Lone Working
- Safeguarding
- Feedback to Parents and Pupils
- Marking

2.0 Rationale

Helping to support students to plan their future and career is a high priority for the Academy. We value our students as individuals and place great emphasis on supporting and guiding our young people both personally and academically to ensure that they achieve their full potential. This policy outlines students' entitlement and the infrastructure that is in place to ensure a maintained provision.

Definition

Careers Education (CE): refers to services and activities intended to assist individuals of any age and at any point throughout their lives, to make educational, training and occupational choices and to manage their careers.

1. Information Advice and Guidance (IAG):

Information when used in IAG means the provision of information on learning, careers and work opportunities. Information can be provided in a range of formats including:

- printed materials such as leaflets and booklets;
- audio-visual materials such as YouTube;
- computer software/internet websites;
- verbal information to the client on a face-to-face basis or through local or national help- line services.

Advice refers to interaction with the student, usually on a one to one basis. It may require:

- how to access and use information;
- Recognition of when more in-depth services may be required and referrals to an external agency.

Guidance is an in-depth interview conducted by a trained adviser which helps clients to:

- explore a range of options;
- to relate information to their own needs and circumstances;
- to make decisions about their career i.e. their progression in learning and work.

2. Entitlement

- All students are entitled to a planned programme of Careers Education, which is designed to help them develop their individual career aspirations.
- The Academy's Programme is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
- The Academy has a commitment to retain its links with external Government bodies such as the CEC (Careers and Enterprise Company) to monitor, review and evaluate the CEIAG provision it delivers.
- Due consideration is given to the additional needs of each student.

3. Statutory Duties:

The Academy has a series of statutory duties:

- All registered pupils at the school must receive independent careers advice in Years 7 – 11 (Appendix 1).
- Careers advice must be represented in an impartial manner; showing no bias towards a particular institution, education or work option.
- Information provided must cover a range of education or training options.
- Guidance must be in the best interests of the student.
- There must be an opportunity for education and training providers to access students in Years 7 – 11 in order to inform them about approved technical qualifications or apprenticeships.
- The Academy must have a clear policy setting out the manner in which providers will be given access to students. Details are available in the Provider Access Policy.
- The Academy will use the Gatsby Benchmarks as the underlying foundations of its CEIAG programme (Appendix 2).

4. Delivery

The Academy provides challenge and opportunities to enable its students which enables them to realise their full potential. To ensure this happens students are given a comprehensive programme of information and advice on further education, current labour market opportunities and voluntary / gap year opportunities (Appendix 1). At the heart of our philosophy is our commitment to equal opportunities and this is reflected both in our educational programmes and in the way in which they are delivered.

The Academy uses the 8 Gatsby Benchmarks as a framework for its careers provision:

1. A stable careers' programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.
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.

Further to the provision provided through core curriculum lessons pupils are given:

- accurate, comprehensive, reliable and up-to-date information, that is well displayed, well maintained and easily accessible;

- opportunities through taster sessions, guest speakers and trips and visits to acquire further skills and knowledge on future pathways;
- encouraged to participate in work experience to enhance their knowledge and understanding of the world of work;
- interviews and specialist guidance are offered by fully qualified L6/7 practitioners.

6. Roles and Responsibilities

The Principal will ensure that:

- the policy is integrated into the Academy's curriculum and implemented in accordance with the above principles.

The RGB will ensure that:

- the Academy has a clear policy on CEIAG and that this is clearly communicated to all stakeholders. They should ensure that this policy based on the eight Gatsby Benchmarks and is meeting the Academy's legal requirements;
- the arrangements are in place to allow a range of educational and training providers to access students in Years 7 – 11;
- there will be a member of the RGB who takes a strategic interest in CEIAG and encourages employer engagement.

The Academy's SLT will ensure that:

- sufficient resources are allocated to the programme;
- the effectiveness of Careers Advice is evaluated and the outcomes reflected in future plans.

