

# The Prospect Trust Careers Education, Information, and Guidance Policy

<b>Document Title</b>	Careers, Education, Information and Guidance Policy
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<b>Approved by</b>	TPT Board
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<b>Due for Revision</b>	December 2026

## Document Control Table

Document History			
Version	Date	Author	Note of Revisions
V1	Dec 2020	N Coleman	First Trust-wide CEIAG Policy
V1.1	Dec 2021	N Coleman	Addition of Policy Control Table Updated links, contact details, job titles and careers guidance strategy 2021
V1.2	Dec 2022	N Coleman	Pg 3: Inserted reference to new Careers Education Policy for Frimley CofE School.  Pg 4: Link to be added when local policy is approved and available on website. Link to statutory guidance updated to reflect new guidance issued in September 2022.  Pg 5: Link to Skills for Jobs white paper added as this paper underpins the Skills and Post-16 Education Act (April 2022).
V1.3	Dec 2023	N Coleman	Page 3 <b>Tomlinscote School:</b> New careers education and work related learning policy - January 2023 New Careers Provider Access Statement to reflect new statutory guidance - January 2023  <b>The Sixth Form College:</b> New provider access statement to reflect new statutory guidance- March 2023 New Work Experience Policy as there wasn't one in place - March 2023  <b>Frimley CofE careers policy</b> - Link provided as it is now available on the school website rather than being offered as an attachment  Page 4 <b>Under statutory duties:</b> New careers guidance and access for education and training providers link provided - January 2023
V1.4	Dec 2024	N Coleman	Tomlinscote School: New Work Experience Policy attached - September 2024
V1.5	Dec 2025	N Coleman	Pg 3. <b>Under statutory duties:</b> New careers guidance and access for education and training providers link provided - 8th May 2025  Pg 5. Gatsby Benchmark 6 - <b>Implementing the strengthened benchmark. Information about this can be found in the updated link for the new careers guidance and access for education &amp; training providers.</b>  <b>Also added to bullet point 6 &amp; 7 under The Prospect Trust Careers Services Objectives.</b> From September 2025, all institutions should adopt the strengthened benchmark. Schools should ensure that every

		<p>pupil has multiple first-hand experiences of workplaces by the age of 16 and at least one further such experience by age 18. Colleges and ITPs should ensure that every learner has had at least one experience of a workplace during their programme of study.</p> <p>Pg 6.<b>In the last paragraph:</b> Vince Scannella's details have been removed and replaced with Andy Yarrow.</p>
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## Vision and Mission

This policy is underpinned by The Prospect Trusts long-term vision and core values. We are committed to driving academic excellence in our community, providing outstanding education, focusing clearly on excellent, innovative teaching, learning and pastoral care for all learners. We believe all our learners across our academies from year 3 to year 13 deserve access to a high-quality programme of careers education and impartial information, advice and guidance in an inclusive learning environment where they can excel. We aim to raise their aspirations and empower them to make informed decisions about their future education and training pathways.

Career-related learning in a Primary school is not currently a statutory requirement, but one that we are developing. It is about helping a child to understand who they can become by helping them to develop a healthy sense of who they are and where they fit in. It is not about making job or career choices, but focuses on encouraging them to broaden their horizons and to raise their aspirations.

This policy should be read in conjunction with the following documents:

- Careers Education and Work Related Learning policy from Tomlinscote School - January 2025
- Careers Provider Access Statement from Tomlinscote School - January 2025
- Tomlinscote Work Experience Policy - September 2025
- The CEIAG policy from The Sixth Form College Farnborough - March 2025
- Provider Access policy statement from The Sixth Form College Farnborough - March 2025
- Work Experience Policy from The Sixth Form College - March 2025
- Frimley Church of England Policy - Due for renewal Autumn 2025

[Tomlinscote Careers Education & Work Related Learning Policy](#)

[Tomlinscote Provider Access Policy](#)

[Tomlinscote Work Experience Policy](#)

[The Sixth Form College CEIAG Policy](#)

[The Sixth Form College Provider Access Policy](#)

[The Sixth Form Work Experience Policy](#)

[Frimley CofE Careers Policy](#)

## Statutory Duties

Each of our academies has a named Careers Leader who is responsible and accountable for the day-to-day delivery of their programme of career education, information advice and guidance. Working together we ensure that they are meeting the statutory requirements as laid out in the Governments Careers guidance and access for education and training providers (May 2025) and the education Act 2022. This is statutory guidance from the Department for Education issued under Section 45A of the Education Act 1997, section 72 of the Education and skills Act 2008 and schedule 4 (15) of the school information (England) regulations 2008 and the Skills and Post-16 Education Act (April

2022). The act underpins the Skills for jobs, lifelong learning for opportunity and growth white paper (January 2021).

[Careers guidance and access for education and training providers - GOV.UK](#)

## The Prospect Trust Careers Services Objectives

- To ensure that pupils are provided with independent, impartial careers guidance from year 7 to year 13 to support future career pathways (1)
- To enable our students to make informed choices regarding their career pathway, based on local and national job opportunities and labour market information.
- To raise aspirations and challenge stereotypes in order to improve social mobility, and so supporting and assisting students to reach their full potential.
- To help students develop their employability skills and the behaviours needed for the world of work.
- To support a successful transition into employment or higher education.
- To provide all students with opportunities to experience the workplace. We will adopt the strengthened Gatsby Benchmark that came into force in September 2025, ensuring that every pupil has multiple first hand experiences of the workplaces by the age of 16 and at least one further such experience by 18.
- To ensure that pupils in years 7 - 11 have the opportunity to take part in 2 weeks' worth of work experience during key stages 3 and 4.
- To ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships (2)
- To ensure that students in year 3 to year 6 have access to career-related learning in order to challenge stereotypes, to raise their awareness of themselves and to help them to connect learning to life.
- To ensure that all pupils are clear about the requirement to stay in education until 18 and what it means for them. In particular, they must be clear that young people are not required to stay in school. They can choose how to participate which might be through: full time study in a school, college or training provider, an apprenticeship, traineeship or supported internship; full-time work or volunteering (20 hours or more) combined with part-time accredited study.

(1) Careers Guidance is now statutory for students from year 7 onwards

(2) Access to education and training providers for students from year 8 onwards. See provider access policy statements above and link in the new statutory guidance.

## Management and Delivery

We recognise the importance of putting in place effective arrangements for the management and delivery of the programmes.

The Trust Board is legally responsible for ensuring that The Provider Access Legislation (formerly known as The Baker Clause) requirements are met (see link to statutory

guidance above). They must also ensure that the independent careers guidance provided is impartial, including information on the range of education or training options and that the person giving the advice is considering the best interests of the pupils.

The Prospect Trust Careers Services is managed by the Head of Careers Education, Information, Advice and Guidance Nikki Coleman, overseen by the CEO of The Prospect Trust Andy Yarrow. We ensure that all staff have regard to the 2019 code of ethics of the career development institute and that they are offered regular CPD. The Prospect Trust is committed to following the 8 Gatsby Benchmarks and the academies will engage with a thorough review and evaluation process supported by the Careers Enterprise Company Compass Plus Tool. The Sixth Form College Farnborough holds the Quality in Careers Standard Award. We will gather feedback after every Careers Interaction to understand how well we meet student needs and to identify further improvements.

Updated November 2025