



**Avonbourne Boys' & Girls' Academies**

The best in everyone™

Part of United Learning

# **Careers Education, Information, Advice and Guidance (CEIAG) Policy 2025-2026**

## Careers Education, Information, Advice and Guidance Policy

The following policy has been developed in response to the DfE statutory guidance 'Careers guidance and access for education and training providers' September 2025.

### Avonbourne Academy Careers Programme Overview 2025-26



#### Vision Statement

To develop young people who are aware of all opportunities available to them and have the necessary skills, qualifications and support needed to archive their goals, no matter their background.

Contact: James Goldsmith

Email: [careers@avonbourneacademy.org.uk](mailto:careers@avonbourneacademy.org.uk)

Telephone: 01202 398451

#### Learning Outcomes

##### Year 13

###### Apply

- ✓ Students can apply for a range of opportunities that they know will work towards their career aspirations

##### Year 12

###### Discover

- ✓ Students find out about all post 18 options
- ✓ They complete work experiences that compliments their needs.

##### Year 11

###### Decide

- ✓ Students are supported in making decision and applications for their post 16 choices.
- ✓ They are educated in life after school.

##### Year 10

###### Develop

- ✓ Students are given a range of experiences to develop their employment skills
- ✓ They are further exposed to post 16 options available to them.

##### Year 9

###### Explore

- ✓ Students are supported in making choices about their GCSE options
- ✓ They are taught about all pathways post 16

##### Year 8

###### Inform

- ✓ Students become aware of their future options
- ✓ Discover information about specific careers pathways and employability skills

##### Year 7

###### Inspire

- ✓ Students are exposed to a wide variety of career options.
- ✓ They develop their aspirations to pursue their dream career.

#### Key Events and Experiences

##### Year 13

- University Visits
- Personal careers interview
- Next step application support

##### Year 12

- Work Experience
- UCAS Discovery exhibitions

##### Year 11

- Alternate providers careers Fair
- Personal careers interview
- Next step application support

##### Year 10

- Work Experience
- Personal careers interview

##### Year 9

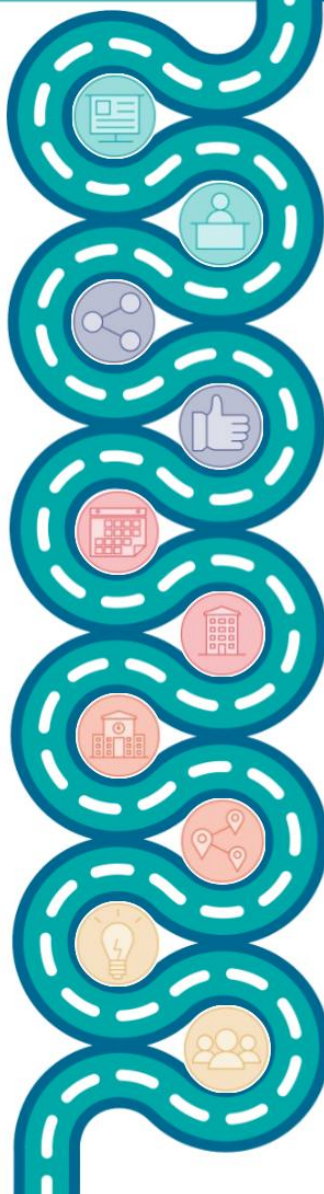
- Interview skills workshop
- Options support

##### Year 8

- University visit

##### Year 7

- Enterprise challenge



Inspiring and preparing young people for the world of work.

The aim of this policy is to ensure that standards and resources are well-defined and in place. In turn this will provide a secure platform from which Careers Education, Information, Advice and Guidance (CEIAG) is delivered to all students.

Avonbourne Academy's provider access policy, which sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer, can be found on our website. This also complies with the school's legal obligations under Section 42B of the Education Act 1997. All contact information can be found on this policy as well as at the bottom of this document.