The Careers Lead will:

- produce reports on CEIAG provision and Post-16 destination data for the SLT and AAB.
- organise and coordinate the provision of CEIAG across the Academy;
- deliver relevant INSET to other staff;
- monitor patterns and anomalies in post-16 Destination Data;
- liaise with outside bodies to support Careers Education development within the Academy;
- ensure the provision of suitable and up to date, resource materials;
- develop Academy-based careers materials to support pupils, parents/carers, teaching staff and local employers/business;
- evaluate the programme annually;
- ensure that the correct Health and Safety protocol is adhered to with regards to Work Experience placements of young people;
- provide guidance and support to young people to reduce the likelihood of them becoming NEET.
- Line manage the Careers Team
- produce an annual audit on CEIAG with curriculum leads on CEIAG within subjects.
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The Careers and Work Experience Officer will:

- maintain and populate the Academy's online Careers Hub facility;
- provide administrative support for the Careers Lead;
- maintain accurate databases linked to Destination Data and Work Experience;
- work alongside the Careers Lead to enable students to make positive transitions;
- produce resources to support students' future aspirations.
- Lead on careers related offsite trips and activities

- Undertake relevant CPD

The Careers and Guidance Library Assistants will:

- produce resources to support students' careers research;
- support CEIAG related activities and events;
- work alongside the Careers Lead to enable students to make positive transitions;
- Lead on offsite careers related trips and activities
- Undertake relevant CPD

Staff will:

- deliver aspects of the Careers Education programmes discreetly;
- be familiar with the details of the Careers Education Programme so they can support students, particularly in their role as Form Tutors;
- include careers-related elements in their schemes of work where appropriate;
- feedback to students on their progress and achievement and what affect this has on their economic futures and wellbeing;
- refer students to the Careers Team who require further/additional transition support.

Careers South West will:

- provide Impartial and Current Information Advice and Guidance to the Academy's in year 9-11 who have an EHCP (Education Healthcare plan);
- support the Academy in delivery of CEIAG;
- publish annual Year 11 student destination data;
- meet the requirements of the Local Authorities transition contract

Pupils will:

- behave positively and responsibly when participating in CEIAG related activities;
- provide feedback on the CEIAG Programme.

7. Engaging with Parents/Carers

The Careers Department has a wide range of online learning materials and resources for parents and carers to use. Parents and students can also contact dedicated careers staff for help and advice. Guidance is supplemented by a wide range of careers activities and events and the educational aspect is taught through form tutorials, assembly time and dedicated Careers PSHE lessons.

The Academy actively encourages feedback from parents/carers and provides them with an overview of careers events and information through the termly Careers Newsletters.

8. Safeguarding

Refer to the Academy's Safeguarding Policies:

- Safeguarding Children
- Lone Working
- Safeguarding Children - Allegations against Staff

9. Procedures for Reviewing Effectiveness of Programme

Feedback from staff, parents and students supports in reviewing the effectiveness of the career's education programme. The Careers Lead will be responsible for developing methods to collect these views. There will be an annual Academy based evaluation of the effective implementation of this policy. This will take place in the Summer Term, using the local quality standards for CEG to identify desirable improvement.

10. Resources

Funding is allocated in the annual budget. Funding for developments in the Academy's Improvement Plan is considered in the context of whole Academy priorities. Sources of external funding to improve CEIAG provision are actively sought.

APPENDIX 1

Years 7 – 11 Careers Overview 2021 - 2022

Please find all the Careers activities which will happen over the coming Academic Year together with the Gatsby Benchmark and dates/locations

Gatsby Benchmarks are explained below.

Gatsby Benchmarks

The Gatsby Benchmarks (below) are a framework of 8 guidelines that define the best Careers provision. Paignton Academy uses these benchmarks to provide a structured and appropriate Careers Programme.

1. A stable careers' programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.
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.

Each benchmark has several performance Indicators linked to it: **T**he Academy is making excellent progress in achieving all 8.



