



The Sutton Academy

Careers Education, Information, Advice and Guidance (CEIAG) Development Policy

Status	Non-Statutory
Responsible Trustees' Committee	ALT
Date last approved by TB	Not Applicable
Responsible Person	Mrs C Sidhu
To Review Date	November 2026
Last Amended Date	November 2024

1. Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 13 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

We aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Through careers education and guidance, it is hoped that pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

From joining us in Year 7, we track each students' careers guidance to ensure we are meeting the eight Gatsby Bench Marks as set out in the Gatsby Report. Our careers strategy is measured against the Compass Careers Benchmark Tool and informed by the area's latest Labour Market Statistics.

We regularly work in partnership with a range of external providers to ensure that our programme is inspiring, current and diverse. Throughout their time at The Sutton Academy, all students are offered valuable meetings with a range of employers and industry professionals. These encounters take place during the school day and as part of our additional offering. Opportunities are varied and tailored to suit individuals' needs and interests.

Career provision is also delivered discretely within the curriculum and students have access to a range of careers links both in lesson time and after school, in extra-curricular clubs. In order to best prepare them for their next steps, all students are offered a university visit to give them greater insight into higher education and to immerse them in student life.

Our aim is to ensure that, by Year 11, our students have received a varied and meaningful range of guidance and encounters which have aided them in making informed decisions about their futures. Students are able to offer their opinion on the careers provision they receive through student voice and regular surveys that are collated to inform our ever-growing careers provision.

In particular we intend our students will:

- develop a broad understanding of the world of work and an ability to respond to changing opportunities
- develop independent research skills so that they can make good use of information and guidance
- develop and use their self-knowledge when thinking about and making choices
- develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition

We recognise that the process of making career decisions is a lengthy one and that most of our pupils will make their final choices only after completing their higher education course.

2 Commitment

The Sutton Academy is committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) across all Key Stages and Work Related Learning (WRL) in Key Stage 5.

The Sutton Academy is guided by the principles of impartial careers education and the associated statutory guidance including the 'Careers Guidance and Inspiration in Schools' document (April 2017) and the Equalities Duties as they apply to CEIAG/WRL (Equality Act, 2010).

The academy regularly reviews the CIAG provision and its progress against The Gatsby Benchmark Guidelines.

Careers are also promoted through enrichment clubs such as STEM club and Journalism club are included in our extra-curricular offering. Our wide range of activities also promote the development of transferable skills such as teamwork, organisation and communication; attributes crucial to the workplace.

Additional events and opportunities are arranged during National Careers Week and in key points during the year; this allows students to further link their learning to the next steps they might need to take toward their career.

Our designated Careers Advisor from Careers Connect holds drop in sessions on Thursdays and Fridays and students are offered a range of 1:1 and small group careers advice meetings. Both the Academy Careers Lead and the Careers Advisor are available at Options Evenings and Partnership Evenings to consult with parents, guardians and students.

3 Development

This policy was developed and is reviewed biennially by the Careers Development Leader and the related Vice Principal. It is conducted in discussion with teaching staff; the academy's Career Connect personal and careers adviser(s), students, parents, Trustees, advisory staff and other external partners (e.g. the 14-19 Partnership).

4 Links to Other Policies

The policy for CEIAG/WRL supports and is itself underpinned by the academy's annual development plan and a range of key policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHCE Education, enterprise, financial capability, equal opportunities and diversity, and disadvantaged students. This policy is also supported by the Provider Access Legislation Policy which can also be found on the academy website.

5. Entitlement

Students are entitled to CEIAG/WRL which meets professional and ethical standards of practice and which is person-centred, impartial and confidential. The Sutton Academy's CEIAG/WRL programme is integrated into students' experience of the whole curriculum and is based on a partnership with students and their parents or carers. The programme should raise aspirations and broaden horizons, challenge stereotyping and promote equality and diversity.

The careers policy and programme at The Sutton Academy also applies the Baker clause. This is an amendment to the Technical and Further Education Act 2017, it stipulates that schools must allow colleges and training providers access to every student in Years 8-13 to discuss non-academic routes that are available to them.

All students in their final year of KS4 and KS5 will have access to a minimum of one 1:1 careers appointment with a Level 5 qualified Careers Advisor.

6. Leadership

The academy has a designated Careers Development Leader who, in partnership with all stakeholders, is responsible for the planning and delivery of the CEIAG programme. The role is far reaching and requires a considerable amount of subject specific knowledge, the ability to liaise with members of staff of all levels, parents and organisations and people outside of the Academy.

Similarly, the line manager for CEIAG is required to liaise and plan in collaboration with the Careers Development Leader to ensure a wide and diverse offering.

It also requires many attributes and abilities such as:-

- Ability to keep up to date with CEIAG/WRL policy at national level
- The ability to review progress against the Gatsby Benchmarks
- The ability to tailor the curriculum to the needs of the current cohorts
- The management of teams such as tutor or subject team
- The oversight of the provision for information relevant to WRL and career progression
- The oversight and preparation for work experience
- The oversight of the work of the Academy's designated careers advisor

7. Staffing

All staff contribute to CEIAG/WRL through their roles as tutors and subject teachers. Some specialist sessions are delivered by external providers. The CEIAG/WRL programme is planned, monitored and evaluated by the Careers Development Leader and WRL in consultation with the Career Connect personal adviser who provides specialist careers IAG.

8. Curriculum

The careers programme includes:

- Specific careers education activities (careers lessons, assemblies, careers learning embedded in subjects)
- Signposted careers IAG activities (group work and individual interviews)
- Events and enrichment activities
- An offering which meets the Gatsby Benchmarks

9 Monitoring, review and evaluation

The Partnership Agreement with Careers Connect is reviewed annually. The programme is reviewed annually by the CEIAG Line Manager, Careers Development Leader and the personal adviser using the local quality standards for CEIAG/WRL to identify areas for improvement. Students are actively involved in the planning, delivery and evaluation of activities through pupil voice and focus groups.

Evidence is fed into The Sutton Academy self-evaluation process and a report from the Compass bench marking tool is submitted to the senior leadership team and the trustees. Action research evaluation of different aspects of CEIAG/WRL is undertaken regularly.