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CAREERS GUIDANCE POLICY

Accord MULTI ACADEMY TRUST

Document Detail	
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Purpose:	To outline the Trust's Careers Information, Education, Advice & Guidance requirements.
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Consultation:	Board of Trustees

Approvals			
Name	**Position**	**Signature**	**Date**
A Warboys	CEO	A Warboys	10 December 2025
A Lancashire	Chair of Trustees	A Lancashire	10 December 2025

Document History

Version	Date	Change Details	Approved by
1.0	1 September 2018	N/A	
2.0	July 2020	Due to Covid-19 review date extended to 31/12/2020	Board of Trustees
3.0	December 2020	Covid section added	Board of Trustees
4.0	December 2022	Updated to reflect guidance from DfE / T Levels and inclusion of Y9 pupils	Board of Trustees
5.0	March 2023	Updated to reflect guidance from DfE	Finance & Resources
6.0	February 2024	No changes	Education Committee
7.0	December 2024	Section 3 - To reflect links with DfE policy updates	Education Committee
8.0	December 2025	Updated to reflect guidance dates from DfE.	Board of Trustees

1. Introduction

The Accord Multi Academy Trust is a single legal entity, therefore references to "the Trust" in this policy should be considered as inclusive of its Academies.

1.1 The Trust believes that pupils should be appropriately prepared for the choices they make during their education and the choices they make in the future. Pupils should leave with an understanding of how their education will prepare them for the world of work. Pupils should feel confident in making key decisions about educational and career choices and have a clear understanding of the routes and pathways they can take to achieve their goals.

1.2 This preparation will be achieved through a variety of means but principally through a tutor programme, independent specialist careers resources, PSHE lessons, drop down days, working in partnership with employers and apprenticeship providers and further/higher education providers. Access to one-to-one career guidance from a suitably qualified careers adviser will also be available.

2. Aims and Learning Objectives

Careers Education, Information, Advice and Guidance is an important element of education provision across the Trust and aims to ensure every pupil is able to progress to a positive destination in the future:

- To raise pupils' aspirations and expectations.
- To enable pupils to set personal objectives and goals in relation to their future choices.
- To ensure pupils are aware of all the options available to them including; further education, higher education and apprenticeships.
- To promote lifelong learning and education of pupils.
- To promote equal opportunities and tackle gender stereotyping with career choices and the world of work.

3. Legislation and Guidance

This policy meets the requirements of;

- Department for Education (DfE) Statutory Careers Guidance and Access and for Education and Training Providers May 2025.
- Careers strategy: Making the most of everyone's skills and talents December 2017.
- The Careers & Enterprise Company - GATSBY Benchmarks.
- Participation of young people in Education, Employment & Training April 2024

4. Eligibility

4.1 The Trust aims to provide all pupils with a comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme that is inclusive and provides opportunities for all. The CEIAG curriculum will be delivered across the tutor/PSCHE programme as well as embedded into the broader curriculum to ensure pupils see the relevance between their academic subjects and their future career options. In addition, pupils will have access to one-to-one individual careers guidance appointments, at an appropriate time in their education at the Trust.

4.2 **Pupils**

All pupils from years 7 to 13 are entitled at the relevant key stage to:

- Individual and impartial careers guidance from a suitably qualified professional (Level 6 – Careers Guidance Expert).
- To attend a confidential careers interview and be treated with respect (in line with confidentiality and safeguarding policies).
- The opportunity to gain the skills that enable positive progression post 16/18.
- Access to up to date careers information that is suitable to their needs.
- Information about all the options available to them in years 9, 11 and 13.
- A careers action plan to outline the next steps to achieve their chosen career.
- Be referred for extra support, if needed, to other agencies where appropriate.
- Support to complete appropriate applications at key stages at Post 16/18 for Further Education, T Levels and Apprenticeships and university / HE
- To produce a CV and gain relevant and informative feedback.
- To be prepared for the 'world of work' by completing mock interviews and application forms.
- Attend an annual careers convention (Years 7-13)
- Attend an annual HE & Apprenticeship Progression Fair (Years 12 & 13)
- Access to online careers resources and relevant websites/programmes.
- Access to up-to-date local and national Labour Market Information (LMI).

