

Garstang Community Academy

Careers Information, Education, Advice & Guidance Policy



Name of Policy:	Careers Information Education Advice & Guidance
Date Created:	September 2018
Staff Responsible:	Sarah Procter Careers Lead, Paula Askew Careers Adviser
Agreed By:	Satinder Singh, Headteacher
Last reviewed:	January 2026
Next Review:	January 2027

Careers Information, Education, Advice and Guidance Policy

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 wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

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.

The objectives for the careers programme are as follows:

- 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

Parental involvement

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible. Parents are welcome at careers interviews and where necessary are invited. They also receive a copy of the personalised 'Action Plan', after each career interview has taken place.

National and local expectations

We are committed to meeting national and local expectations in relation to careers by:

- **Offering independent and impartial careers guidance** for Y8-11 as required by the 2011 Education Act. In implementing this duty, we will pay particular regard to the DfE's principles of good practice (Section 10 of the statutory guidance, March 2015) and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015)
- **Equality Act 2010** to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics
- **The Baker Clause:** This is a legal requirement (updated in 2023) that schools must allow colleges and training providers access to every student in years 8–11 to discuss non-academic routes, such as apprenticeships and T-Levels.
- **The Provider Access Legislation (PAL):** We ensure that all students have at least six encounters with a provider of approved technical education qualifications or apprenticeships
- **Gatsby Benchmarks** as identified by Sir John Holman in his report "Good Career Guidance". The report identified eight benchmarks that are core dimensions of good careers and enterprise provision in schools.
 1. A stable careers programme
 2. Learning from career and labour market information
 3. Addressing 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 high education
 8. Personal guidance

Current priorities

Our careers strategy is informed by these current priorities:

- supporting individual aspirations, improving attainment and ensuring positive destinations.
- focus on interventions for specific groups including looked after children, young carers, children from economically-deprived backgrounds, children with special educational needs and disabilities and those that face the most barriers.
- developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability.
- drive more high-quality experiences with employers for students and teachers.

- amplify apprenticeships, technical and vocational pathways.
- working with parents/carers, alumni and education, community and business partners to meet students' career development needs
- developing strategies to track students who leave GCA

Strategy

To achieve the objectives of this policy, we will:

- ensure that the governing body is actively involved in shaping careers policy and strategy through its committee structure
- identify a senior member of staff to advise the senior leadership team and governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders (e.g. SENCO) and specialist careers staff **(Joe Brady)**
- identify a middle leader to manage the day-to-day running of the careers programme **(Sarah Procter)**
- develop and maintain a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD costs, and monitoring, reviewing and evaluating the strategy **(Sarah Procter)**
- commission independent careers guidance services from individuals/organisations that meet the standards set by the Gatsby Benchmarks **(Paula Askew)**
- set out clearly the contribution expected of all staff including subject teachers and tutors for students' career learning and planning
- communicate the benefits of effective provision to our partners and engage them in co-ordinating provision
- actively involve learners themselves in the planning, delivery and evaluation of the careers programme.
- in order to measure and assess the impact of the careers programme on students we gain evaluations and feedback on all our events through discussion in PSHE and surveys.

Careers Programme - Evaluation and Monitoring

To ensure that the events and activities delivered within our Career Programme are suitable and fit for purpose, it is essential that they are evaluated regularly.

The programme must engage pupils and provide the necessary facts that are both meaningful and informative.

To ensure that this is the case staff, pupils and volunteers complete an evaluation after each event. These are collated and formed into a report. The report is then shared with Mr Singh, head teacher and other relevant members of SLT.

1:1 careers guidance appointments are monitored throughout the year with pupils' involvement being recorded on a matrix. This evidences our programme is being delivered

to all pupils and at a glance highlights which students have taken part. After each 1:1 appointment the pupils' and their parents receive an action plan with details of the main points discussed and any agreed actions. A link to a feedback questionnaire is also sent and pupils are invited to provide feedback on their experience and asked to offer any suggestions to improve the service. A report of this feedback is produced at the end of the academic year.

The evaluation of careers programme delivered to students in year 7-11 is carried out as part of the school's quality assurance processes which includes; lesson observations, work scrutiny, learning walks, student feedback and Future Skills Questionnaires (FSQ).

Photographic evidence of events is shared with parents/ carers via the school's website and social media accounts.

Any feedback is absorbed and may be used to modify events in the future ensuring our careers programme is tailor made for our students.

Feedback

David Elliott (Recruitment & Progression Manager – Preston College)

"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." (Jan 2026)

Tina Milner (Deputy Careers Hub Lead- Careers & Enterprise Company – Inspira)

"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. They ensure that students are well-informed about both local and national opportunities, helping them to make informed decisions about their future careers." (Jan 2026)

Sarah Noon (EDF)

"We have a long-standing relationship with Garstang Community Academy and have visited the school on several occasions this year. We are consistently impressed by the proactivity and enthusiasm of the Careers Adviser in organising these visits, which clearly demonstrates the academy's strong commitment to investing in the future of its students and laying solid foundations for their progression into careers or further education.

We are also fortunate that the member of our staff who regularly visits the academy is a former pupil, which further strengthens our partnership and provides students with a relatable and inspiring example of future success.

The students are always highly engaged and are a genuine pleasure to work with." (Jan 2026)

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

"Garstang pupils benefit from excellent careers guidance and support. They are well prepared to make informed decisions about their next steps and are clearly aware of the opportunities available

through local colleges and further education providers. Events attended by Cardinal Newman at the school are consistently well organised and highly supportive. In particular, the careers fair is exceptionally well attended, with pupils engaging positively and asking thoughtful, relevant questions.”

Student Destinations

We monitor the destinations our students head to after they finish with us, in order to assess how our careers programme and policy are impacting on our student body. Below is a summary of where our students have progressed in the last academic year. Information regarding destinations is updated annually in the summer term.

Here is a breakdown showing the breadth of provision our students have progressed onto over the years:

Destination	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Newman College	56	47	29	25	39	37
Blackpool Sixth	26	25	39	23	19	33
Preston College	25	29	28	36	33	26
Myerscough College	16	9	22	22	12	9
LMC (Lancaster & Morecambe)	7	1	5	17	15	8
Runshaw	4	0	2	3	2	0
BFC (Blackpool & Fylde)	2	6	2	2	7	6
Kendal	4	1	0	2	1	1
Ripley	3	1	1	3	3	2
Rossall	0	0	0	2	0	1
LUSoM	0	0	0	0	2	0
LRGS	0	6	1	6	4	3
LGGS	2	1	1	5	1	3
Hutton Grammar	0	3	1	0	1	0
Kirkham Grammar	0	1	0	0	0	0
QES	2	0	0	0	0	0
LIPA	1	0	0	0	0	1
Football Academy	0	1	3	0	2	1
Newton Rigg	1	0	0	0	0	0
Unknown	1	0	0	0	1	0
Moved out of County (unknown)	2	1	5	0	1	0
Moved out of County in education					1	0
Apprenticeship	13	18	18	12	16	19
Employed local training	0	1	0	3	2	1
Uniformed Services (apprenticeship)	0	2	0	1	1	3
Illness				1	1	1
NEET	0	1	1	0	0	0
Total					164	155

Year 11 Destination 2024/25	Total	%
FE	132	85%
Apprenticeship	21	13.5%
Employment local training	1	0.75%
Ill Health	1	0.75%
NEET (Not in Education Employment or Training)	0	0%
Total	155	100%

Careers Programme Overview 2025-26

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.

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Milestones and Learning Outcomes

Key Events and Experiences

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

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.