



St. Edward's
Church of England
Academy

Careers Education, Information, Advice and Guidance (CEIAG)

Policy

Approved by Trustees: March 2026

Statutory Policy



St Edward's
Church of England
Academy

The Vision for Education at our Academy

***Jesus says, "I have come that they may have life and have it in all its fullness."
John 10:10***

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11

***"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be
with you wherever you go."***

Deuteronomy 31:6



***"I no longer call you
Followers. Instead I call
you friends."***

John 15:15

***"Show proper respect to everyone"
1 Peter 2:17***



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Rationale:

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At St Edward's, a planned progressive programme of activities supports pupils from Year 5 – 8 to develop an awareness of employability skills, an understanding of opportunities in the working world that suit their interests and abilities, and help them to follow a sustainable career path.

Commitment:

St Edward's Church of England Academy is committed to providing our pupils with a programme of careers education, information, advice and guidance (IAG) for all pupils in Years 5 -8.

St Edward's Church of England Academy follows the National Careers Strategy: making the most of everyone's skills and talent for 11 – 19 in England (DfES, 2017) and other relevant guidance from DCSF, QCA and Ofsted.

Aims:

St Edward's Church of England Academy Careers Education and Guidance policy has the following objectives in line with the Gatsby Eight Benchmarks for Careers Excellence when delivering the careers programme in school:

- To plan and provide a stable careers programme for our learners
- To expose pupils to relevant labour market information (LMI)
- To address the needs of all pupils - to link curriculum learning to careers
- To provide opportunities for pupils to encounter employers and employees
- To provide opportunities for pupils to encounter further and higher education

Outcomes:

As a result of the above objectives the proposed outcomes of this policy are:

- To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote



- equality of opportunity
- To encourage participation in continued learning including higher education and technical qualifications
 - To develop enterprising and employability skills in pupils
 - To significantly reduce the likelihood of any pupils leaving our educational establishment as NEET (not in education, employment or training)
 - To involve all academy stakeholders in the career's education of pupils, including parents and carers

Development:

The policy was developed and is reviewed annually by the Careers Leader and their Line Manager (Vice Principal) based on current good practice guidelines from the DfE, Ofsted and statutory guidance.

Links with other Policies:

This policy supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, PSHE/RSE, Equal Opportunities and Diversity, Health and Safety, and Special Needs.

Implementation of Careers Education:

Careers Education is delivered during PSHE lessons, the curriculum, trips and alternative curriculum days.

Equality and Diversity:

Careers education is provided to all pupils and provision is made to allow all pupils to access the curriculum. Pupils are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All pupils are provided with the same opportunities and diversity is celebrated. The online portal 'Compass +' is used to help monitor our careers provision and to ensure all pupils have access to activities which will meet their needs.



Parents and carers:

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the Academy website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings.

Provider access statement:

A number of events, integrated into the Academy careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents. A provider wishing to request access should contact the Careers Leader via the Academy office via telephone (01538 714740) or email office@st-edwards.staffs.sch.uk

When engaging with a provider to provide an encounter, what information does the provider need to share?

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- information about the careers to which those technical education qualifications or apprenticeships might lead
- a description of what learning or training with the provider is like
- responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships

Premises and facilities:

The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The Academy will also make available AV and other specialist 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.

Management:

The Careers Leader co-ordinates the Careers curriculum and reports to the Senior Leadership Team. The Careers Leader is responsible for the work of the assigned



administrative team. The Careers curriculum is planned, monitored and evaluated by the Careers Leader, the Principal and the Board of Trustees.

Staffing:

All staff contribute to careers education through their roles as tutors and subject teachers.

Curriculum:

The Careers Curriculum aims to provide all students with the knowledge, skills, and confidence to make informed career decisions. This framework ensures students develop progressively across all key stages, supporting their transition into further education, training, and employment. The curriculum aligns with the **Knowledge Insight Grid (KIG)** to ensure a structured approach to careers education and gives a clear direction on what students need to know, understand and be able to articulate when transitioning out of education into the world of work.