Year 7 Careers Overview 2023 - 2024



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 (to include Assembly for all Houses from Apprenticeship professional)	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 Assemblies	2, 3, 7
	Year 7 Aspiration (Lego) Event Winners' Assembly	2, 3, 5, 8
Summer Term (1)	Lego Workshop (2.00 – 3.00)	1, 2, 3, 4, 5, 7
Summer Term (2)		

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 lunch-time drop ins	3, 7, 8
	PSHE	1, 2, 3, 4, 7, 8
	Email correspondence	2, 8
	External Review of Provision	1, 3
	Job of the Week - every Monday	1, 2, 3, 4, 5, 7
	Regular Careers Newsletter	1, 2, 4, 5, 7



Year 8 Careers Overview 2023 - 2024



Term	Activity	Gatsby Benchmarks
Autumn Term (1)	Careers Hub Newsletter feature	1, 2, 4, 5, 7
	Dragon Den Launch (Torbay initiative)	4, 5, 6
	Dragon's Den Tutor Activity Launched	1, 2, 3, 4, 5
	Dragon's Den Workshops	1, 2, 3, 4, 5
	Dragon's Den Winners' Workshops BRC Dragon's Den Winners' Workshops WRC	1, 2, 3, 4, 5
Autumn Term (2)	Subject based talks in the Academy, activities, universities, businesses	1, 2, 3, 4, 5, 6, 7
Spring Term (1)	National Apprenticeship Week (to include Assembly for all Houses from Apprenticeship professional)	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 Assemblies	2, 3, 7
	Transferable Skills Workshops	2, 3, 4, 8
	Transferable Skills Fair	2, 3, 4, 5, 6
	PSHE: Community and Careers (equality of opportunity in careers and life choices, different types and patterns of work)	1, 2, 4
Summer Term (1)	Transferable Skills Tutor Workshops	1, 2, 3, 4, 5, 7
	PSHE: Digital Literacy (on-line safety, digital literacy, media reliability)	1, 2, 4
Summer Term (2)	Subject based talks in the Academy, activities, universities, businesses	1, 2, 4, 5, 6, 7

	Careers Transferable Skills Bingo Assembly	2, 4, 5
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All Year Round	Displays	1, 2
	Job of the Week every Monday	1, 2, 3, 4, 5, 7
	Careers Hub	1, 2, 3, 4, 6, 7
	Dedicated Careers literature point in Libraries	1, 2, 3
	After-school and lunch-time drop ins	3, 8
	Email correspondence	2, 8
	PSHE	1, 2, 3, 4, 7, 8
	External Review of Provision	1, 3
	Regular Careers Newsletter	1, 2, 4, 5, 7



Year 9 Careers Overview 2023 - 2024



Term	Activity	Gatsby Benchmarks
Autumn Term (1)	Careers Hub Newsletter feature	1, 2, 4, 5, 7
	LEAP Launch Evening	3, 7
Autumn Term (2)	Subject based talks in the Academy, activities, universities, businesses	2, 4, 5, 6, 7
Spring Term (1)	Option Evenings	1, 2, 3, 4, 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
	Aim higher Workshops 'drop down' day	2, 3, 4
	Leap Workshops/offsite core curriculum activities	1, 2, 3, 4, 5, 6, 7
	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
	Focus on World Book Day Assemblies	2, 3, 7
Summer Term (1)	PHSE: Employability Skills (Employability. Discrimination and on-line presence)	1, 2, 4
	RAF Cadet Assembly/Volunteering Assembly	2, 3, 5
Summer Term (2)	Armed Forces Activity and Presentation	3, 5

All Year Round	Displays	1, 2, 7
	Job of the Week – every Monday	1, 2, 3, 4, 5, 7
	Careers Hub	1, 2, 3, 4, 6, 7
	Dedicated Careers literature point in Libraries	1, 2, 3
	After-school and lunch-time drop ins	3, 7, 8
	Email correspondence	2, 8
	PSHE	1, 2, 3, 4, 7, 8
	External Review of Provision	1, 3
	Regular Careers Newsletter	1, 2, 4, 5, 7



