



ST GEORGE'S ACADEMY

CAREERS EDUCATION POLICY

St George's Academy aims to help all students fulfil their potential and experience success through an educational environment which responds to individual needs and stimulates and challenges each and every student. Careers education, information, advice and guidance is accorded a high priority, setting goals, showing initiative, using information and guidance, making plans and decisions, using presentation and negotiation skills and coping with transition into a career pathway.

1. Aims

- 1.1. St George's Academy ("the academy") aims to support the aspirations of all learners through the provision of The Careers Education, Information, Advice and Guidance (CEIAG) programme across the academy.
- 1.2. The CEIAG programme aims to equip students with the skills they need to make well informed and realistic decisions regarding their career pathway.
- 1.3. This policy will set out the provision of unbiased and impartial careers information, advice and guidance for all learners. It also includes the way in which parents, staff and employers can access information about the provision within the academy.
- 1.4. High-quality careers provision is imperative for learners futures and through the CEIAG programme students will:
 - Develop a positive self-image, in relation to future learning and work roles, and which is based on an accurate assessment of abilities and aptitudes
 - Acquire a sound understanding of the range of opportunities available through learning and work, and of career progression structures
 - Raise aspirations and develop skills to form and implement effective decisions and a reflective approach to learning from experience
- 1.5. Objectives and outcomes are based on the [CDI Framework /Gatsby benchmarks](#) and working towards the [Quality in Careers Standard Award](#). The academy will also uphold the Provider Access Legislation (PAL). These are reviewed and amended regularly to ensure that they meet learner needs. All amendments are communicated to all Personal, Social, Health and Economic Education (PSHE) tutors, learners, parents, employers and any further stakeholders of the CEIAG programme.

2. Scope and Scale

- 2.1. The careers education and guidance entitlement at St George's Academy consists of five elements, which all together provide a coherent and progressive programme for all students at each stage of their career:
 - An embedded careers education programme
 - Opportunities for experience of workplaces/environments
 - Careers information
 - Independent guidance
 - Impartial education of future career options
- a. This policy covers the Careers Education, Information, Advice and Guidance given to all pupils in Key Stages 3, 4 and 5 and is based on the Department for Education's (DfE's) statutory guidance. [Careers guidance and access for education and training providers - GOV.UK](#)



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- b. This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on 1 January 2023. It explains that the academy must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our provider access policy (PAL) statement – see Appendix A, which you can find on our website.
- c. This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997.
- d. All members of staff within the academy are expected to be aware of this policy and understand the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of pupils and promote these within their subject specialisms.
- e. It is important that the learners leave the academy aware of themselves as individuals with a clear understanding of the opportunities open to them and be equipped with the tools needed to make informed career pathway decisions. They should have resilience to make the transition from full time education to the world beyond. It is these personal and social development characteristics that this policy will contribute to.

3. Roles and Responsibilities

3.1. The Careers leader for St George's Academy is Sophie Macdonald. She can be contacted by phoning 01529 302487 or by emailing sophie.macdonald@st-georges-academy.org. The Head of CEIAG has the responsibility to:

- Take responsibility for developing, running and reporting on the academy's careers programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including special educational needs coordinator (SENCO) and careers adviser, to identify the guidance needs of all of learners with special educational needs and/or disabilities (SEND), young carers and those who are economically disadvantaged and put in place personalised support and transition plans as appropriate
- Work with academy's designated teacher for children in care (CIC) and previously CIC to:
 - Make sure they know which learners are in care or are care leavers
 - Understand their additional support needs
 - Make sure that, for LAC, their personal education plan can help inform careers advice

3.2 The Head of CEIAG is supported by Careers Officer, Donna Jarvis. She can be contacted on 01529 302487 or by emailing donna.jarvis@st-georges-academy.org. The Careers Team is supported by an SLT link, Seb Mann. Our SLT link will ensure that they:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure the academy careers leaders are allocated sufficient time, and have the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to learners in years 8 to 13 about technical education qualifications and apprenticeships, and set out arrangements for this in their provider access policy statement
- Network with employers, education and training providers, and other careers organisations



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3.3 The Governing Board are also here to support the CEIAG programme. They will:

- Provide clear advice and guidance on which the academy can base a strategic careers plan which meets legal and contractual requirements
- Appoint a member of the local governing board who will take a strategic interest in careers education and encourage employer engagement in the academy. This member should also act as a critical friend when the school evaluates its CEIAG offer through the [Independent Leadership Review model](#).
- Make sure independent careers guidance is provided to all learners throughout their secondary education (11 to 18-year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of learners.
- Make sure that a range of education and training providers can access learners in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships
- Make sure that details of the academy's careers programme and the name of the career's leader are published on the academy's website
- Make sure that arrangements are in place for the academy to meet the legal requirements of the provider access legislation (PAL_ including publishing a provider access policy statement which is available to view on the academy's website

4. Careers Programme

4.1 Careers education is delivered as part of the Personal, Social and Health Education and Citizenship programme for students in Years 7-13. Learners receive one lesson per week throughout the year, delivered by form tutors which encompasses careers related learning. Learners also have access to Unifrog – an online careers platform from Year 7. The Careers Team is available to all learners to be used during free periods and at break and lunchtimes to continue their career exploration. Visiting groups, trips, employer encounters, careers events and external speakers enhance the programme for Years 7-13. Learners also have opportunity to have impartial careers guidance meetings with a L6 qualified Careers Advisor. These can take place on a one to one basis, in small groups – on MS Teams or in person throughout the academic year. In Year 12 and 13, students receive careers education as part of the tutorial programme delivered by form tutors. The programme has been developed to meet the expectations set out by the CDI and Gatsby Framework. The programme does not show bias towards a particular pathway and promotes a full range of post 16 and post 18 pathways to all learners.



