



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
22.03.2022	2	L Hay	Addition of Careers Administrator
22.03.2022	2	L Hay	Appendix 2 Overview updated
22.03.2022	2	L Hay	CSW – meet needs of LA transition contract statement
22.03.2022	2	L Hay	SLT assurances

Approval:

VERSION		
APPROVED		
REVIEW DATE		
TO BE REVIEWED		
SIGNED CHIEF EXECUTIVE		PRINT Stephen Kings NAME
SIGNED CHAIR OF TRUST BOARD EXECUTIVE		PRINT Gavin Jones NAME

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.

1. 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.

2. 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 referral s 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.

3. 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 the Investor in Careers Award as it helps to monitor, review and evaluate the provision it delivers.
- Due consideration is given to the additional needs of each student.

4. 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.
- This advice must cover a range of education or training options.
- This guidance must be in the best interests of the pupil.
- There must be an opportunity for education and training providers to access pupils 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 pupils. Details are available in the Provider Access Policy.
- The Academy will base its careers provision around the Gatsby Benchmarks (Appendix 1).

5. Delivery

The Academy challenges its pupils which enables them to realise their full potential. To ensure this happens pupils 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 BET Board 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 Board 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:

- organise and coordinate the provision of CEIAG across the Academy;
- deliver relevant INSET to other staff;
- monitor and report on 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.

The Careers and Guidance Co-ordinator 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' careers research.

The Careers and Guidance Administrator 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;
- produce an annual audit on CEIAG with curriculum leads on CEIAG within subjects.

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 most vulnerable pupils;
- 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 learning materials and resources for students/ 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 half 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 pupils will help to judge the effectiveness of the Careers 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: the Academy is making excellent progress in achieving all 8.

Year 7 Careers Overview 2021/2022

Term	Activity	Gatsby Benchmark	Date
Autumn Term (1)	<ul style="list-style-type: none"> Careers Hub Assembly 	1	4- 6 October
Autumn Term (2)	<ul style="list-style-type: none"> PSHE: developing skills and aspirations (Careers, teamwork, raising aspirations and enterprise skills) 	1, 2, 4	
	<ul style="list-style-type: none"> Aspiration Interview and Photograph 		
Spring Term (1)	<ul style="list-style-type: none"> Careers advice available at Parents' Evenings 	3, 8	13 January
	<ul style="list-style-type: none"> National Apprenticeship Week (to include Assembly from SDC) 		7 – 11 February
	<ul style="list-style-type: none"> KS3/4 House Assemblies – HE Poster activity 	2, 7, 4	7 – 9 March
Spring Term (2)	<ul style="list-style-type: none"> Careers week - Bingo Assembly 	2, 4	7 – 11 March
	<ul style="list-style-type: none"> National Careers Week 	2, 7, 4	7 – 11 March
Summer Term (1)	<ul style="list-style-type: none"> PSHE- Financial decision making (saving, borrowing, budgeting and making financial choices) 	1, 2, 4	
Summer Term (2)	<ul style="list-style-type: none"> Higher Education Poster Treasure Hunt 	7	
All Year Round	<ul style="list-style-type: none"> Displays 	1, 2	
	<ul style="list-style-type: none"> Careers Hub 	1, 2, 3, 4, 6, 7	
	<ul style="list-style-type: none"> Dedicated Careers literature point in Libraries 	1, 2, 3	
	<ul style="list-style-type: none"> After School Drop-ins 	3, 8	
	<ul style="list-style-type: none"> Email Correspondence 	8	
	<ul style="list-style-type: none"> External Review of provision 	1, 3	
	<ul style="list-style-type: none"> Regular Careers Newsletter 		

Year 8 Careers Overview 2021/2022

Term	Activity	Gatsby Benchmark	Date
Autumn Term (1)	<ul style="list-style-type: none"> Careers Hub Assembly 	1	4 – 6 Oct (WRC) 18 – 20 Oct (BRC)
Autumn Term (2)			
Spring Term (1)	<ul style="list-style-type: none"> National Apprenticeship Week (to include Assembly from SDC) 	1, 2, 4	7 – 11 February
	<ul style="list-style-type: none"> KS3/4 House Assemblies – HE Poster activity 	2, 4, 7	7 – 9 March
Spring Term (2)	<ul style="list-style-type: none"> PSHE: Community and Careers (equality of opportunity in careers and life choices, different types and patterns of work) 	1,2,4	
	<ul style="list-style-type: none"> National Careers Week 		7 – 11 March
Summer Term (1)	<ul style="list-style-type: none"> PSHE- Digital Literacy (online safety, digital literacy, media reliability) 	1, 2, 4	
	<ul style="list-style-type: none"> LAC 1-1 Careers Appointments 	8, 3	3 May (WRC) 4 May (WRC)
	<ul style="list-style-type: none"> Parents' Evening appointments 	3, 8	28 April
	<ul style="list-style-type: none"> Options Workshop during PSHE Lessons 	4	25 April
	<ul style="list-style-type: none"> Option Choices are launched 	8	29 April
	<ul style="list-style-type: none"> Options Question and Answer drop-in for Pupils 	3, 8	27 April (BRC) 26 April (WRC)
Summer Term (2)	<ul style="list-style-type: none"> Alumni Assemblies (Aim Higher) 	2, 5	10 June (BRC) 17 June (WRC)
	<ul style="list-style-type: none"> Police Cadet Assembly 	3, 5, 6	15 June (WRC) 16 June (BRC)
	<ul style="list-style-type: none"> Subject based talks in the Academy, activities, universities, businesses 	5, 6, 7, 2, 4	TBC

