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

School Name:	Garstang Community Academy
Policy Owner:	Senior Leadership Team / Careers Lead / Careers Adviser
Governor Lead:	Damian Stewart
Agreed By:	Satinder Singh, Headteacher
Review Cycle:	Annual
Last Review:	November 2026
Next Review:	November 2027

1. Vision and Purpose

Promoting a career development culture is an essential part of the mission and ethos of Garstang Community Academy. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills, and experience they need to make progress and succeed in learning and work. We believe that effective careers education, information, advice, and guidance not only contributes to the well-being of individuals but also to the well-being of their families, the communities to which they belong, wider society, businesses, and the economy.

2. Aims and Objectives

The Garstang Community Academy careers programme aims to:

- Encourage students to be ambitious, broaden their horizons, and explore their own career aspirations throughout their life at school.
- Ensure students' readiness to take their next step in their learning or career.

Garstang Community Academy follows the principles of the **Gatsby Benchmarks**.

Programme Objectives:

- Helping students to understand the changing world of work.
- Facilitating meaningful encounters with employers for all students.
- Supporting positive transitions post-16.
- Enabling students to develop the research skills to find out about opportunities.
- Helping students to develop the skills, attitudes, and qualities to make a successful transition into the world of work.
- Encouraging participation in continued learning, including further and higher education and apprenticeships.
- Supporting inclusion, challenging stereotyping, and promoting equality of opportunity.
- Contributing to strategies for raising achievement, particularly by increasing motivation.

3. Statutory & National Expectations

We are committed to meeting national and local expectations in relation to careers through compliance with:

- **DfE Statutory Guidance (Careers guidance and access for education and training providers):** Offering independent and impartial careers guidance for Years 8–11.
- **Ofsted Education Inspection Framework (EIF):** Ensuring provision meets the highest standards for student progression and outcome evaluation.
- **Equality Act 2010:** Promoting equality of opportunity, eliminating discriminatory practices, and supporting children with protected characteristics.

- **The Baker Clause & Provider Access Legislation (PAL):** Ensuring approved providers of technical education and apprenticeships have access to all students in Years 8–11. Garstang Community Academy guarantees at least six mandatory encounters across Key Stage 3 and Key Stage 4:
    - **Years 8–9:** At least two encounters with technical education and apprenticeship providers.
    - **Years 10–11:** At least two encounters with technical education and apprenticeship providers.
- **The Gatsby Benchmarks:**

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

4. Key Roles & Responsibilities

Role	Contact / Name	Key Responsibilities
SLT Careers Lead	Joe Brady	Advises SLT and Governors on curriculum, staffing, resources, and strategic development.
Careers Leader (Operational)	Sarah Procter	Manages day-to-day running of the careers programme and costed annual plan.
Independent Careers Adviser	Paula Askew	Delivers impartial 1:1 guidance appointments and personalised Action Plans. Co-ordinates day-to day running of the careers programme.
Link Governor	Damian Stewart	Active involvement in shaping careers policy and strategic oversight.

5. Current Priorities

Our strategy is informed by the following focus areas:

- Supporting individual aspirations, improving attainment, and ensuring positive destinations.
- Targeted interventions for specific groups, including looked after children, young carers, economically deprived backgrounds, SEND, and those facing the most barriers.
- Developing learners' career management skills (adaptability, resilience, enterprise, and employability).
- Driving high-quality experiences with employers for both students and teachers.
- Amplifying apprenticeships, technical, and vocational pathways (including T-Levels).
- Active engagement with parents/carers, alumni, education, community, and business partners.
- Developing robust tracking for GCA alumni destinations.
- Modernising work experience opportunities across Key Stages 3 & 4.

6. Strategy & Delivery

To achieve our objectives, we will:

- Actively involve the Governing Body via committee structures and 1:1 governor meetings.
- Set clear expectations for all subject teachers and tutors regarding career learning within the curriculum.
- Commission independent careers guidance meeting Gatsby Benchmark standards.
- Involve learners directly in the planning, delivery, and evaluation of the careers programme.

7. Parental Involvement

Young people do not make career decisions in isolation; parents and carers have a substantial impact on outcomes. The school actively fosters parental involvement:

- Parents are invited to attend 1:1 careers interviews.
- Parents receive a copy of their child's personalised **Action Plan** following guidance interviews.
- regular updates and event highlights are shared via the school website, newsletters, and social media.
- invite parents to complete Your Child's Future (YCF) a questionnaire designed to help education settings understand parents' and carers' knowledge, confidence and awareness of careers.

8. Evaluation, Monitoring & Impact

To ensure the programme is effective and fit for purpose, evaluation takes place regularly through:

- **Event Feedback:** Pupils, staff, and visitors complete post-event evaluations, which are collated into reports for the Headteacher (Mr. Singh) and SLT.
- **Tracking Matrix:** 1:1 guidance appointments are logged on a tracking matrix to guarantee universal coverage.
- **Quality Assurance:** Integrated into school QA processes, including lesson observations, work scrutiny, learning walks, parent questionnaires (*Your Child's Future*), and the Future Skills Questionnaire (FSQ).
- **Destination Tracking:** Post-16 destinations are monitored annually to measure overall impact.

9. Provider Access Statement

Education and training providers wishing to speak to students regarding technical qualifications, T-Levels, or apprenticeships should contact the Careers Leader (**Sarah Procter**) to arrange campus access or event integration in line with our Provider Access Policy.