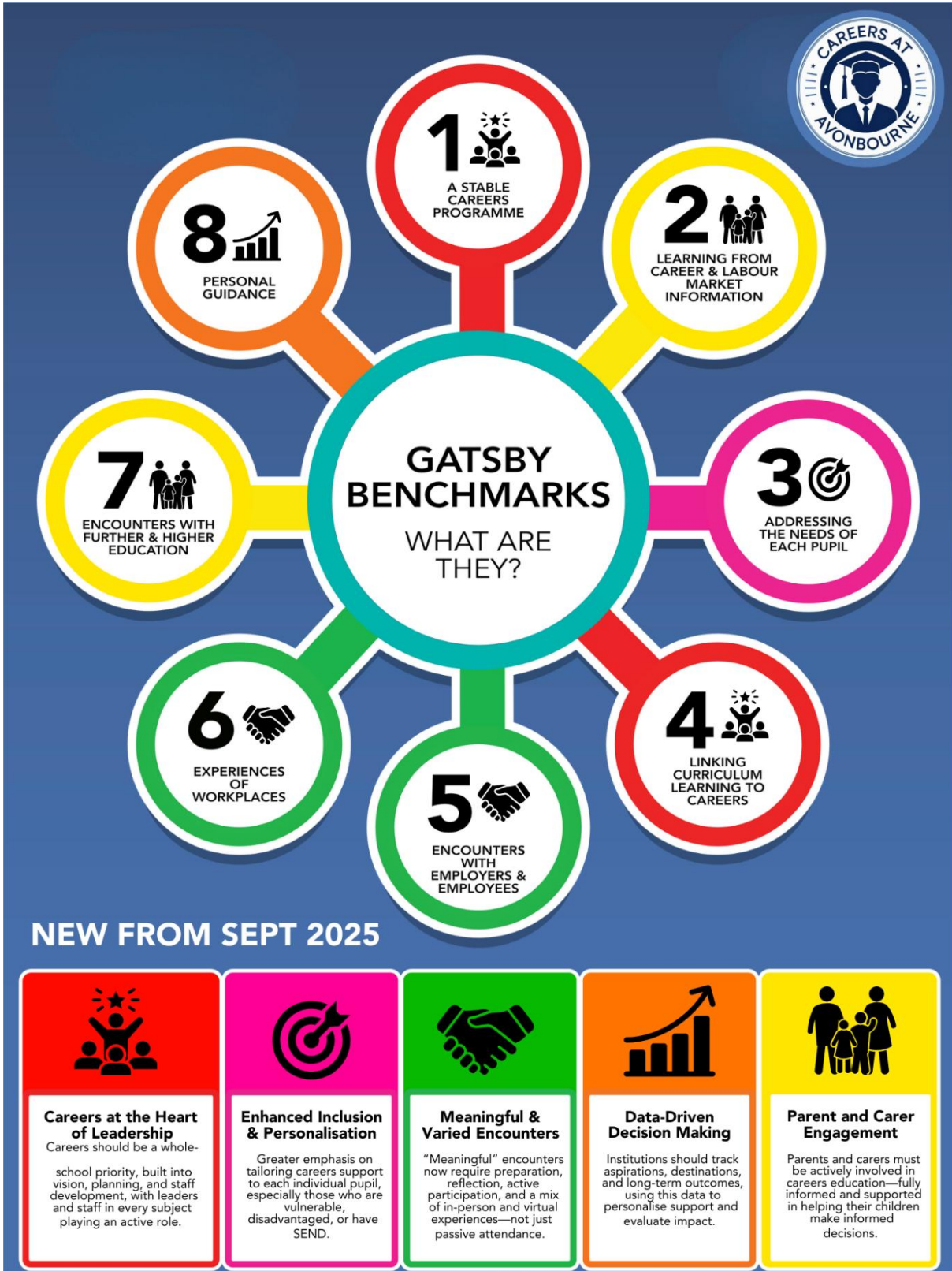
We are committed to meeting national and local expectations in relation to careers by securing independent and impartial careers guidance for students in Year 9 – Year 13 as required by the Education Act 1997 and fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics.