All Year Round	• Displays	1, 2
	• Careers Hub	1, 2, 3, 4, 6, 7
	• Dedicated Careers literature point in Libraries	1, 2, 3
	• After School Drop-ins	3, 8
	• Email Correspondence	8
	• External Review of provision	1, 3
	• Regular Careers Newsletter	1, 2, 4, 5, 7

Year 9 Careers Overview 2021/2022

Term	Activity	Gatsby Benchmark	Date
Autumn Term (1)	<ul style="list-style-type: none"> Careers Hub Assembly 	1	4 – 6 Oct (WRC) 18 – 20 Oct (BRC)
Autumn Term (2)	<ul style="list-style-type: none"> Subject based visits/ activities/ universities/ businesses/Armed Forces. 	5, 6, 7, 2, 4	TBC
Spring Term (1)	<ul style="list-style-type: none"> KS3/4 House Assemblies – HE Poster activity 	2, 4, 7	7 – 7 March
	<ul style="list-style-type: none"> National Apprenticeship Week (to include Assembly from SDC 	1, 2, 4, 5, 7	7 – 11 February
	<ul style="list-style-type: none"> LAC 1-1 Careers Guidance 	8, 3	28 March (WRC) 29 March (BRC)
	<ul style="list-style-type: none"> PSHE- Setting Goals (learning strengths, career options, and goal setting as part of GCSE options 	1, 2, 4	
	<ul style="list-style-type: none"> National Careers Week 	1, 2, 4	7 – 11 March
Spring Term (2)	<ul style="list-style-type: none"> Options Choices launched 	2, 4	4 April
	<ul style="list-style-type: none"> Options Workshops during PSHE 	4	4 April
	<ul style="list-style-type: none"> Parents' Evening Appointments and advice 	3, 8	7 April
	<ul style="list-style-type: none"> Option Choices Lunchtime drop-in 	3, 8	5 April (WRC) 6 April (BRC)
	<ul style="list-style-type: none"> Year 9 Aimhigher Workshops 'drop down' Day 	2, 3, 4	24 March (WRC) 25 March (BRC)
Summer Term (1)	<ul style="list-style-type: none"> PSHE- Employability Skills (employability, Discrimination and online presence). 	1, 2, 4	
	<ul style="list-style-type: none"> University visits. 	5, 6, 7, 2, 4, 3	13 May (BRC) 20 May (WRC)
	<ul style="list-style-type: none"> RAF Cadet Assembly 	5, 2	17 June
Summer Term (2)	<ul style="list-style-type: none"> Royal Marines activities and workshops 	3,5	TBC

All Year Round	• Displays	1, 2
	• Careers Hub	1, 2, 3, 4, 6, 7
	• Dedicated Careers literature point in Libraries	1, 2, 3
	• After School Drop-ins	3, 8
	• Email Correspondence	8
	• External Review of provision	1,3
	• Regular Careers Newsletter	1, 2, 4, 5, 7

Year 10 Careers Overview 2021/2022			
Term	Activity	Gatsby Benchmark	Date
Autumn Term (1)	<ul style="list-style-type: none"> Year 10 Raising Aspirations Tutor Group Activity. 	2, 4, 5, 7	24 September
Autumn Term (2)	<ul style="list-style-type: none"> PSHE Lessons: Financial Decision Making (the impact of financial decisions, debt, impact of advertising on financial decisions) 	1, 2, 4	
Spring Term (1)	<ul style="list-style-type: none"> National Apprenticeship Week (to include Assembly from SDC) 	1, 2, 4, 5, 7	7 – 11 February
	<ul style="list-style-type: none"> KS3/4 House Assemblies – HE Poster Assembly 	2, 4, 7	7 – 9 March
	<ul style="list-style-type: none"> Russell Group University Assembly 	7, 4, 3	5 January (BRC) 6 January (WRC)
	<ul style="list-style-type: none"> PSHE Lessons: Exploring Influence (role models and the media) 	1, 2, 4	
Spring Term (2)	<ul style="list-style-type: none"> National Careers Week 	2, 3, 7	7 – 11 March
	<ul style="list-style-type: none"> HE Poster Treasure Hunt - Transferable skills 	7	TBC
	<ul style="list-style-type: none"> Volunteering Assembly 	2, 3	28 February (BRC) 1 March (WRC)
Summer Term (1)	<ul style="list-style-type: none"> PSHE- Financial decision making (saving, borrowing, budgeting and making financial choices) 	1, 2, 4	
	<ul style="list-style-type: none"> LAC & EHCP pupils 1-1 Careers Appointments with CSW Adviser 	3, 8	4 April (BRC) 5 April (WRC)
	<ul style="list-style-type: none"> MADE Activity – raising aspirations and attainment 	2, 3, 4, 5	28 April (WRC) 29 April (BRC)
	<ul style="list-style-type: none"> Work Experience Application Assembly 	2, 4, 5	TBC
	<ul style="list-style-type: none"> Parents' Evening Appointments 	8, 3	9 June
	<ul style="list-style-type: none"> PSHE- Work Experience (preparation for, and evaluation of, work readiness) 	1, 2, 4, 6	
Summer Term (2)	<ul style="list-style-type: none"> Securing a Work Experience Assembly 	2, 5	12 July (WRC) 13 July (BRC)