10. Stakeholder Testimonials

"It was refreshing to see so many Garstang Community Academy students demonstrating such high aspirations during their college interviews, alongside outstanding enthusiasm for their chosen courses. The students were well prepared and made an excellent impression on Preston College staff."

— **David Elliott** (Recruitment & Progression Manager – Preston College, Jan 2026)

"Garstang Academy partners and engages with Lancashire Careers Hub to support their career provision ensuring alignment with latest developments. They offer their students a rich variety of opportunities designed to support students' career knowledge and skill confidence..."

— **Tina Milner** (Deputy Careers Hub Lead – Careers & Enterprise Company – Inspira, Jan 2026)

"We have a long-standing relationship with Garstang Community Academy... We are consistently impressed by the proactivity and enthusiasm of the Careers Adviser in organising these visits... The students are always highly engaged and are a genuine pleasure to work with."

— **Sarah Noon** (EDF, Jan 2026)

"Garstang pupils benefit from excellent careers guidance and support. They are well prepared to make informed decisions about their next steps... In particular, the careers fair is exceptionally well attended, with pupils engaging positively and asking thoughtful, relevant questions."

— **Kirsty Hastings** (Marketing, Admissions and Communications Manager – Cardinal Newman College)

11. Student Destinations

We monitor the destinations of our students after completing Year 11 to assess the real-world impact of our careers programme.

Destination	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	**2025-2026**
Newman College	56	47	29	25	39	37	**38**
Blackpool Sixth	26	25	39	23	19	33	**21**
Preston College	25	29	28	36	33	26	**26**
Myerscough College	16	9	22	22	12	9	**15**
LMC (Lancaster & Morecambe)	7	1	5	17	15	8	**12**
Runshaw	4	0	2	3	2	0	**0**
BFC (Blackpool & Fylde)	2	6	2	2	7	6	**5**
Kendal	4	1	0	2	1	1	**0**
Ripley	3	1	1	3	3	2	**4**
Rossall	0	0	0	2	0	1	**0**
LUSoM	0	0	0	0	2	0	**2**
LRGS	0	6	1	6	4	3	**3**
LGGS	2	1	1	5	1	3	**4**
Hutton Grammar	0	3	1	0	1	0	**0**
Kirkham Grammar	0	1	0	0	0	0	**0**
QES	2	0	0	0	0	0	**0**
LIPA	1	0	0	0	0	1	**0**
Football Academy	0	1	3	0	2	1	**2**
Unknown	1	0	0	0	1	0	**0**
Moved out of County (unknown)	2	1	5	0	1	0	**0**
Moved out of County in education					1	0	**2**
Apprenticeship	13	18	18	12	16	19	**10**

Employed local training	0	1	0	3	2	1	**0**
Uniformed Services (apprenticeship)	0	2	0	1	1	3	**3**
Illness				1	1	1	**0**
NEET	0	1	1	0	0	0	**2**
Total					164	155	**149**

Year 11 Destination 2025/26	**Total**	**%**
FE	134	90%
Apprenticeship Employment local training Ill Health	13 0 0	8.7%
NEET (Not in Education Employment or Training)	2	*1.3%*
Total	**149**	

Careers Programme Overview 2026-27
Garstang Community Academy

THE CAREERS & ENTERPRISE COMPANY

Vision Statement
We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work.

Contact: Paula Askew
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Telephone: 01995 60226

Milestones and Learning Outcomes

Year 11

Preparation for success: next steps in education, training or the world of work

- Post 16 options
- Labour market information
- Making informed decisions
- Skills building
- Application processes
- Preparing for transition

Year 10

Post 16 Options & Employability

- Exploring post-16 options (e.g., college, apprenticeship, university
- Understanding the application process for further education and training
- Developing financial literacy skills
- Labour market information
- Work readiness

Year 9

Connect GCSE choices to future careers, understand the value of work experience, and develop job application skills.

- Making informed choices about GCSE subjects
- Understanding the importance of work experience
- Developing employability skills
- Enterprise & employability

Year 8

The program explores careers, technology's impact, and communication skills.

- Exploring career pathways and options
- Understanding the skills and qualifications needed for different jobs
- Developing communication and teamwork skills
- Equality & citizenship

Year 7

Develop self-awareness, explore careers, and understand the value of hard work.

- Introduction to the world of work
- Identifying personal interests and strengths
- Understanding the importance of education and training



Key Events and Experiences

Year 11

- One to one careers meetings
- Weekly sixth form, college, apprenticeship & employer assemblies/drop ins.
- Apprenticeship workshops
- Careers Fair
- College attendance at parents evening
- College transition days
- CV workshops

Year 10

- One to one careers meetings
- Careers Fair
- Employer visits
- Mock interviews
- College Taster Days
- College attendance at parents evening
- Industry days
- College/Apprenticeship Assemblies

Year 9

- One to one careers meetings
- Careers Fair
- Employer visits
- GCSE Options support
- Employer led competitions
- College Pathways Assembly
- Careers Launch Pad – Enterprise Event

Year 8

- One to one careers meetings
- Careers Fair
- Employer visits
- GCSE Options support
- Employer led competitions
- College Pathways Assembly
- Step into the NHS

Year 7

- One to one careers meetings
- Careers Fair
- Employer visits
- GCSE Options support
- Employer led competitions
- College Pathways Assembly
- Learn to Earn

Inspiring and preparing young people for the world of work.