



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

Policy:	Careers Education, Information, Advice and Guidance (CEIAG)
Reviewers:	
Approved by:	Interim Executive Board
Date:	March 2025
Review cycle:	Annually

VERSION CONTROL

DATE	AUTHOR	CHANGES
April 2021	Chris Vallance	2.1 updated to include ongoing support. 3.2 addition of records '(these are then shared with students/parents and carers)'. 4 Removal of work experience and addition of 'strategic lead for careers (nominated member of the Executive Team), the operational lead for careers (seconded staff member)'. 4.6 typing correction. 4.7 addition of 'strategic/operational careers lead and'. 4.8 replaced with 'Destination data will be placed on the careers area of the academy website for review. This will be done by the end of October following an academic year. This will detail the NEET figures for students in year 11 and 13. It will also give an overview of both the level and types of destination of students'. Appendix A updates to names and titles.
Jan 2022	Chris Vallance	Staff names and titles updated. Careers Inc name changed to Progress Careers.
April 2023	Sarah Turner and Chris Vallance	Addition of vision and ethos emphasized in relevant and necessary areas. Parts of section 1 removed due to repetition. 2.1 updated to include current projects. 4.4 addition of 'businesses, sponsors and friends of the Academy'. 4.8 addition about the importance of alumni in our tracking and monitoring. Appendix A and B Staff names and titles updated Appendix D Names and roles of partners updated. Appendix I Provider access statement edited and new detail required by the Baker Clause added.
March 2025	Laura Jones	Governing body name change 2.1 Remove JP Morgan 3.1 Wording of Briefings to assemblies 4.3 Progress Careers addition 4.4 Progress Careers mention 4.6 Funding allocated as needed, no formal budget in place Page 12- Access statement, requests for access now to Laura Jones, wording of briefings for assemblies Appendix A and B staff names and titles Appendix C and D names and roles Providers we have worked with Destinations students have gone on to
July 2026	APA	Replaced Samworth with Sherwood due to academy name change

Our vision is to create a distinctively Christian and values driven environment that provides the best start to the 70 or more great years our students should enjoy when they leave our school. Our students should have the opportunity to live life in all its fullness and be good citizens wherever they may be.

1 Introduction

1.1 Our driver in this work is our aspiration for all of our students to have 70 or more great years after their time at the academy. Central to this is outstanding quality careers information, providing opportunities for inspiration and providing excellent advice and guidance. This involves students being exposed to, and receiving clear information about all different possible career paths and a full awareness of what employers both locally and further afield are looking for as well as what it takes to set up and run your own business. From this we then believe our students will be well placed to find their place in the world of work and to live happy and fulfilled lives as contributing members of society.

In addition, below is the government mandate for our CEIAG programme.

“Academies have a role to play in supporting their pupils to make well informed and realistic decisions by providing access to impartial and independent information and guidance about the range of education and training options that are most likely to help young people achieve their ambitions.” *The Education Act 2011*

As an academy we must ensure that independent high-quality information, advice and guidance is provided for our students. The academy has a contract with Progress Careers, an accredited organisation, whose careers advisers provide independent and impartial careers guidance to our students.

This policy also recognizes the importance of the Gatsby Benchmarks for Quality Careers Education as outlined in the Gatsby ‘Good Career Guidance’ Report (2014). These are:

- i. A stable careers programme
- ii. Learning from career and labour market information
- iii. Addressing the needs of each pupil
- iv. Linking curriculum learning to careers
- v. Encounters with employers and employees
- vi. Experiences of workplaces
- vii. Encounters with further and higher education
- viii. Personal guidance

1.2 Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key Academy policies such as:

- Equality and Diversity
- Vision Statement

2 Entitlement Statements

2.1 Student entitlement

Teachers in the academy and qualified career professionals will support students' career development in a number of ways including:

- Information and discussion in lessons, drop-down days and briefings.
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and results days.
- Careers information and I.T based careers programmes.
- Information and updates on notice boards, and the academy website.
- The academy uses a tracking system to identify the needs of all students to target students who require early, ongoing or additional support in their transition.
- Students, parents/carers and academy staff can refer students for one-to-one careers support.
- Students can access CEIAG through one-to-one interviews, workshops and enrichment activities, as well as through special projects such as Project Can Do.

2.2 Parent/Carer Entitlement

Parents have access to careers advisers in a variety of ways including:

- Individual meetings
- Drop-in sessions, options and parents evening and results service
- Careers information and computer based careers programmes, such as Unifrog • Information and updates on the academy's website

2.3 Equality and Diversity

The careers education and guidance delivery satisfies the requirements of the Academy's Equal Opportunities Policy. All students, regardless of their race, class, gender, faith or special educational needs, have the same access to our resources, wherever possible.

3. Delivery of the CEIAG Provision

3.1 Place within the Curriculum

The careers curriculum has been devised following the guidance of the Career Development Institute's Framework for Careers, Employability and Enterprise Education, for all year groups in core provision and/or drop-down days. This is supplemented by the following;

- Programme of assemblies, enrichment workshops and external visits.
- Inset for staff includes training and updates on careers information by qualified careers professionals.
- On drop-down days a wide variety of companies and apprenticeship providers may also attend offering advice and guidance.
- Academies may also organise specific events for parents/carers and students to provide specialist support.