	• MADE Activity – raising aspirations and attainment	2, 3, 4, 5	
	• All Year group FE visit day	3, 7, 4	TBC
	• RAF Cadet Assembly	5, 2	17 June
	• RAF STEM Workshops	4, 5	17 June
	• Mock Interview Days		27 June (BRC) 29 June (WRC)
	• Year 10 Construction Q and A virtual tour and presentation	5, 6	TBC

All Year Round	• Displays	1, 2
	• Careers Hub	1, 2, 3, 4, 6, 7
	• Dedicated Careers literature point in Libraries	1, 2, 3
	• After School Drop-ins	3, 8
	• Email Correspondence	8
	• External Review of provision	1, 3
	• Regular Careers Newsletter	1, 2, 4, 5, 7
	• Virtual Work Experience	2, 3, 4, 5, 6, 8

Year 11 Careers Overview 2021/2022			
Term	Activity	Gatsby Benchmark	Date
Autumn Term (1)	<ul style="list-style-type: none"> South Devon College Assembly 	7, 5	28 September (WRC) 29 September (BRC)
	<ul style="list-style-type: none"> PSHE Lessons: Building for the Future (self-efficiency, stress management, future opportunities), Next Steps (application Processes, skills for further education, employment and career progression) 	1, 2, 4, 7	
	<ul style="list-style-type: none"> Year 11 Taster Days at SDC 		11, 13, 14, 19 October
	<ul style="list-style-type: none"> Future intentions Assembly 	7	14 September (WRC) 29 September (BRC)
Autumn Term (2)	<ul style="list-style-type: none"> PSHE: developing skills and aspirations (Careers, teamwork, raising aspirations and enterprise skills) 	1, 2, 4	
	<ul style="list-style-type: none"> Parents' Evening appointments 	3, 8	9 December
	<ul style="list-style-type: none"> UCFB and Workshops for Sport students 	2, 3, 4, 5, 7	TBC
	<ul style="list-style-type: none"> 1-1 careers appointments for LAC/ECHP pupils/ at risk of becoming NEET with CSW Adviser 	3, 8	13 January (WRC) 24 January (BRC)
	<ul style="list-style-type: none"> Exeter College Assembly 	2, 5, 7	23 November (BRC) 24 November (WRC)
	<ul style="list-style-type: none"> Mock Interview Day 	3, 5, 8	13 December (BRC) 15 December (WRC)
	<ul style="list-style-type: none"> Guess the Job Assembly 	3, 5, 8	13 December (BRC) 15 December (WRC)
	<ul style="list-style-type: none"> College Application Lunchtime drop-ins 	7, 8, 3	

Spring Term (1)	<ul style="list-style-type: none"> National Apprenticeship Week (to include Assembly from SDC) 	1, 2, 4, 5, 7	7 – 11 February
	<ul style="list-style-type: none"> Destination intentions data collection/1:1 College meetings 	3	TBC
	<ul style="list-style-type: none"> Email/phone call home asking if need a 1:1 College meeting 	3, 8	TBC
	<ul style="list-style-type: none"> Personalised Learning provision student visits to FE institutions 	3, 7, 8	3 March
	<ul style="list-style-type: none"> KS3/4 House Assemblies – HE Poster activity 	2, 7	7 – 9 March
Spring Term (2)	<ul style="list-style-type: none"> PSHE: Independence (responsible choices and safety in independent context) 	1, 2, 4, 7	
	<ul style="list-style-type: none"> National Careers Week 	3, 2, 7	7 – 11 March

Summer Term (1)	<ul style="list-style-type: none"> Record of Achievement paperwork preparation 	8, 4	
	<ul style="list-style-type: none"> ROA celebration day (Alumni as guest speaker) 	5, 2	
Summer Term (2)			

All Year Round	<ul style="list-style-type: none"> Displays 	1, 2
	<ul style="list-style-type: none"> Careers Hub 	1, 2, 3, 4, 6, 7
	<ul style="list-style-type: none"> Dedicated Careers literature point in Libraries 	1, 2, 3
	<ul style="list-style-type: none"> After School Drop-ins 	3, 8
	<ul style="list-style-type: none"> Email Correspondence 	8
	<ul style="list-style-type: none"> External Review of provision 	1, 3
	<ul style="list-style-type: none"> Regular Careers Newsletter 	1, 2, 4, 5, 7
	<ul style="list-style-type: none"> Virtual Work Experience 	2, 3, 4, 5, 6, 8