CEIAG Policy 2026/27

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1.0	September 2026	B Palmer	Policy creation. This policy sets out how Tavistock College provides careers education, information, advice and guidance (CEIAG) for students in Years 7 to 13, in line with the Gatsby Benchmarks and Department for Education statutory guidance.

STATEMENT

All members of the Tavistock College community are committed to providing every student, from Year 7 to Year 13, with high-quality careers education, information, advice and guidance; within which students are supported to make informed choices about their next steps in education, training and employment.

SUPPORTING STATEMENTS

1. The College is dedicated to helping every student understand themselves, explore the world of work and plan for their future, regardless of background, ability or need.

2. Tavistock College plans its careers programme around the eight Gatsby Benchmarks of Good Career Guidance and the Department for Education statutory guidance on careers guidance and access for education and training providers.

3. The College uses Unifrog from Year 7 to Year 13 so that every student can explore careers and labour market information, research courses and apprenticeships, and build a personal profile that stays with them after they leave.

LEGAL AND STATUTORY REQUIREMENTS

This policy meets the College's duties under the Education Act 1997 and the Department for Education statutory guidance. In line with that guidance the College:

1. Has a named Careers Leader, currently Mr B Palmer, Vice Principal and Careers Lead (telephone 01822 614231, email b.palmer@dmatschools.org.uk).

2. Publishes details of its careers programme on the College website and reviews them at least annually.

3. Secures independent careers guidance for students in Years 11 & 13.

4. Gives education and training providers the opportunity to speak to students about technical education and apprenticeships (the Baker Clause), as set out in the College's Provider Access Policy, which is published on the College website.

5. Evaluates its careers programme against the Gatsby Benchmarks, using the Compass+ tool.

THE GATSBY BENCHMARKS

The careers programme is planned and reviewed against the eight benchmarks:

Benchmark	What it means at Tavistock College
GB1: A stable careers programme	A published, planned programme, reviewed each year.
GB2: Learning from career and labour market information	Students and parents use Unifrog to explore careers, pay, demand and prospects.
GB3: Addressing the needs of each student	Support is tailored, with priority for vulnerable groups and students at risk of NEET.
GB4: Linking curriculum learning to careers	Subject teachers link their teaching to careers and the world of work.

GB5: Encounters with employers and employees	Assemblies, workshops, talks, visits and fairs with employers and alumni.
GB6: Experiences of workplaces	Work experience weeks for Year 10 and Year 12 each July, arranged and tracked through Unifrog.
GB7: Encounters with further and higher education	Post-16 Open Evening, careers fair, and university and college visits and talks.
GB8: Personal guidance	Futuresmart guidance interviews for Year 11 and Year 13, with vulnerable groups prioritised.

CAREERS PROGRAMME

The careers programme runs across the year and is published as a termly careers calendar, which is updated as new events are confirmed. It includes:

1. Careers assemblies for every year group, including during National Careers Week in March.
2. The Careers 1-2-3 project for Years 7 to 9, in which students choose three careers in Unifrog and track them each term, reviewed in a careers assembly in May.
3. Employer and alumni encounters, such as workshops, project days, visits and the Brighter Futures careers fair (Years 10 and 12).
4. The Post-16 Open Evening for Years 10 and 11.
5. Fully funded Young Enterprise programmes for Year 12 and Year 13.
6. Visits from universities, colleges and apprenticeship providers.

CAREER AND LABOUR MARKET INFORMATION

Students and parents/carers can access up-to-date information on careers, pay, demand and future prospects through Unifrog. Students also use it to research courses and apprenticeships, write CVs and personal statements, and prepare UCAS applications. Staff are trained to use Unifrog to write UCAS references.

INDEPENDENT CAREERS GUIDANCE

Students in Year 11 and Year 13 have a Futuresmart careers interview, with vulnerable groups prioritised. Students in other year groups can be referred for guidance where there is a need.

PROVIDER ACCESS

Providers of technical education, apprenticeships, and further and higher education can request access to students. Requests are made to the Careers Leader, and the College's Provider Access Policy, published on the College website, sets out how they are handled, including the facilities available and how students in Years 8 to 13 have at least six encounters with providers of technical education or apprenticeships.

STUDENTS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Students with SEND receive careers education within their LINC groups, so that the programme is matched to their needs. Careers support is adapted so that every student can take part fully and access the same opportunities, in line with the College's equality duties.

WORK EXPERIENCE

Year 10 students take part in a work experience week starting 5 July 2027, and Year 12 students in a week starting 12 July 2027. Placements are arranged and tracked through Unifrog.

PASTORAL CARE AND SUPPORT FOR STUDENTS AT RISK OF NEET

The College works with the Department for Work and Pensions and the Post-16 Participation Team, who visit and support students at risk of becoming NEET (not in education, employment or training) in every term. Vulnerable groups are prioritised for guidance interviews.

WORKING WITH PARENTS AND CARERS

Parents/carers can find details of the careers programme on the College website, and are kept informed through Unifrog, and are invited to the Post-16 Open Evening. Each December they are asked to complete the "Your Child's Future" questionnaire.

ROLES AND RESPONSIBILITIES

1. Governors receive reports on careers provision and hold the College to account for it.
2. Senior leaders are advised by the Careers Leader on policy, strategy and resources, and are responsible for the careers budget.
3. The Careers Leader plans, manages and evaluates the programme, builds links with employers and providers, and reports on its impact.
4. Subject teachers and tutors link their teaching to careers and support students to use Unifrog.

RECORDING OF ENCOUNTERS AND DESTINATIONS

All careers encounters, including employer encounters, visits, work experience and guidance interviews, are recorded in each student's Unifrog locker. The College publishes its leavers' destinations on the College website.

MONITORING AND EVALUATION

The programme is evaluated each year against the Gatsby Benchmarks using Compass+, and the On Track tool will be used to identify students at risk of NEET. This coming academic year we are looking to gather Feedback from students and parents/carers through the Future Skills and "Your Child's Future" questionnaires. The Careers Leader reports the findings to senior leaders and governors, and uses them to update the careers plan. External review, such as the Careers Impact peer-to-peer review, informs the priorities for the year.

DEFINITIONS

CEIAG: careers education, information, advice and guidance.

Gatsby Benchmarks: the eight benchmarks of good career guidance used to plan and measure careers provision.

NEET: not in education, employment or training.

Unifrog: the online careers platform used from Year 7 to Year 13.

GUIDANCE TO STAFF

Staff who have a question about careers provision, or who want to bring an employer or opportunity into the College, should contact Mr B Palmer, Vice Principal and Careers Lead, at b.palmer@dmatschools.org.uk or on 01822 614231 (Tavistock College, Crowndale Road, Tavistock, Devon, PL19 8DD).