



Careers Education Information, Advice and
Guidance Policy

Author	T Coggan
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School Vision

- 1 Alderbrook School seeks to maximise the life chances of all of our young people and so it is crucial to prepare young people for life beyond school and college. The Board of Trustees have therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance.

Policy Scope

- 2 This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three, Four and Five. It also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. This policy has been reviewed in line with the DfE's May 2025 statutory guidance on careers guidance and provider access, issued under Section 45A of the Education Act 1997, and incorporates the updated Gatsby Benchmarks for Good Career Guidance. It also reflects the Education (Careers Guidance in Schools) Act 2022 and the expanded Baker Clause. The policy ensures that students in Years 8 to 13 receive at least six meaningful encounters with providers of technical education and apprenticeships.

Objectives

- Provide impartial and up to date careers guidance to all students from Year 7 to Year 13.
- Ensure all students have access to at least six meaningful encounters with providers of technical education and apprenticeships between Years 8 and 13.
- Deliver two personal guidance interviews: one by age 16 and another by age 18.
- Offer two weeks of meaningful work experience during Key Stages 3 and 4.
- Utilise digital platforms to support personalised careers guidance and track student progress.
- Ensure every student has at least one meaningful employer encounter per year from Year 7 onwards.
- Promote equality of opportunity and support for students with SEND and those from disadvantaged backgrounds.
- Engage parents and carers in the careers education process.
- Track and analyse student destinations to inform and improve CEIAG provision.

School Responsibilities

- All registered pupils at the school must receive independent careers advice in Years 7 to 13.
- Careers advice must be impartial and cover a range of education or training options.
- Ensure compliance with provider access legislation and publish a Provider Access Statement.
- Maintain accurate destination data and use it to inform and improve CEIAG provision.
- Guarantee two personal guidance sessions and two weeks of meaningful work experience.

Trustee Responsibilities

- Ensure the policy meets statutory requirements and is based on updated Gatsby Benchmarks.
- Monitor compliance with provider access legislation and six provider encounters.
- Assign a trustee with strategic interest in CEIAG and employer engagement.

Provider Access

- 3 All pupils in Years 8–13 are entitled to at least six meaningful encounters with providers of approved technical education qualifications or apprenticeships. A standalone Provider Access Statement will be published on the school website.

Monitoring, Evaluation and Review

- 4 Evaluation will include destination data analysis, student and parent feedback, and tracking of career readiness indicators to ensure continuous improvement.

Appendix 1: Gatsby Benchmarks (2025)

- A stable careers programme, embedded in school improvement plan and reviewed annually.
- Learning from career and labour market information. Accurate, up to date LMI for students and parents.
- Addressing the needs of each pupil. Personalised guidance and tracking of aspirations and destinations.
- Linking curriculum learning to careers. Subject teachers highlight relevance of learning to future careers.
- Encounters with employers and employees. At least one meaningful employer encounter per year.
- Experiences of workplaces. Two weeks of meaningful work experience during KS3 and KS4.
- Encounters with further and higher education. Opportunities to meet FE, HE and apprenticeship providers.

Personal guidance. Two interviews: one by age 16 and another by age 18.

Appendix 2: ABK Futures Programme Overview

Alderbrook School Careers Programme Overview Matrix All Year Group Offer vs Gatsby Benchmarks (GB1–GB8)

Year Group	GB1 – Stable Programme	GB2 – LMI	GB3 – Individual Needs	GB4 – Curriculum Links	GB5 – Employer Encounters	GB6 – Workplace Experience	GB7 – FE/HE Encounters	GB8 – Personal Guidance
Year 7	Careers page accessed directly from school homepage	Access to local & national careers events on school website		English SOW & PSHE Curriculum - Careers Lessons	Life Ready Day – November (TBC)	Life Ready Day – November (TBC)		
Year 8	Careers page accessed directly from school homepage	Access to local & national careers events on school website		PSHE Curriculum - Careers Lessons	WPR – PR Experience of Workplace Day	WPR – PR Experience of Workplace Day		
Year 9	Careers page accessed directly from school homepage	Access to local & national careers events on school website	Guidance on GCSE Options choices	PSHE Curriculum - Careers Lessons	Key Note Options Assembly - WPR		Attendance at the Options Fair (TBC)	Opportunity to meet Careers Coordinator at Options Fair
Year 10	Careers page accessed directly from	Access to local & national careers	Writing a CV session on Unifrog	PSHE Curriculum - Careers Lessons	Mock Interview Day	Work Experience Week	Careers Fair – all students attend	1 to 1 Interviews for Vulnerable students.

	school homepage	events on school website						Access to LA support
Year 11	Careers page accessed directly from school homepage	Access to local & national careers events on school website		PSHE Curriculum - Careers Lessons				1 to 1 interview with Careers Coordinator. Access to LA support
Year 12	Careers page accessed directly from school homepage	Access to local & national careers events on school website			Work Experience Week	Work Experience Week		1 to 1 interview with Careers Coordinator
Year 13	Careers page accessed directly from school homepage	Access to local & national careers events on school website	Destinations Evening					Access to support from Careers Coordinator

Appendix 3: Provider Access Statement

- 5 Alderbrook School welcomes providers of technical education, apprenticeships, and further/higher education to speak with our students. Providers wishing to request access should contact the Careers Leader via the school office. Access will be granted during careers events, assemblies, and dedicated provider sessions. The school will ensure that all pupils in Years 8–13 receive at least six meaningful encounters with providers. Full details of the Provider Access Policy are published on the school website.