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4.2 An overview of the Careers Programme is as follows:

	Autumn Term	Spring Term	Summer Term
Key Stage 3	Meet our local college and training provider event Meetings with careers advisor Unifrog Competition Ask the Experts	Year 8 Options Evening Ask the Experts National Careers Challenge Subject Insight Sessions Meetings with careers advisor	Ask the Experts Meetings with careers advisor
Key Stage 4	Meet our local college and training provider event Meetings with careers advisor Post 16 Applications Linc Higher sessions Ask the Experts	HE Event Employability Fair Meetings with careers advisor Linc Higher sessions Ask the Experts	Meetings with careers advisor Confirmation of post-16 education destinations for all students Futures Week for FE providers, local businesses and Apprenticeship organisations Ask the Experts
Key Stage 5	Meet our local college and training provider event Meetings with careers advisor post-18 assembly – higher and degree apprenticeships University Outreach sessions Ask the Experts	HE Event Employability Fair Meetings with careers advisor Ask the Experts University Outreach sessions	Meetings with careers advisor Confirmation of post-18 education destinations for all students University / Apprenticeship Campus visits Year 12 Work Experience University Outreach sessions Ask the Experts

5. Experiences of Workplaces

5.1 The Careers programmes includes opportunities for learners to engage in experiences of the workplace. Year 12 are provided with opportunity to engage in 1 week of work experience, either face to face, virtual or a hybrid. The aim of Year 12 work experience is to enrich learners understanding of the world of work. The Unifrog Placement



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Tool will be used carry out the comprehensive details required, for all work placements. This will be checked and monitored by the Careers Teams throughout the process. Parents/Carers will also be kept informed of the work experience setting through the Unifrog placement tool.

5.2 The Careers programme includes planned encounters with employers and employees, as well as experiences of workplaces as part of the KS3 and KS4 programme. These activities will enable learners to engage in a range of activities that relate to the skills and characteristics that are required for the world of work. Learners will gain first-hand experience through exploration

6. Monitoring, Review and Evaluation

6.1 This policy (information and implementation included) will be monitored by the necessary parties (Head of CEIAG, SLT and Governors) and reviewed annually. Learner engagement and Health & Safety during Year 12 work experience is monitored by the Careers Team. Parents are welcome to give feedback on any aspect of the career's education and guidance programme to the Careers Team via email or letter. Destinations of students at the end of Year 11, 12 and 13 are used to inform the development of the careers education and guidance entitlement. Systematic planned evaluation takes place on a rolling basis by the Head of CEIAG.



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Appendix A – Provider Access Policy

1. Introduction

This policy statement sets out the Academy's arrangements for managing the access of providers to students 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.

2. Student Entitlement

All students in Year 7 to 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
- 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

3. Management of Provider Access Requests Procedure

A provider wishing to request access should contact Mrs Sophie Macdonald, Head of CEIAG via email: careersoffice@st-georges-academy.org.



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4. Opportunities for Access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Key Stage 3	Meet our local college and training provider event Meetings with careers advisor Unifrog Competition Ask the Experts	Year 8 Options Evening Ask the Experts National Careers Challenge Subject Insight Sessions Meetings with careers advisor	Ask the Experts Meetings with careers advisor
Key Stage 4	Meet our local college and training provider event Meetings with careers advisor Post 16 Applications Linc Higher sessions Ask the Experts	HE Event Employability Fair Meetings with careers advisor Linc Higher sessions Ask the Experts	Meetings with careers advisor Confirmation of post-16 education destinations for all students Futures Week for FE providers, local businesses and Apprenticeship organisations Ask the Experts
Key Stage 5	Meet our local college and training provider event Meetings with careers advisor post-18 assembly – higher and degree apprenticeships University Outreach sessions Ask the Experts	HE Event Employability Fair Meetings with careers advisor Ask the Experts University Outreach sessions	Meetings with careers advisor Confirmation of post-18 education destinations for all students University / Apprenticeship Campus visits Year 12 Work Experience University Outreach sessions Ask the Experts

Please speak to our Careers Leader to identify the most suitable opportunity for you.




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5. Premises and Facilities

The Academy will make the main hall, auditorium, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy will also make available audio/video (AV) and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Office or Academy Library, which is managed by the Academy librarian. The Resource Centre is available to all students at lunch and break times.

Policy Developed by: Sophie Macdonald, Head of CEIAG	
Date Adopted: July 2025	
Reviewing Committee: Teaching and Learning	
Frequency of Review: 1 Year	
Date last reviewed: July 2025	
To be reviewed by: July 2026	
Name S. Arnold	Signature 
Committee: Co-chair of Governors	