

The Aylesbury Vale Academy Trust



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

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

Policy Reference:	AVA.132
Description:	This document provides the Academy's arrangements for Careers Education, Information, Advice and Guidance (CEIAG) for students, parents and employers.
Status:	Statutory Policy
Policy Audience:	Staff, Students & Parents/Carers
Academy Contact:	Academy Principal
Other related AVA policies and procedures:	Equality Policy, Child Protection Policy, Digital Learning Policy, Safeguarding Procedures
Governor Committee:	Governing Body
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Signed:	
Date of Signature:	10.12.2025
In reviewing this policy the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.	

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Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, the Aylesbury Vale Academy seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

Aylesbury Vale Academy's CEIAG Vision Statement

To raise the aspirations and achievement of the Aylesbury Vale Academy's students, equipping them with skills, attitudes, knowledge and understanding; as a foundation for managing their lifelong career and learning.

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 students in choosing pathways that suit their interests and abilities and help them to raise aspirations and to follow a career path and sustain employability throughout their working lives.

The Aylesbury Vale Academy's careers programme helps our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. The policy is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Commitment

The Aylesbury Vale Academy is committed to providing all students in Years 7-13 with a programme of careers activities and supporting activity. The programme 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

Details of how the school meets the Gatsby Benchmarks can be found on the Compass Plus evaluation.

The current careers programme is delivered through a combination of methods, including; Form Tutor-led programmes in Years 7 to 13, through assemblies, presentations, employer visits, work experience, seminars, workshops and 1:1 sessions. Additionally, several special events are held such as the annual careers fair, and UCAS events.

Aims and Objectives:

The Aylesbury Vale Academy's Careers Education and Guidance policy has the following aims and objectives:

- to contribute to strategies for raising achievement, especially by increasing motivation
- to help students develop the skills and confidence to make realistic and informed decisions about their futures
- to manage the transitions from one stage of their education, training and work to the next
- Inspire and motivate students to develop their future aspirations
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to equip students with the necessary decision-making skills to manage those same transitions
- to develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- to encourage participation in continued learning including higher education, further education and apprenticeships
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to foster links between the Academy, local businesses and further/higher education establishments
- to involve parents and carers

Statutory requirements

The careers provision at The Aylesbury Vale Academy is in line with new legislation that was introduced through the Skills and Post-16 Education Act 2022 and the Education (Careers Guidance in Schools) Act 2022. This includes that since September 2022, all state funded secondary schools must now secure independent careers guidance for pupils from years 7 to 13.

From 1 January 2023, we have also strengthened the provider access legislation, meeting the legal requirement for schools to ensure all pupils during school years 8

to 13 have at least 6 opportunities to meet a range of providers of approved technical education qualifications and apprenticeships.

The careers provision at The Aylesbury Vale Academy meets the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs to the student

In addition, the Academy is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. As an all through school, The Aylesbury Vale Academy recognises the importance of careers provision in Year 6 and 7 which is beyond statutory guidance.

Student Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at The Aylesbury Vale Academy to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND
- Personalised support from the SENCO, careers advisor and external bodies is used where appropriate

Students in receipt of Pupil Premium (PP) funding:

- Personalised support will be given to these students and they will receive prioritised appointments as well as an extra careers appointment in Year 10 and 11

Parents and carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the Academy website. Parents are kept up to date with careers related information through letters, newsletters at open evenings and parent's evenings. Parents are welcome at careers interviews and, where necessary, are invited. All parents are given a Unifrog log in to access their child's account.

Procedure

A provider wishing to request access should contact Ms V Proud, Careers Leader, Telephone: 01296 428551, Email: vproud@theacademy.me

Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers lessons are integrated into the Academy's Personal Development programmes.

Partnerships

A partnership agreement is ongoing with Seetec, service, providing 1:1 careers advice via a careers advisor to all students. Further partnerships are also held with local and national employers, charitable organisations, apprenticeship employers, alumni, professional bodies, Study Higher and Buckinghamshire Skills Hub to support the Academy's CEIAG programme.