4.3 The entitlement and access to the above encounters will take place through the careers' convention, higher education talks, employer talks / visits, mock Interview days, subject specific drop-down days and the annual careers and apprenticeship weeks. In Year 7 & 8 (first key phase) each pupil will have received at least two encounters, by Years 10 & 11 pupils will have received a further two encounters followed by two more during their time at Accord Sixth Form College.

4.4 **Parents/Carers**

Parent/carers are entitled to:

- Speak to a trained member of staff about their child's career and education plans.
- A copy of the careers action plan.

- Impartial and up to date information on a range of topics including Options at 16, Options at 18, Pupil Finance.
- Attend events and parents' evenings designed to offer information and advice and guidance on the options available in the future.
- To attend a careers interview with their child, with the child's permission.

5. Careers Education, Information, Advice and Guidance (CEIAG)

5.1 The CEIAG programme is delivered from years 7 – 13 and consists broadly of the following activities:

- Enterprise opportunities and access to the Enterprise Adviser programme through Leeds City Region (LCR).
- Support at key stages such as Options, Year 11 and Year 13 transition.
- Careers programme delivered through tutor time/PSHE.
- Careers conventions.
- Year 10 Mock Interview Days/World of Work days.
- Face to face/One to one Careers, Information, Advice and Guidance (IAG) appointments.
- Target and intensive support for vulnerable pupils and those at risk of being NEET (Not in Employment, Education or Training).
- Support for pupils undertaking Alternative provision/Early College Transfer (ECT) programmes.
- Opportunities through Careers week to focus on individual subjects through curriculums.
- Apprenticeship Weeks/Fairs and STEM Focus events.
- Access to careers related materials both paper based and electronic software.
- University/Higher Education (HE) Visits & Taster Days
- Promotion of all the Post 16/18 options available; including Sixth Form, Further Education, T Levels, Apprenticeships and University/HE

6. Partnerships & Referral Agencies

6.1 The Trust will work in partnership with the following agencies and refer on pupils where appropriate to support progression and access to relevant and appropriate information, advice and guidance including:

- Wakefield Connexions Service Provider (commissioned by Wakefield Council) to refer pupils for target and online careers information, advice and guidance and support
- The National Careers and Apprenticeship Service.
- Wakefield LA Youth Service.
- Leeds City Region (LCR) and Leeds Enterprise Partnership.
- Further & Higher Education Providers.

- Employers & Apprenticeships providers to support pupil progression/destinations.
- Wakefield Local Authority.
- Go Higher West Yorkshire (GHWY)

7. Monitoring, Evaluation & Data Sharing

7.1 The CEIAG provision will be monitored regularly through the following process:

- Pupil evaluation.
- Event evaluations.
- The GATSBY Benchmarks (as set out in the DfE January 2018 Guidance).

7.2 Data sharing will take place with Wakefield Local Authority and the DfE under the statuary requirements for reporting progression data to prevent pupils becoming NEET (Not in Education, Employment or Training) in the future.

8. Roles and Responsibilities - The Board of Trustees

8.1 Section 42A of the Education Act 1997 requires the Trust to ensure that all registered pupils in schools are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).

8.2 The Board of Trustees must ensure that independent careers guidance provided:

- Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Includes information on the range of education or training options, including apprenticeships and technical education routes.
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is being given.

9. Training

9.1 All staff who provide one to one Information, Advice and Guidance are Level 6 qualified, in line with DfE guidance. Staff follow a programme of CPD and adhere to the Career Development Institute (CDI) Code of Ethics.

10. Links with other Policies

10.1 The Careers Guidance Policy links to the Baker Clause & Provider Access Policy which outlines the arrangements for providers to access the Trust academies regarding Information about provider's education/training offer.

11. Careers Leader

11.1 The designated Careers Leader for the Trust is Dan Green for Careers, Education, Information, Advice and Guidance (CEIAG).

Telephone: (01924) 232820
E mail: dgreen@ossett.accordmat.org

12. Complaints

12.1 Any complaints with regards to provider access can be raised by following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

13. Policy Review

13.1 This policy will be reviewed and updated if the DfE Statutory Careers Guidance is changed. Otherwise, or from then on, this policy will be reviewed every two years.