



Accrington Academy

CIAEG Policy

Last reviewed	September 2025
Review frequency	Annually
Review date	September 2026
Person responsible	Hannah Gregory
Level of Approval	Principal - September 2025

The Accrington Academy careers education programme provides our students with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Context

We provide all students throughout their time at Accrington Academy appropriate advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

The Academy is committed to providing all students in Years 7-11 with a careers programme which has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and Labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

Aim

We aim to support students to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

Objectives

To ensure that students:

- develop the skills and attitudes necessary for success in adult and working life
- are aware of the range of opportunities which are realistically available to them in continued education and training at 14+ and 16+
- are equipped with the necessary decision-making skills to manage those same transitions
- develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey
- benefit from links fostered between the school, local businesses and further education establishments
- wherever possible leave the school to enter employment, further education or training
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and guidance to reach their potential, where this is necessary

Provider Access Legislation

Accrington Academy provides at least six encounters with approved providers of apprenticeships and technical education for all their students:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend

This legislation helps learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

Provision

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods;

- Explicit sessions provided within the curriculum for Years 7-9. Subjects have planned within the curriculum each half term a career, pathway routes, grades required, career information on one career that can be pursued within each subject area.
- All students in years 7-11 receive a careers drop down day where sessions are planned based on the year group and often include external providers and agencies to inform and upskill our students
- Year 9 students receive a guided choices interview prior to selecting their options as well as receiving an options evening where parents/students are supported through the process
- All year groups have exposure and access to external providers through lunch time drop in sessions throughout the year and additional assemblies to celebrate both National Careers Week and National Apprenticeship Week as well as guidance and information sharing assemblies for KS4.
- Careers information is available both in the careers hub, via our half termly Careers Bulletin and in tutor time
- Year 10 and 11 get information and guidance through "Careers Thursday" and "Future Friday" term time on a Thursday/Friday each week. As well as through drop down days and assemblies.
- All year 9 students receive a 3-2-1 careers interview prior to guided choices
- All year 9 receive an options assembly prior to the guided choices evening where subjects present to students
- All year 10 and 11 students provide a 1-2-1 CIAEG interview with a Level 6 Careers Advisor
- FE providers are present at parents evening at KS4

At Key Stage 3

The Careers programme at KS3 is delivered through a number of different channels including the PSHE curriculum, Career Days, External Trips and Assemblies. Students cover topics such as LMI information, Employability Skills and research careers of interest within PSHE.

Assemblies

Students receive key messages in assemblies from external providers such as Future U, local employers and FE providers. We have built close links with Accrington & Rossendale College, Burnley College and local employees who all deliver sessions throughout the year, Information is also given on pathway routes and qualifications available to them. We also use assemblies to celebrate National Careers Week and National Apprenticeship week.

Guided Choices Evening

In year 9 parents/carers are invited to a Guided Choices Evening where students receive more information on progression routes as well as receiving lots of support in preparation for making decisions around their KS4 option subjects. Students are given guidance on pathway and progression routes from their subject areas to support this process along with small group guidance interviews to discuss the process and pathway routes. In preparation for the evening the year 9 Careers Day is planned all around pathways, subjects, routes etc which provide students with the information required to make informed decisions about their future. On the evening we also have FE providers available for parents, carers and students to ask any questions should they need.

Careers in the Curriculum

Subjects have a career focus across all year groups each term specifically around careers in their subject areas that include, qualifications, job description, routes, grades needed and linking to Labour Market Information (LMI), careers available. KS4 receive this information once per half term. In addition, form tutors also cover careers in the curriculum via Careers Thursday (Y10) and Future Friday (Y11) tutor time.

At Key Stage 4

Students continue research into careers and pathways into the sixth form and higher education. They develop skills in CV, letter writing, presentations and interviews through drop down days, 1-2-1 CIAEG meetings and lunch time drop-in clinics. We run a CV writing support clinic as well as a number of lunchtime drop-in sessions from a wide number of providers, offering students a familiar environment to ask questions and receive information from local providers.

