



Careers Education, Information, Advice and Guidance Policy

Published: November 2025	Next review: November 2026	Statutory/non: Non-statutory	Lead: James Parker, Careers Lead
Associated documents:			
The Equality Act 2010			
Links to:			
Equal Opportunities SEND Policy Provider Access Policy Safeguarding Policy			

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How this policy reflects our Christian vision ('Life in all its fullness' John 10:10)

As an academy we are committed to providing all our students with appropriate careers education, advice and guidance to help them prepare for the next stages of their lives in line with our vision.

Introduction

A young person's career is their pathway through learning and work. All young people are entitled to a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

The National Church of England Academy is committed to providing a planned programme of careers education, information and guidance for all students in years 7-13 in partnership with appropriate external providers. To achieve this, we use the Gatsby Benchmarks to develop and improve our careers provision.

This policy was developed and is reviewed annually through discussions with teaching staff, students, parents, governors, advisory staff and other external partners.

Objectives

The careers programme is designed to meet the needs of students at The National Academy. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to careers education, information and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and inclusion.

Students' Entitlement to CEIAG

- Throughout key stages 3 and 4, in Personal Development (PD) lessons, students will be able to learn about, and reflect on, their own skills and qualities and how these relate to specific careers and jobs.
- Students will have opportunities to research careers by using individual Unifrog logins.

- Students will be able to use the Careers Library to access careers information or discuss their plans with the CEIAG Lead or Careers Advisor at break times or after school.
- Students across all year groups will take part in meaningful encounters with external employers during assemblies, presentations and workshops.
- Students will be supported in making decisions for their options choices in year 9, year 11 and year 13, which includes attending the school's Options evenings.
- Year 9 transition will be supported with a group careers meeting with the Careers Advisor.
- In year 10 students will be guided through how to construct professional correspondence, including writing a letter and a CV, in PD lessons and take part in a mock interview.
- Students in KS3 and KS4 will have meaningful experiences of workplaces.
- Year 10 and 11 students will have the opportunity for an in-depth careers interview with a Careers Advisor.
- Year 12 students will all take part in work experience.
- Students across all year groups will take part in a whole school Careers Week, whereby all subject lessons will focus on careers and education guidance in that field.
- Key Stage 3 students are welcome to make an appointment to discuss further education and career plans with the CEIAG Lead.
- Guidance and support will also be provided throughout the year by tutors and subject teachers.

Implementation

The CEIAG Lead is responsible for all Careers and Further Education Guidance across the Academy. The CEIAG Lead works closely with the Head of Social Sciences and is responsible to an Assistant Headteacher. Student guidance is managed and led through the Careers Advisor. Work experience is planned and implemented by the CEIAG Lead with administrative support.

All members of staff are expected to contribute to the careers education, information and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the CEIAG Lead in consultation with the Head of Social Sciences. A dedicated Social Sciences team, delivers careers education lessons to all students from Year 7 to Year 11 during PD lessons. Specialist careers guidance is provided by external providers when required. The CEIAG Lead, alongside the Head of Sixth Form and the team of 6th Form Tutors, is responsible for careers education and guidance in year 12 and 13. Careers information, including prospectuses and leaflets, is available in the Careers Resources Library and the 6th Form Centre, which is regularly updated and maintained by the CEIAG Lead.

The careers programme consists of off-site visits to workplaces and places of higher education, assemblies delivered by external providers, as well as workshops and practical presentations from a variety of businesses and industries. The academy's very own Careers Week takes place in which all subjects deliver a series of careers related lesson content in all year groups.

Funding for careers education, information, advice and guidance is allocated in the annual budget planning round. Funding for developments in the school's improvement plan is considered in the context of whole school priorities.

The training and support needs of staff involved in coordinating, delivering and supporting CEIAG are identified and met through a continuing professional development (CPD) programme. Staff training needs are also identified. The school endeavours to meet identified training needs within a reasonable period.

Review

The CEIAG programme is reviewed annually by the CEIAG Lead using the local quality standards for CEIAG and the Gatsby Benchmarks to identify desirable improvements. Evaluations are carried out as necessary to assist planning.