Monitoring, Review and Evaluation

CEIAG programme is monitored and evaluated annually, through discussion with key staff and students and appropriate observation of activities by the Vice Principal and Careers Leader. In addition, feedback on the effectiveness of the CEIAG programme is sought through student focus groups, parent council groups and questionnaires. Resulting action points then feed into the following year's planning process to ensure they are addressed. When reviewing the CEIAG programme, the School Improvement Plan (SIP) is used to ensure that the Careers CEIAG programme is fully supporting whole school aims. The Partnership Agreement with providers like Adviza, Study Higher and Bucks Skills Hub is reviewed annually. Review of the Academy's adherence to the Gatsby Benchmarks is through Compass and Tracker, an online self-evaluation tool for schools.

Staff Links

All staff have a duty to play their part in students' progress through the careers curriculum, for example:

- Form tutors monitoring the progress of their tutee's employability profile

- Form tutor and pastoral support for students in preparing them for their next steps.
- Curriculum Leaders and subject teachers linking their curriculum subject to careers and ensuring students realise what skills their subject is promoting, as well as the opportunities a qualification in a subject can provide
- Providing a reference for someone's job application
- Monitoring progress and conducting one to one interviews to ensure students are on track and assisting them with post-16 applications such as UCAS, apprenticeships or employment
- Senior managers ensuring a whole-school focus on careers education and supporting CEIAG development
- Coordinating CPD to ensure all relevant staff are trained appropriately with regard to careers
- Employability skills, interests, qualities and expertise are identified and targeted through the Unifrog platform.
- All staff have a Unifrog log in and relevant CPD

Key Stage 2

A subtle introduction to careers and enterprise at KS2 will include activities on stepping up to secondary school. Students at this key stage will delve in to inspirational and motivational workshops to aid them in the preparation for secondary transition.

Key Stage 3 (Years 7 - 8)

- A careers, work related learning and enterprise programme will be delivered during the tutor programme. Years 7 and 8 will investigate their skills, interests and work preferences to match against suitable occupations. They will also research into the labour market and their expectations of job availability.
- Year 8 will also encompass an exploration of KS4 and KS5 future options with a focus on individual career paths.
- Trips and encounters with employers and higher and further education institutions as well as opportunities for experiences of work.
- Students will use Unifrog to support the careers programme in school.

Key Stage 4 (Years 9 - 11)

- Year 9 tutor programme covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship.
- Students will also have the opportunity to take part in the Duke of Edinburgh Award.
- Students will have exposure to visits and external speakers to provide impartial careers advice and options.
- Year 10 tutor programme covers preparation for work experience.
- Students will have the opportunity to complete one week of work experience.
- Careers interviews will be available for firstly pupil premium students and thereafter for those who require it.

- Students in Year 11 will focus on post 16 personal statements and applications. Individual action plans and interviews with an independent careers advisor will be available. Mock interviews for different pathways and institutions will also be available for those who require it. The focus is post 16 options and the Application process. The options programme for Year 11 supports their year 12/13 choices.
- Trips and encounters with employers and higher and further education institutions as well as opportunities for experiences of work.
- Students will use Unifrog to support the careers programme in school.

Key Stage 5

There is a range of support for university applicants through:

- Higher Education sessions to give students insight into university application, courses, life as a university student
- Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile
- AD and Pastoral team to support students with the UCAS process. Each student will have support tailored to their application from a subject advisor, their form tutor and the Sixth Form team
- Interview preparation, practice and workshops are led by departments, the Sixth Form team and Study Higher.
- There is preparation for and support with aptitude and pre-admissions test on the Unifrog platform.
- The pastoral curriculum for Years 12-13 includes lessons on life at university, including finances
- Charity fundraising and enterprise activities are encouraged
- Students will have the opportunity to complete one week of work experience.
- Sixth Form students are encouraged to undertake volunteering and work experience to support their university applications. A range of opportunities are advertised throughout the academic year, as appropriate to specific students
- Trips and encounters with employers and higher and further education institutions as well as opportunities for experiences of work.
- Students will use Unifrog to support the careers programme in school.

Destinations

From Year 9 onwards we use the Unifrog platform to track intended destinations. We support Buckinghamshire County with the completion and return of the Year 11 What Next Forms to inform intended outcomes. Students with no intended destination in years 11 and 13 will have an individual meeting with a member of SLT to follow up.

Actual Destinations data is provided by Buckinghamshire Council in December each year.

Premises and Facilities

The Academy will make the main hall, 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 visual 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.

Careers Programme

The Aylesbury Vale Academy is keen to ensure that students are equipped with the skills and knowledge to investigate, research and enter their chosen professions. The Aylesbury Vale Academy strives to provide all learners with careers education, information, advice and guidance in all years.