In year 10, Students complete a mock interview process alongside opportunities to meet with FE providers. Parents also receive guidance on how to support students. During term two, Year 10 Students will take part in work experience and will spend one week on placement. Students will be given time to speak and reflect on their experiences. Year 10 also receive a tutor periods each week focused on careers and their future and students will start to meet with our CIAEG advisor also.

Students will receive at least one interview with a Level 6 certified CIAEG advisor before leaving year 11. In year 11, students continue with their interviews with the CIAEG advisor, in addition students receive a sixth form taster day where they can experience life as a sixth form student and experience subjects. Students meet with the sixth form team to look at suitability of subject pathways. At the beginning of the year students will also have opportunities to meet with external agencies to gain further insight into education opportunities and apprenticeships when they leave the Academy.

Roles and responsibilities

All staff contribute to the implementation of this policy through their role as tutors and as subject specialists. Subject specialists embed careers into their subject area. A range of connections between higher education providers and employers are forged and developed to support the curriculum through KS3 and KS4.

Careers Information and Guidance Team:

Mrs. H Gregory- Director of Education with Character and CIAEG Lead

Mrs Gregory is the lead for Careers Information, Advice and Educational Guidance.

Email – hannah.gregory@accrington-academy.org

Miss C Ainsworth - Careers Advisor

Miss Ainsworth is our careers advisor from Changing Education. She is in school on a Wednesday and Friday to offer careers advice and guidance to students. Monitoring, Recording and Evaluation

Email – charlotte.ainsworth@accrington-academy.org

Built into the careers programme are opportunities for students to self-evaluate and reflect on their learning at key points, such as mock interviews during Year 10. Leavers' destination information is also analysed and we pride ourselves on this data.

Careers and SEND provision.

Every student with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team and Careers lead and advisor, where appropriate.

Students with SEND have an interview with the internal careers lead in Year 9, before the options process, to enable early identification of any necessary adaptations or interventions needed to support their career aspirations. Students can self-refer, and form tutors are also able to raise concerns. If current provision cannot fully address a student's additional need, advice will be sought from the National Careers Service.

The SEN team and Careers Advisor meets with parents/carers to discuss option suitability where the individual need is likely to have an impact on choices made during the option process. Students with SEND receive small group sessions, pre-college and application support and priority sessions with our CIAEG advisor.

SEND students also receive additional CIAEG in bespoke sessions run by our communication and language lead which provides an additional layer to the programme. We also plan tailored sessions for SEND students that involves FE providers coming into the Academy to lead sessions and meet students, talking them through the transition process as well as small group visits to FE providers so students can familiarise themselves with external providers, journey routes etc.

Partnerships

The CIAEG programme is greatly enhanced through links which help to ensure that students' learning is current and relevant. Several events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to students and/or their parents/carers. This involvement enhances the provision of careers talks, a careers fair and mock interviews. In addition, we work closely with universities and FE providers. We always strive to expand and improve our contacts. Governors are regularly updated on the careers programme.

Careers Entitlement

Students attending the school are, in their careers programme entitled to:

- Receive a stable careers programme from Year 7 that continues until they leave school.
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Receive personal advice that helps students to achieve their individual careers goal – whether this is higher education, an apprenticeship or employment.
- Be equipped with the necessary skills to prosper in HE and employment.
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst considering local job market information and relevant entry requirements.
- Receive up-to-date information about careers and skill-development opportunities.
- Understand how different subjects help keep different options open.
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs.
- Have meaningful and helpful encounters with employers and other education providers.

Students are expected to:

- Complete the Aspirations Programme

- Fully engage with careers lessons and activities
- Utilise the available careers resources, including the on-line Unifrog platform.
- Record careers-related skills, participation and research, reflect upon what has been learnt.
- Identify and set goals for the future.
- Actively participate in workshops, presentations and visits from external employers or providers.
- Attend informative events such as Guided Choices Evening and the Careers fair.
- Use study and research spaces such as the careers hub
- Take advantage of opportunities offered outside school, such as school trips and projects.

Parents are entitled to have:

- Access to links to the National Careers Service information and other independent websites and resources via the school website.
- The opportunity to contact the independent careers advisor and careers lead using the email addresses provided within this policy.
- Access to updates on information events and policies throughout the year via social media.
- Access to information and guidance through parent information evenings including choosing options, UCAS, work experience and student finance.