In particular, we are committed to ensuring that students in Years 8-13:

- 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 (when they choose their options - between key stages)
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- Understand how to make applications for the full range of academic and technical courses
- Benefit from impartial and accurate careers advice and information

The policy for CEIAG supports and is itself underpinned by a range of key priorities and best practice, including the eight Gatsby benchmarks which were devised from their international careers survey in 2014 as what good, quality, impartial CEIAG should look like.

The eight Gatsby benchmarks are:



Avonbourne Boys' & Girls' Academies  
The best in everyone™  
Part of United Learning



## **Rationale**

Careers Education, Information, Advice and Guidance across Avonbourne Boys' & Girls' Academies and United Sixth Form should provide a foundation for pupils to move not only in to further or higher education, vocational training or employment, but to the next stage of their development as citizens. We wish our students to move onto their 'Next Steps' having developed the key employability and enterprise skills which are highly valued by employers, colleges and universities.

By working with key stakeholders, our aim is for every child to fulfil their potential and be inspired to achieve a successful future, develop high aspirations and be ambitious. It is with this objective that our CEIAG policy has been developed. We are committed to providing a planned programme of high quality to all students and recognise the important role that careers education/work-related learning plays in:

- Preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- Empowering young people to plan and manage their own futures
- Contributing to strategies for raising achievement, especially by increasing motivation
- Raising aspirations and inspiring young people to achieve their full potential
- Developing core competencies, such as communication, resilience, team working, problem solving and personal management
- Promoting equality, diversity, social mobility and challenging stereotypes

## **Aims & Objectives**

The academy's ambition is to ensure that all students leave equipped with the relevant skills and knowledge required to successfully support their entry to the next stage of their development. To this end, our CEIAG programme has three main aims:

- Self-Development – enabling students to understand themselves, their strengths and the influences on them, acquiring the core competencies and skills necessary to enable them to access a range of opportunities
- Career Exploration – investigation of opportunities in learning and work, understanding the changing world of work and labour market information
- Career Management – developing skills enabling them to make and adjust plans and to manage change and transitions

The taught curriculum is supported by a comprehensive programme of organised activities. Careers guidance focuses on the specific needs of individual students. The Academy's aim is to provide current and relevant information, in an impartial, confidential and differentiated manner, to enable each student to make well-informed decisions about their future.

## **Leadership and Management**

Avonbourne Boys' & Girls' Academy and United Sixth Form CEIAG is planned, delivered, monitored and evaluated by the Careers Lead.

The work is supported by the following staff:

- Vice Principal with overall responsibility for CEIAG (Careers Lead)
- Careers Advisor providing personal guidance
- Heads of Year
- SENDCO



- CEIAG Link Governor
- Form tutors and Subject teachers
- Subject Careers leads

## Provision

The CEIAG programme is designed to meet the needs of students at different stages of their schooling. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Curriculum areas also provide subject specific activities as appropriate.

In addition to this, the following is made available:

- The programme is blended to incorporate teacher led learning through form time and distant learning tasks set through the Unifrog platform
- Careers guidance delivered by the Careers Advisor. All students are able to access this support, though the initial focus is upon those students are at the imminent point of school transition i.e. Year 11 and 13 students
- The Careers Hub a space centrally located for students to seek out support
- Regular visits from employers/higher education establishments
- Opportunities for students to gain skills and engage with employers regularly shared via the parental bulletin found on our Careers page of the website
- Bespoke workshops with organisations to support students
- As part of the PSHE programme

## Resources

The Academies have invested in the Unifrog careers platform. This provides up to date market guidance as well as access to university and apprenticeship applications.

The Academies work closely with the Southern Universities Network (SUN). SUN are able to provide additional funding for students who live in postcodes where historical data shows a low number of students go on to study at university and pursue graduate careers. Funds are used to increase access to opportunities outside of the curriculum offer; for example, subsidizing costs to attend the annual BCP Careers & Apprenticeships show at the BIC.

The Academies have an employed Careers Advisor who delivers personal careers advice and guidance to students. All students are able to access this support, though the initial focus is upon those students are at the imminent point of school transition i.e., Year 11 and 13 students.

Funding is allocated in the annual budget. Sources of external funding are actively sought. Physical resources are updated annually as well as new digital resources purchased as and when required.