Year 10 Careers Overview 2023 - 2024



Term	Activity	Gatsby Benchmarks
Autumn Term (1)	Careers Hub Newsletter feature	1, 2, 4, 5, 7
	Year 10 Parent Aspirations Evening	1, 3, 7
Autumn Term (2)	PHSE: Financial Decision Making (the impact of financial decisions, debt, impact of advertising on financial decisions)	1, 2, 4, 5
	Law Workshop	1, 2, 4, 5, 8
Spring Term (1)	Year 10 Volunteer Tutor Activity	2, 3, 4, 5
	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	1, 2, 4
Spring Term (2)	National Careers Week (to include HE Poster Competition for all Tutor Groups)	1, 2, 3, 7
	Focus on World Book Day Assemblies	1, 2, 3, 7
	Work Experience Launch Assembly	1, 2, 4, 6
Summer Term (1)	PHSE: Work Experience (preparation for, and evaluation of, work readiness)	1, 2, 4, 6
	Work Experience Drop-in	1, 3, 8

	House Assemblies – focus on Work Experience, tips for placements	1, 2, 3, 8
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Summer Term (2)	Armed Forces Activity and Presentation	2, 5
	Work Experience Week	2, 3, 4, 5, 6, 8

All Year Round	Displays	1, 2, 7
	Job of the Week – every Monday	1, 2, 3, 4, 5, 7
	Careers Hub	1, 2, 3, 4, 6, 7
	Dedicated Careers literature point in Libraries	1, 2, 3
	After-school and lunch-time drop ins	3, 7, 8
	PSHE	1, 2, 3, 4, 7, 8
	Email correspondence	2, 8
	External Review of Provision	1, 3
	Regular Careers Newsletter	1, 2, 4, 5, 7



Year 11 Careers Overview 2023 - 2024



Term	Activity	Gatsby Benchmarks
Autumn Term (1)	Future Intentions Assembly L. Hay	3, 4, 7
	FE Training Provider Assemblies	3, 5, 7
Autumn Term (2)	PSHE: Developing Skills and Aspirations (teamwork, raising aspirations and enterprise skills)	1, 2, 4
	Churston Grammar School Presentation	1, 2, 3, 4, 7, 8
	SDC Transition Event	1, 2, 3, 4, 7, 8
	A Level Workshops	3, 5, 7
	Careers Lunchtime' Drop in'	1, 2, 3, 4, 7, 8
	Formal (Mock) Interview Days	2, 3, 4, 5, 7, 8
Spring Term (1)	National Apprenticeship Week (Assembly for all Houses from Apprenticeship professional)	2, 4, 5, 7
	Apprenticeship application workshop	1, 2, 3, 4, 7, 8
	College Application workshops	1, 2, 3, 4, 7, 8
Spring Term (2)	National Careers Week (to include HE Poster Competition for all Tutor Groups)	2, 3, 7
	Focus on World Book Day Assemblies	2, 3, 7
	Application Workshops	1, 2, 3, 4, 7, 8
	PSHE: Independence (responsible choices and safety in independent context)	2, 4
	NCS Assembly	3, 4, 5
	Intentions 'Drop in' sessions break 1 & 2	1, 2, 3, 4, 7, 8
	Letter home to ask is a 1:1 Careers Appointment is needed	3, 8

All Year Round	Displays	1, 2
	Job of the Week - every Monday	1, 2, 3, 4, 5, 7
	Careers Hub	1, 2, 3, 4, 6, 7
	Dedicated Careers literature point in Libraries	1, 2, 3
	PSHE	1, 2, 3, 4, 7, 8
	After-school and lunch-time drop ins	3, 8
	Email correspondence	2, 8
	External Review of Provision	1, 3
	Regular Careers Newsletter	1, 2, 4, 5, 7