3.2 Monitoring and tracking of young people

The Sherwood Church Academy places a responsibility on maintaining a full and comprehensive tracking system that gives every student a rating for intervention.

The academy tracks:

- Intended destinations
- Supports the September Guarantee and Activity Survey (collecting data on sixth form, apprenticeship starters).
- Offering individualised support to those students who are at risk of becoming NEET (Not in Education, Employment or Training) or become NEET.
- The academy maintains records of all CEIAG interventions and interviews (these are then shared with students/parents and carers).
- Vulnerable students who are at risk of becoming NEET are referred to their Local Authority team for additional support.

4 Management of CEIAG Provision

4.1 The CEIAG Programme is planned and implemented by the strategic lead for careers (nominated member of the Executive Team), the operational lead for careers (seconded staff member) and involves working closely with the staff, students, parents and the wider community. This area is supported by a nominated enterprise advisor.

4.2 Staffing

All staff contribute to CEIAG through their roles as tutors, subject teachers, curriculum leaders and/or as a careers professional. Staff training is provided on a regular basis and updates are given in briefing or circulated via the staff intranet. Staff are provided with guidance sheets, handouts and option booklets. All staff have access to the Progress Careers website which includes specific staff information and resources.

4.3 Provision of external and Independent careers guidance

Independent and impartial careers advice and guidance is provided via qualified careers professionals from Progress Careers, a range of CEIAG computer-based programmes and websites in addition to our links with businesses and training providers.

Students are also encouraged to access the National Careers Service via a link on the academy website and National Apprenticeship sites via the academy website.

4.4 Other formal and informal partnerships

The academy has a range of formal and informal partnership arrangements including with post 16 providers, colleges, employers, businesses, sponsors and friends of the Academy, higher education and training providers. Progress Career are the main Careers Guidance provider

4.5 Information resources

A range of careers information, in a variety of formats, is provided in the Careers Room and the Learning Resource Centre so that it is accessible to all students. Resources are managed in the academy to ensure that they are up to date and meet the needs of all students.

4.6 Budget

Funding is allocated as it is needed, no formal budget in place.

4.7 Staff development

All staff should have access to a minimum of 1 hour per year through CPD (Continuing Professional Development) time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the strategic/operational careers lead and academy CPD lead and reviewed on an annual basis.

4.8 Monitoring, review and evaluation

Destination data will be placed on the careers area of the academy website for review. This will be done by the end of October following an academic year. This will detail the NEET figures for students in year 11 and 13. It will also give an overview of both the level and types of destination of students. We also aim to build up a network of alumni to provide more qualitative and long-term feedback on our performance as an academy in this area.

Appendix A: Leadership & Management

Organisation	Name	Title
Enterprise Advisor	Julia Matthews	Enterprise Advisor
Academy Leader of Careers	Chris Vallance	Strategic Director
Operational Leader of Careers	Laura Jones	Head of Sixth Form and Careers Lead

Appendix B: Staffing

Position	Name	Title
Learning Managers	Harriet Paterson Hannah Goodwin Shannon Wilson Mandy Reeks Lucas Bingham Keshia Milne	Year 7 Learning Manager Year 8 Learning Manager Year 9 Learning Manager Year 10 Learning Manager Year 11 Learning Manager Post 16 Learning Manager
Curriculum Leaders/Lead Teachers	James Copley Dunn Mark Hall Maria Fletcher Carly Stendall Kirsty Price Becky Jephson Jonathan Walsh Kayla Gontarz Scott Allott Stuart McDade Matthew Jensch James Wilson	Music History Art English Vocational/Social Sciences Business Studies ICT Science Geography Maths PE Technology
Teachers	All Teachers	All tutors/teachers will deliver
Tutors	All TSCA Tutors	Through the curriculum plan

Appendix C: Provision of External and Independent Careers Guidance

Organisation	Name	Title
Progress Careers	Sean Panting	Careers Adviser
Progress Careers	Rebecca Darby	Careers Advisor

Appendix D: Other Formal and Informal Partnerships

Organisation	Name	Title
Progress Careers	Paula Thompson	Director

Tomorrows Company	Jon Maguire	Skills & Enterprise Programme Director
Sherwood Farms	Russell Price	Director
Linney	Claire Tennant	

Appendix E: Information Resources

Organisation	Resource	Location
Progress Careers	Progress Careers Website Books, handouts, prospectus, leaflets Displays on apprenticeships, different careers and local training opportunities. Presentations on careers, pathways and local opportunities.	Academy Website
Careers Room Library		
Noticeboards		Noticeboards
TV Screens		Academy Reception

Appendix F: Careers Education Plan – See academy website

Appendix G: Student Entitlement Investing in your Future

At Sherwood Church Academy, everything we aim to do is based on our students having 70 or more great years. The careers education and guidance programme at The Sherwood Church Academy seeks to positively support you to acquire the educational, social and employability skills necessary and to inspire you to achieve lifelong success in a diverse and changing world of work.

