



## CEIAG at The Acorns School

### Purpose

This policy sets out how The Acorns School meets its statutory duties to provide high-quality, impartial careers education, information, advice and guidance (CEIAG) and to give access to education and training providers, in accordance with the Skills and Post-16 Education Act 2022 and the Department for Education's statutory guidance: Careers guidance and access for education and training providers (updated 8 May 2025)

### Introduction

Statutory guidance from the Department for Education on careers for schools and colleges in England was updated in May 2025. This is in addition to the Education Act 2022 and statutory guidance previously updated through 'Careers guidance and access for education and training providers' in January 2023 under Section 45A of the Education Act 1997.

The biggest modification within the May 2025 update was the government's vision for careers guidance is to improve careers advice in schools and colleges and to guarantee 2 weeks' worth of work experience for every young person. To support this, the Department of Education is funding:

- The Careers & Enterprise Company (CEC) to support schools and colleges to develop careers programmes in line with their careers requirements and the Gatsby Benchmarks
- National Careers Service to provide free, impartial careers information, advice and guidance to students, parents and teachers through a website, web chat service and telephone helpline

The Department of Education expects headteachers, principals and governing boards to:

- support their careers team, especially their careers leader
- invest in personal guidance provided by a qualified careers adviser
- This allows for high-quality, progressive careers programmes that help all learners acquire the knowledge, skills and confidence to achieve and thrive.

Careers Education is currently statutory for 11 to 19 year olds in educational settings. The Acorns School offers a range of dynamic opportunities for students through our Careers Education, Information, Advice and Guidance (CEIAG) programme. This enables them to grasp and develop an understanding of the responsibilities and experiences involved in their career decision making and planning their career pathways. It is part of The Acorns School vision to provide a comprehensive programme of Careers Education, Information, Advice and Guidance and meet the current statutory duty to provide CEIAG from Year 7 to Year 11 (1997 Education Act, 2003 Education Regulations).

### Careers Education and Guidance:

The Acorns School is a pupil referral unit and provides full time education for pupils aged between 11 and 16.

The Acorns School works with students who have or are experiencing difficulties in the mainstream setting due to medical, social, emotional, or behavioural issues. We all consider that we are 'Learning to Achieve'.

We believe that all our pupils are entitled to the absolute best education, including careers education and guidance, through a developed personalised curriculum, delivered by highly dedicated, experienced, and qualified staff.

The Acorns School is committed to providing its pupils with a varied programme of careers education and guidance activities to equip and enable them to make informed decisions and choices at key transition points both during school and Post 16. We aim to help pupils develop, identify and add to their employability skills throughout their school life through industry and employer workshops and experiences. It also contributes to the school's key values as well as raising aspirations.

This duty sits in **Section 42A of the Education Act 1997**, as amended by the 2011 Act.

#### **Statutory obligations for Careers work in School:**

In January 2018, The Gatsby Charitable Foundation established eight world-class benchmarks.

These have been incorporated in many schools, and at Acorns we will adhere to them to develop and improve our careers provision, these have recently been updated (May 2025).

The Gatsby Benchmarks and pertinent information can be viewed on the following document: [Careers strategy: making the most of everyone's skills and talents](#). (Ref: DFE-00310-2017 PDF, 567KB, 36 pages)

#### The Gatsby Benchmarks

- 1. A stable careers programme.**
- 2. Learning from career and labour market information.**
- 3. Addressing the needs of each student.**
- 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.**

#### **Implementation of Careers Education and Guidance:**

Careers education will be delivered throughout the academic year, during allocated PHSE lessons.

It will also take place on days when there are Careers conferences, fairs, workshops, college visits, training provider visits and information sessions about apprenticeships and The National Challenge.

The Careers education program will be organised by Zack North of Career North (Careers Advisor) and Careers Lead, Mrs Jennie Thomson. The targeted program of activities will be delivered by the career's advisor, form tutors, teaching staff and industry representatives will come in to talk to students from both further, higher education and employer professionals within different industries relevant to our student cohort.

The Guidance will be provided to all year eleven pupils by the Careers Advisor with some targeted guidance support for students in Years 10 and 11.

#### **Entitlement to the Careers Guidance and Education:**

All pupils are entitled to, and will receive, impartial and independent Careers education and guidance support during their education at The Acorns School.

The key features of these include:

#### Guidance

- Access to impartial and individual advice and guidance from the school Careers Advisor open to years 10 and 11.
- All year 11 pupils receive a one-to-one careers interview and written summary of the meeting which focuses on their post 16 progression options.
- Targeted support for identified vulnerable pupils in year 11 at risk of becoming NEET (Not in education employment or training) to discuss their post 16 options.
- One to one guidance interviews with Year 11 pupils. Supporting them with constant advice throughout the year.

#### Advice and Information

- Pupils in Year 11 and Year 10 can have a mock interview with the Careers Adviser whether this is for an apprenticeship, sixth form or college place.
- The Careers Adviser undertakes tracking of all Year 11 pupils and follows up each case; checking they have offers and providing destination data back to the Local Authority.
- The Careers Adviser has a duty to the Governors of providing an up-to-date list of destinations and intended destinations.

#### Careers education

There is an extensive programme of Careers Education covering:

- Career Guidance Activities (assemblies, group and individual)
- Seminars and presentations from local employers
- Action Planning Workshops
- Meetings with The Acorns School Independent provider of IAG
- Parent Events
- Work related learning and visits by employers
- Drop in Guidance Clinics with the schools Independent provider of IAG
- Access to the Labour Market information
- National Careers Week – a whole school approach
- Real life work experience at Key Stage 4
- Access to relevant ICT resources that enhance and develop the choice process
- High quality post 16 guidance and support on a range of issues, including the university application process, Higher Apprenticeships and pupil finance
- Opportunities for further and higher education visits
- STEM opportunities through curriculum and enrichment opportunities
- Opportunities for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships (the Baker Clause, 2<sup>nd</sup> January 2018)
- Employability skills and preparation for work including practice interviews and presentation skills
- Enterprise activities for all year groups from 7-11.

- Understanding links between subjects and careers; preparation for work experience; introducing Higher Education, progression options post-16 which includes Sixth form; apprenticeships; Further Education.
- CV preparation and completing application forms.
- Visits to workshops, Careers related shows, Careers and Higher Education fairs and conferences for students to raise aspirations and their Careers knowledge and awareness.
- Mock interview programme for all year 11 and year 10 students
- Access for all to Careers information resources, prospectuses, and useful websites.
- Citizenship, volunteering, and community project awareness.

### **Career Professional Development**

The Careers Lead will have the opportunity to attend regular network meetings across West Lancashire with fellow school lead professionals and Careers Advisers to discuss schoolwork and all issues relating to delivering Careers Guidance and Careers education. The Careers Adviser and the Careers Lead will arrange to attend visits to employers, Further and Higher Education institutions, training providers and related Careers conferences and workshops to support LMI knowledge and keep up to date with Careers information.

### **Evaluation and Review**

New careers initiatives are implemented within the School Careers development plan. The Careers Adviser seeks evaluation from pupil's attendance at careers talks and events and individual guidance interviews. Feedback is used to make any changes or revise any aspects of the Careers delivery in school. The policy will be reviewed annually.

For further information you can contact Mrs Thomson via the school using the following contact information:

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**Reviewed November 2024 JH**

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