United Sixth Form students have access to the UCAS website extensively for higher education research and application submission.

## **Staff Training and Professional Development**

The following ways are used to support staff understanding of the Careers programme:

- Staff receive training on how to use the Unifrog careers platform, which enables them to deliver careers activities and offer guidance to their tutees, as well as track their progress
- The Careers Lead regularly attends careers meetings/networking events as well as industry specific events in order to ensure they are up to date with industry and labour market information
- Key information regarding the Careers programme is shared with staff through the weekly Principal's Update
- The Careers Lead regularly meets with the Subject Careers Leads from each department to increase awareness of subject specific careers information and ensuring this is implemented across departments
- National qualifications are supported by the Academies for key Careers staff, for example the QCF Diploma in Careers Guidance and Development and Teach First Careers Leader Programme
- United Learning Trust support through the National Careers Lead visits and conferences.

## **Monitoring, Review and Evaluation**

The Careers Lead is responsible for overseeing the monitoring, review and evaluation of the programme. Activities that form part of the CEIAG programme are evaluated and information is used to inform planning for the next year. Evaluation focuses on how effective the event/activity has been in helping students to achieve the intended learning outcomes. This draws information from a number of sources including:

- Regular meetings with the Careers Advisor
- Evaluation of activities as and when they happen for one off activities
- Use of Compass+ to monitor Gatsby Benchmarks
- Evaluation of on-going activities at the end of the academic year
- Information on intended destinations for year 11 and 13 learners
- Publish destination data
- Annual Survey by UL with parents/staff and students
- Use of Aspirations Platform to monitor student voice
- Visits from UL Careers Lead with feedback given

## **Partnerships and Service Level Agreement**

The CEIAG programme is greatly enhanced through our links with a number of partners. We constantly strive to expand and improve our links with employers and other local organisations.

Partnerships agreements and Service Level Agreements are reviewed annually.

The academy has relationships with a wide range of business from different industries; and these are reviewed annually, and new partnerships are constantly being sought.

Businesses that currently do not have a link with the academy but wish to form one, are encouraged to do so. For further information please see the 'Application for Provider Access' found at the bottom of this document.

### **Engaging Parents/Carers/Alumni**

Parents/Carers are vital to students understanding of career choices and the decisions they make. We provide all parents/carers with up-to-date information on choices at KS4, KS5 and post 18 through our website via our Bulletin as well as regular features in Academy Newsletters.

The academy's and MATs Alumni Programme is being developed currently and aims to create strong links with former students and staff to enable them to support careers provision in the future. If a former student or member of staff wishes to join the Avonbourne Academies and United Sixth Form Alumni Programme, please contact James Goldsmith, Vice Principal and Careers Lead.

### **Premises and Facilities**

The academy makes classrooms, lecture halls or private meeting rooms available for discussions between the provider and students, as appropriate and will have a dedicated Careers Hub. The academy also makes available AV and other specialist equipment to support provider presentations. This is all discussed and agreed in advance of the visit with the Careers Lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Hub or in the Sixth Form study room.

### **Application for Provider Access Requests**

This section sets out the academy's arrangements for managing the access of providers to pupils at the academy for the purpose of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42B of the Education Act 1997.

#### **Pupil entitlement**

All pupils in Years 8-13 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 – through options events, assemblies and group discussions and taster events
- To understand how to make applications for the full range of academic and technical courses


### **Management of Provider Access Requests**

A provider wishing to request access should contact James Goldsmith (Vice Principal) or Hilary Pether (Careers Advisor). Telephone: 01202 398451 Email:

[James.Goldsmith@avonbourneacademy.org.uk](mailto:James.Goldsmith@avonbourneacademy.org.uk)

[Hilary.Pether@avonbourneacademy.org.uk](mailto:Hilary.Pether@avonbourneacademy.org.uk)



Date of Review	Autumn 2025	Review Period	1 Year
Type of Policy	Statutory	Policy Owner	James Goldsmith 
Next Review Date	Autumn 2026	Approval by LGB	10 <sup>th</sup> December 2025