We will support you to aim high in your career goals and aspirations.

As a student at The Sherwood Church Academy you are entitled to a careers education and guidance programme which:

- is personal to you and always puts your interests first
- motivates and inspires you to consider all opportunities open to you within and The Sherwood Church Academy
- helps you to gain the skills you need to make your career ambitions a reality
- provides the support you need to be successful
- helps you access any additional support you might need
- is delivered by trained and qualified teachers and advisers, with up-to-date knowledge and understanding of career pathways and local labour market information
- protects and respects your personal information and shares it only with your consent
- always puts your interests first

Together with a range of career professionals, businesses and training providers we will support your career development in a number of ways including:

- Information and discussion in lessons and assemblies to help you make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards and plasma screens
- The Sherwood Church Academy website

Appendix H: Parents Entitlement.

Investing in your Son/ Daughter's Future

At Sherwood Church Academy, everything we aim to do is based on our students having 70 or more great years. An essential part of this is an effective careers education programme that helps inform, support, guide and inspire our students. Research has consistently shown that parents and carers are **the** most influential factor in students' decisions about the future. Your support and encouragement influences their choices, and the guidance you provide will be invaluable to their eventual achievements and career pathways. This might feel a little daunting...the jobs of the future may be very different from your own experiences and choices. In fact, they may not even be invented yet!

There are some very simple and practical steps you can take to support your child.

- Talk to them about their current educational attainment and estimated grades and encourage them to aim high (the skills shortages of the future will be in higher level jobs)
- Discuss where they want to be and research how to get there (lots of great resources in the Academy and on the internet)
- Use the links on the academy website.
- Encourage them to seek out the advice and experiences they need to help them achieve their goals
- Help them with the steps they need to take

Together with a range of career professionals, businesses and training providers we will support your son's/daughter's career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about your future
- Activities and events such as employability days
- Access to careers advisers in a variety of ways including individual meetings, drop-in sessions, enrichment activities, parents and option evenings and on results days
- Careers information and computer-based careers programmes
- Information and updates on notice boards, plasma screens and websites

You are welcome to attend your child's careers meeting and we encourage you to contact The Sherwood Church Academy if you need any more help or information.

Appendix I: Provider Access Policy Statement

Rationale

Our driver in this work is our aspiration for all of our students to have 70 or more great years after their time at the academy. Central to this is outstanding quality careers information, providing opportunities for inspiration and providing excellent advice and guidance. This involves students being exposed to and receiving clear information about all different possible career paths and a full awareness of what employers both locally and further afield are looking for as well as what it takes to set up and run your own business. From this we then believe our students will be well placed to find their place in the world of work and to live happy and fulfilled lives as contributing members of society.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications. It is also vital that they understand the labour market in their local areas and further afield and what opportunities are available to them for self-employment.

Commitment

The Sherwood Church Academy is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The Sherwood Church Academy is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled and talented great people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The Sherwood Church Academy endeavours to ensure that all students are aware of all routes to becoming highly skilled and educated and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

The Sherwood Church Academy policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Student Entitlement

The Sherwood Church Academy fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply and aim to exceed the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school, for example drop-down days.

Development

This policy has been developed and is reviewed annually by the Operational and Strategic Careers Leaders based on the aims and vision of the Sherwood Church Academy with reference to current good practice guidelines provided by the Department for Education.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and Special Educational Needs and Disabilities.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The Sherwood Church Academy is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to Laura Jones, Careers Leader, who may be contacted by telephone or email, ljones@tscacademy.org.uk Tel 01623 663450.

Grounds for granting requests for access

Access will be given for providers to attend during assemblies, Careers sessions and Careers events that The Sherwood Church Academy is arranging. The academy will also authorise and support students who need to travel to other providers for information gathering.

Details of premises or facilities to be provided to a person who is given access

The Sherwood Church Academy will provide an appropriate room for the planned session and will ensure the relevant equipment is provided (e.g. computer, projector and screen). The use of computer rooms can also be arranged. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate their visit.

Live/Virtual encounters

The Sherwood Church Academy will consider live online encounters with providers where requested, and these may be broadcast into classrooms or larger venues. Technology checks in advance will be required to ensure compatibility of systems and relevant IT support will be provided as necessary.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Monitoring review and evaluation

The policy is monitored and evaluated annually via the Executive Leadership Team. Please contact Chris Vallance for any feedback or concerns about this policy and access statement.

Providers who have been invited into The Sherwood Church Academy to date include:

West Notts College
Mansfield District Council
RAF
Nottingham Trent University
Lincoln University
G8 Football Academy
BBC
Tomorrow's Company Work
Wise Ltd.
Variety of local businesses and employers

Destinations of previous students from The Sherwood Church Academy include:

West Notts College
Various Universities
Dance/Music conservatoires including LIPA
Various apprenticeships (Levels 1-4)
Gordonstoun School
Confetti School of Music
Brackenhurst College
Joseph Whitaker School

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