

**Policy for Careers Education, Information,  
Advice and Guidance  
(CEIAG)**

The Bishop of Winchester Academy



Sapere Aude

Document Control Table	
<b>Policy Title</b>	<b>Careers Education, Information, Advice and Guidance (CEIAG)</b>
<b>Author: Name, Code, Role</b>	Kate Graham, KGR, DVP Simon Abel, SAB, Careers Lead
<b>Policy Version (V) N°</b>	2
<b>Link Trustee</b>	Roy Clayton
<b>Statutory</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Internal Policy
<b>Policy Required on Website</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Policy Approval Date</b>	Pending Full Board Meeting 19.03.26
<b>Policy Approval Route</b>	<input type="checkbox"/> Author – ALT <input type="checkbox"/> Author - ALT - Trust Board <input type="checkbox"/> Author - ALT - Resources Committee <input checked="" type="checkbox"/> Author - ALT - Student Experience Committee
<b>Policy Review Frequency</b>	<b>ALT</b> annual <input type="checkbox"/> biennial <input type="checkbox"/> quadrennial <input type="checkbox"/> <b>Trust committee</b> annual <input type="checkbox"/> biennial <input type="checkbox"/> quadrennial <input type="checkbox"/> <b>Trust board</b> annual <input checked="" type="checkbox"/> biennial <input type="checkbox"/> quadrennial <input type="checkbox"/> <b>Other</b> (state)
<b>Linked Policies (if any)</b>	<ul style="list-style-type: none"> <li>• Careers Education, Information, Advice and Guidance – External Providers Access Policy</li> <li>• Child protection policy</li> <li>• Curriculum statement</li> </ul>
<b>Next Review Due by Author and ALT</b>	Pentecost 2027
<b>Next Review Due by Committee</b>	n/a
<b>Next Review Due by Board</b>	Pentecost 2027

Commented [KG1]: Jess - what version should this be

History			
V	Date	Author Code	Revision Summary
1	Pentecost 2023		Reviewed Pentecost 2023 Approved by full board 26.06.23
2	Pentecost2025	KGR/SAB	Addition of an enhanced control table. Addition of Contents page. Change of review and approval specification from biennial to annual as recommended by The Key for Leaders. Update to link policies to include provider access policy This policy has been reviewed against the updates released in May 2025 - Department for Education's (DfE's) statutory Careers guidance and access for education and training providers. 3.3 updated to include how this is monitored
3.	Lent 2026	KGR/SAB	Confirmed no further statutory updates required since May 2025 – DfE Policy reviewed and in line with updates 3.3 updated to include how this is monitored using student survey data

## Contents

1. Introduction .....	4
2. Aims and application .....	4
3. Key principles.....	4
3.1 Responsibilities.....	4
3.2 Curriculum .....	5
3.3 Monitoring and review .....	5
3.4 Entitlement.....	5
3.5 Equality and diversity .....	6
3.6 Links with other policies .....	6

# Sponsors' Statement

All The Bishop of Winchester Academy policies exist to support the Sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long-term running of the academy. Each policy evidences the commitment of the Sponsors to the principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. This policy contributes to the development of young people and the community through all Academy activities.

## 1. Introduction

Careers education, information, advice and guidance is a vital part of the curriculum offered at The Bishop of Winchester Academy and makes a major contribution to preparing students for the opportunities, responsibilities and experiences of adult life. A planned, progressive programme of activities supports students in choosing 11-19 pathways that suit their interests and abilities and leading to fulfilling and successful careers beyond.

## 2. Aims and application

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#), which was updated in **May 2025**.

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (\*England) Regulations 2008

This policy is also in line with the [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our academy must provide a minimum of **6 encounters** with technical education or training providers to all students in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find here:

<https://www.tbowa.org/careers/external-providers>

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- Our academy must now secure independent careers guidance from year 7, instead of from year 8.
- As an academy in England, we provide and publish careers guidance on our website.

This policy shows how our academy complies with all requirements, including updated guidance for statutory careers and our funding agreement and articles of association.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our academy meets this duty, and can be found <https://www.tbowa.org/careers/external-providers>

The Bishop of Winchester Academy is committed to providing a planned programme of careers education, information, advice and guidance for all students in Key Stages 3, 4 and 5 at a level that is appropriate to their individual needs and which meets the eight key benchmarks known as The Gatsby Benchmarks.

## 3. Key principles

### 3.1 Responsibilities

- 3.1.1 It is the responsibility of the Principal and Senior Leaders to establish an impartial framework for careers education information, advice and guidance (CEIAG); to monitor and review its effectiveness and to report regularly to governors on the application and outcomes of the policy.
- 3.1.2 It is the responsibility of governors to establish and review the policy on careers education, information, advice

and guidance; to monitor the application of the policy and to review outcomes of the policy regularly and to up-date it as appropriate.

- 3.1.3 It is the responsibility of the Careers Lead, supported by the Senior Lead for Careers, to ensure practical implementation of the policy in to order to develop the CEIAG Plan.
- 3.1.4 The academy is responsible to provide independent careers advice from a qualified Careers Adviser and ensure that all students will have at least one careers meeting before the end of year 11. The role of the Careers Adviser is to provide impartial information, advice and guidance for students and support the application process and planning of post-16 options.
- 3.1.5 Academy teaching staff are responsible for contributing to CEIAG through their roles as Mentors and subject teachers.

### 3.2 Curriculum

We provide statutory independent careers guidance to students from year 7 onwards. Through our embedded careers programme, we inform and encourage students to consider their career options to support and take steps to understand their choices and pathways.

Our CEIAG programme meets the expectations outlined in the **Gatsby Benchmarks**:

1. A stable careers programme with a careers leader
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

Our programme does not show bias towards any particular career path and promotes a full range of technical and academic options for students.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that students are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

The CEIAG programme is delivered through career guidance activities, mentor time activities, internal and external careers employability events and 1:1 support from the academy's Careers Adviser. These arrangements are detailed in the TBOWA CEIAG Plan.

### 3.3 Monitoring and review

The effectiveness and appropriateness of the Careers Education Information, Advice and Guidance policy is kept under regular review. The Careers Lead is responsible for overseeing the monitoring, review and evaluation of the programme. Activities that form part of the CEIAG programme are evaluated and information is used to inform planning for the next year.

Evaluation focuses on how effective the event/activity has been in helping students to achieve the intended learning outcomes.

This draws information from several sources including:

- Evaluation of activities as and when they happen for one off activities
- Use of Compass+ to monitor Gatsby Benchmarks
- Evaluation of on-going activities at the end of the academic year
- Information on intended destinations for Year 11 learners
- Publish destination data
- Student survey data

### 3.4 Entitlement

Students are entitled to careers information, advice and guidance that is impartial. In addition to individual 1:1 guidance support, careers education is integrated into the whole curriculum experience based on a partnership approach between

students, staff, employers, HE/FE education providers and parents/carers.

### **3.5 Equality and diversity**

Careers information, advice and guidance will help to promote the academy policy on equality and diversity by providing a range of resources which match individual needs, helping students to recognise the importance of equal opportunities and diversity in working life and by monitoring resources to ensure the absence of bias or stereotyping.

### **3.6 Links with other policies**

This policy links to the following policies:

- Provider access policy
- Child protection policy
- Curriculum statement