Student Learner Journey (SLJ)

A Student Learner Journey is critical for Careers Education because it provides a structured framework that ensures students develop the skills, knowledge, and confidence they need to make informed decisions about their future to successfully transition post education into the world of work.

The Student Learner Journey is:

- Progressive: Growing with each individual student, building awareness and understanding over the lifecycle of their education.
- Informed: Supporting students to make informed decisions that allow them to transition across key stages and into the world of work.
- Engaging: Fosters engagement where students see the relevance of the content they are exposed to.
- Individual: It recognises each student is unique and provides opportunities for exploration that align with the strengths of each student.
- Reflect: The SLJ should reflect the expectations of the world of work with the students on leaving education linked to what businesses are looking for.

Knowledge Insight Grid (KIG) Components



Labour Market Information (LMI): To understand the opportunities and challenges in the job market. Labour Market Information provides valuable insight, trends and gaps in industry.

Pathways: The routes and progression options that students can take to achieve their career goals, includes FE, HE, ATE-All Levels.

Skills: The competencies and knowledge that individuals need to develop to perform tasks effectively, adapt and succeed in the workplace. (i.e. *Essential Skills: Employer Competency Framework for Skills, Employability Skills and Technical Skills*).

Curriculum Focus: Linking the curriculum to careers related learning and specific industry needed skills/qualifications.

Year Group	Theme	Rationale
Year 5	Awareness	Introducing the world of work and different job roles.
Year 6	Curiosity	Encouraging exploration of industries and workplace skills.
Year 7	Discovery	Beginning to understand career pathways and job trends.
Year 8	Exploration	Investigating local growth sectors and employability skills.

Partnerships:

St Edward's Church of England Academy is part of the Stoke on Trent and Staffordshire Careers hub as well as the Staffordshire Middle Schools Careers hub in partnership with The Careers and Enterprise Company. Through this partnership, we also have a Careers Adviser and a local Business Advisor.

Resources:

Funding is allocated in the annual budget. The Careers Leader is responsible for the effective deployment of resources.

Staff:

Staff development training needs are identified as part of the Partnership Agreement process and during regular planning meetings between the Careers Leader and his/her Manager.



Monitoring, Review and Evaluation:

Careers Education is monitored and evaluated annually with support from the Careers and Enterprise Company. Feedback after careers events is regularly sought from providers, employers and pupils. Careers evaluation tools are also used such as Future Intentions questionnaires, Compass Plus tracking and our Consultation map. Provision is also monitored as part of the Academy's internal PSHE quality assurance. When reviewing the programme, the Academy Development Plan is used to ensure that the careers programme is fully supporting whole school aims.

Appendix 1: Definitions

- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- Careers Leader - the member of staff responsible for leading and coordinating the Careers curriculum in school



Appendix 2: Overview of Provision

2025 – 2026	Curriculum GB4	Employer Encounters GB5	Experience of workplace GB6	Pathways GB7
	Links to curriculum	In school visits	Out of school visits to places of work	FE HE Westwood Apprenticeships
Year 5	Ongoing references in PSHE, English, Maths and Science Money and finance sessions	PCSOs Careers Week Activities HSBC money matters		
Year 6	Ongoing references in PSHE, English, Maths and science Money and finance sessions	Money Matters – NatWest PCSOs Careers Week Activities	Visit to Carsington Water	
Year 7	Ongoing references in PSHE, English, Maths and science Jobs sectors (Geog – Nov) Money and finance sessions	Careers Week Activities Leek United Careers Day Severn Trent		Training Provider Apprenticeships T Levels
Year 8	Ongoing references in PSHE, English, Maths and science Money and finance sessions	English lesson – sessions with solicitors about the world of law Careers Week Activities Westwood College Careers Fair Network Rail	BBC Media City visit (autumn)	Visit and lesson with Westwood College (ongoing) Staffs Uni Careers in Sports Training Provider - Apprenticeships and T Levels – NSCG (Leek)