Cabot Learning Federation

CEIAG Policy

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What is Careers, Education, Information, Advice and Guidance?

Careers, Education, Information, Advice and Guidance programmes contribute to prepare students for the opportunities, responsibilities and experiences of life. They help young people (students) make decisions and manage transitions as learners and workers.

Effective careers, education, information, advice and guidance, linked with other areas of the curriculum plays a key role in:

- Developing enterprise and employability skills.
- Challenging stereotyping and promoting equality and diversity.
- Raising achievements and raising ambitions.
- Encouraging participation in continued learning (further and higher education, vocational training - in line with the Government Gatsby Benchmarks.

CEIAG helps students develop the knowledge, skills and attitudes to make best use of their capabilities in learning and work throughout life.
Careers programmes have 2 elements - Careers Education and Guidance. They are interrelated and complement each other.

Careers Education - helps students develop the knowledge and skills needed to make choices, manage transitions in learning and move into work.

Careers Guidance - enables students to use the knowledge and skills to make decisions about learning and work that suit them.

The Gatsby Benchmarks

At Monkton Wood Academy, our CEIAG activities are aligned to the eight Gatsby benchmarks. The Gatsby benchmarks were created following an international study of career guidance.

The Gatsby Benchmarks are as follows:
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.

CEIAG at MWA

The academy is committed to providing a planned programme of careers education for all students and information, advice and guidance in partnership with a number of independent bodies.

The careers programme at Monkton Wood Academy is designed to meet the needs of students. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career planning and development. Students are entitled to guidance that is person-centred, impartial and confidential. The CEIAG programme promotes equal opportunities, inclusion and anti-racism.

Monkton Wood Academy will work with the local authority to identify young people who are in need of targeted support or who are at risk of not participating post-16. We aim to secure face-to-face careers guidance where it is the most suitable support for young people to make successful transitions.

Our Vision

To ensure all students leave school career-ready, with the knowledge, skills, and confidence to make informed choices about education, training, and employment.

Programme Structure

The careers programme is progressive, inclusive, and mapped to the Gatsby Benchmarks, ensuring all students receive high-quality careers education from Year 7 to Year 13.

Careers Learning Objectives by Year Group

Year 7 – Self-Awareness & Introduction to Careers

Students identify personal strengths, interests, and skills and are introduced to the world of work.

Year 8 – Exploring the World of Work

Students will explore a broad range of job sectors and understand how skills learned in school connect to real-world careers.

Year 9 – Informed Choices

Students use careers information and guidance to make informed GCSE option choices.

Year 10 – Employability Skills & Experience

Students will develop key employability skills and gain insight into the workplace through encounters with employers and/or work-related learning.

Year 11 – Post-16 Choices & Preparation

Students will evaluate post-16 education, training, and apprenticeship options and prepare to make confident, realistic next-step decisions.

Year 12 – Career Planning & Higher-Level Pathways

Students will research and compare higher education, apprenticeships, and employment pathways and begin to plan strategically for their future career goals.

Year 13 – Transition & Application

Students will refine their career plans and demonstrate readiness for transition by completing applications, interviews, and personal statements aligned to their chosen pathway.

How do we achieve our objectives?

KS3 and KS4

We seek to achieve the objectives of our Careers Programme by

- Providing students with a stable Careers programme throughout the academy that is understood by students, parents, teachers, governors and employers
- Providing students with high quality information about their available future study options as well as the current and future labour market opportunities
- Evaluating the needs of each student and offering them appropriate careers guidance
- Ensuring our Careers Education Programme is linked to the academy's wider Personal Development curriculum
- Providing students with a range of encounters with employers through enrichment activities
- Providing students with authentic work experience
- Providing students with a range of encounters with further/higher education institutions, paying close attention to ensure that our most able students and students from disadvantaged backgrounds are fully involved
- Ensuring that all students have continued access to the Academy's careers advisor during their time at Monkton Wood, with no limits set on the individual contact time available to each one
- Ensuring that all students have a clear Post-16 plan in education and/or training as they come to the end of their time at Monkton Wood Academy

CEIAG at The SPACE

The SPACE is our post-16 provision which specialises in the performing arts. At Key Stage 5, Careers Advice and Guidance will be provided in a variety of different ways ensuring that young people are given a wide range of support and guidance to equip them for their future aspirations. These include:

- Tutorial programme which includes one-to-one sessions with a personal tutor.
- Personal Development (PHSE) sessions with specific focuses
- Focused tasks related to creating effective CVs, Personal statements, UCAS applications and applications to other progression routes.
- Attendance to UCAS Conventions and other career focused events.
- Guest speakers to cover key aspects such as choosing universities and courses, student finance, higher and degree apprenticeships.
- At least one work experience opportunity.
- A visit to a university campus.
- Access to one-to-one appointments with a careers advisor.
- Interaction with companies working professionally in the performing arts industry.

Staffing

Rebecca Purnell, Assistant Principal, oversees the work of CEIAG within the academy.

Independent Careers Advisor	
PSHE Link	Simon Wood
Year 7 Raising Standards Leader	Dawna Daw
Year 8 Raising Standards Leader	Katrina Darley
Year 9 Raising Standards Leader	Becky Moore
Year 10 Raising Standards Leader	Isabelle Ashton
Year 11 Raising Standards Leader	Jonathan Roberts
The SPACE	David Duthie

How do we measure and assess the impact of our Careers Programme?

We assess our careers programme every term using Compass+, through the Careers & Enterprise Company. This tool enables the school to see where careers have been placed in the curriculum, highlighting what career activities and events students have had access to, as well as showing any gaps and areas to improve on. This helps us benchmark, manage, track and evaluate the school's careers programme to help every student find their best next step. We review our Careers programme annually and we track our student destination data. Stakeholder feedback from our students, parents and employers informs improvement.