



Careers Guidance Policy

Including Provider Access Arrangements Statement

LAST REVIEW NEXT	June 2025	REVIEW PERIOD	Annual
NEXT REVIEW DATE	June 2026	TYPE OF POLICY	Statutory

This policy has been reviewed and ratified by Academy Council.

Date of ratification: 15 July 2025

Signature:

Print name: Eleni Kyriazi – Chair of Academy Council

Philosophy

At Inspire Academy, our Careers, Education, Information, Advice and Guidance (CEIAG) programme is an integral part of the preparation of pupils for the opportunities and experiences of adult life. Its central concern is equipping pupils to manage the choices, changes and transitions affecting their future education, training, employment and life as adult members of an international society and to instil lifelong learning.

Staffing

At Inspire Academy, we have two members of staff who currently oversee the Careers, Education, Information, Advice and Guidance programme. Registered Careers Development Professional Matthew Betts and Richard Searle, Assistant Headteacher. Both members of staff can be contacted via mbetts2@inspireacademy.org.uk, searler@inspireacademy.org.uk or on 01634827372.

Commitment

Inspire Academy is committed to providing a planned programme of CEIAG for all pupils in years 7 – 11 in partnership with Medway Enterprise Business Partnership – MEBP (work experience provider) and The Careers & Enterprise Company Enterprise Adviser Network. Inspire Academy endeavours to follow the latest statutory and best practice guidance. Inspire Academy is committed to meeting the needs of its pupils by following the Gatsby Benchmarks and the Career Development Institute (CDI) Framework. A summary of our Careers Programme can be found on the Careers and Year 11 Transition area on the Academy website.

1. Policy Statement

At Inspire Academy, we recognise the importance of preparing our pupils for success in modern education, training, and employment. We aim to provide high-quality careers education, information, advice, and guidance (CEIAG) for all pupils in Years 7–11. This provision is inclusive, impartial, and supports each young person to make informed choices based on their strengths, aspirations, and local/national labour market intelligence.

2. Aims and Objectives

- To develop a structured and progressive CEIAG programme from Years 7 to -11.
- To meet all revised Gatsby Benchmarks (2025 update).
- To fully comply with the updated Provider Access Legislation and DfE Statutory Guidance.
- To equip -pupils with the knowledge and skills needed for life beyond school, including employment, apprenticeships, further education, and higher education.

3. Statutory and Policy Framework

This policy is based on and complies with:

- Education Act 1997 (Section 42A)
- Education and Skills Act 2008
- Careers Guidance and Access for Education and Training Providers – Statutory Guidance (2023)
- Provider Access Legislation (PAL) – Updated January 2023

4. Revised Gatsby Benchmarks (2025 Update)

1. A Stable Careers Programme
2. Labour Market and Career Information
3. Student-Centred Approach
4. Careers in the Curriculum
5. Employer Encounters
6. Workplace Experience
7. Encounters with Further and Higher Education
8. Personal Guidance

5. Provider Access Policy (Baker Clause)

5.1. Introduction

This section sets out how education and training providers can access our students to discuss technical education and apprenticeship opportunities. It ensures compliance with the Provider Access Legislation (PAL) from January 2023.

5.2. Student Entitlement

- At least six encounters with approved providers of apprenticeships and technical education before leaving school:
 - Two in KS3
 - Two in KS4
 - Two in KS5
- Fair access to a range of technical qualifications and apprenticeship opportunities.
- Meaningful provider engagements that reflect student age and stage.

5.3. Management of Provider Access Requests

A provider wishing to request access should contact Matthew Betts, Careers Officer, on mbetts2@inspireacademy.org.uk or 01634827372.

5.4. Opportunities for Access

The school offers the six provider encounters required by law and several additional events, integrated into the school's careers programme. We will offer providers an opportunity to come into school to speak to pupils, their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you. All requests will be discussed between Matthew Betts and Richard Searle. Requests may be denied if they coincide with other career events or events being held within the Academy at that time. However, our Careers Team will be able to offer other options.

5.5. Premises and Resources

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available 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. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre.

6. Roles and Responsibilities

- Careers Leader: Oversees implementation.
- SLT: Strategic support.
- Governing Body: Monitors compliance.
- Teachers: Embed careers content.
- External Providers: Deliver impartial guidance.

7. Careers Programme Overview

Year 7: Introduction to careers
Year 8: Employer talk, provider encounter
Year 9: Options guidance, provider visit
Year 10: Work experience, employer project
Year 11: Work experience, post-16 guidance, CV prep

8. Work Experience Provision

In line with updated national guidance, our school will provide students with a total of 10 days of work experience across their secondary education. This is structured as follows:

- At least 5 days during Key Stage 3 (KS3) Year 7-9
- At least 5 days during Key Stage 4 (KS4) Year 10-11

These experiences are designed to give students meaningful exposure to the world of work, helping them develop essential employability skills, build confidence, and make informed decisions about future education and career pathways. The school works closely with employers, parents/carers, and the wider community to ensure all placements are purposeful, inclusive, and aligned with students' interests and aspirations.

9. Equal Opportunities

The CEIAG programme promotes diversity and equality. Tailored interventions support students with SEND, disadvantaged backgrounds, and EAL needs. Gender and socio-economic stereotypes are actively challenged.

10. Impact Assessment

Inspire Academy uses The Compass+ Tool Kit to monitor and review our CEIAG programme. The Compass Tool Kit will evaluate our careers programme and highlight where the school can improve. It will compare how our school fares against the - Gatsby Careers Benchmark

standards. These benchmarks are reviewed frequently with the Local Authority & the Enterprise Co-Ordinators. The CEIAG policy will be reviewed annually by senior teachers and a member of SLT. Review date September 2024. Inspire Academy measures the impact of its CEIAG programme by holding discussions with pupils, parents/carers & employers who have taken part in our school careers fair. We use the feedback given to prepare our careers programme for the next academic year. We measure and assess the success of our careers programme based on the percentage of successful post-16 placements we are able to achieve for our pupils. Our Careers Officer will also contact the post-16 pupils to discuss their placements before the October half term to gauge how successful those placements are. This document, along with up-to-date links to post 16 websites, can be accessed by staff, parents, carers, governors, partners and personal advisors via the Academy website.

11. Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company.