



Careers Information Advice & Guidance Policy

Careers Information, Advice and Guidance (CIAG) Policy

Provider Name: The Link Training

Policy Owner: Ben Lodge

Careers Leader: Claire Baxendale

Approved by: Ben Lodge

Date Approved: 22.07.2026

Review Date: 22.07.2027

Version: 3

1. Purpose of the Policy

The Link Training is committed to ensuring that all learners receive high-quality, impartial and independent careers information, advice and guidance (CIAG) which enables them to make informed choices about their learning, employment and progression.

This policy sets out how The Link Training delivers CIAG in line with:

- Department for Education (DfE) statutory guidance
- The 8 Gatsby Benchmarks for Good Career Guidance
- Equality, safeguarding and quality assurance expectations

Careers guidance at The Link Training supports learners to progress into sustained education, employment, apprenticeships or further training that reflects their interests, strengths and aspirations.

2. Scope

This policy applies to:

- All learners aged up to **18**
- Learners aged **19–25 with an Education, Health and Care Plan (EHCP)**
- All learners on learning programmes delivered by The Link Training, including:
 - Apprenticeships
 - Privately funded courses

The policy applies to all staff involved in learner delivery, support and progression.

3. Legislative and Statutory Framework

This policy is informed by, and compliant with, the following legislation and guidance:

- Education Act 1997 (Sections 42A, 45, 45A)
- Education and Skills Act 2008
- Children and Families Act 2014
- Careers guidance and access for education and training providers (DfE, updated May 2025)

CIAG provision at The Link Training is delivered in line with the Gatsby Benchmarks, which are recognised by the DfE as the framework for high-quality careers guidance.

4. Careers Programme and Gatsby Benchmarks

The Link Training delivers a stable, structured and embedded careers programme aligned to all 8 Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each learner
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

The careers programme:

- Is tailored to the needs of learners
- Is sequenced and progressive
- Is underpinned by clear learning outcomes
- Is linked to the organisation's strategic development and quality improvement plans
- Is reviewed regularly to ensure effectiveness

5. Leadership and Accountability

- The Link Training has appointed **Claire Baxendale, Health and Social Care Lead** as the **Careers Leader**, with overall responsibility for the strategic

oversight, quality and impact of Careers Information, Advice and Guidance (CIAG).

- The Careers Leader is responsible for ensuring that the careers programme is delivered in line with the DfE statutory guidance and the Gatsby Benchmarks and is supported by senior leaders and governance.
- The careers programme has explicit backing from senior leadership team and governance board.
- All staff contribute to supporting learners' career development and progression.

The careers programme is published and accessible to learners, parents/carers, employers and stakeholders.

6. Impartiality and Independence

CIAG at The Link Training is:

- Impartial and unbiased
- Free from conflicts of interest
- Focused on the learner's best interests

Learners are provided with information about the full range of progression routes, including:

- Apprenticeships
- Employment
- Further education
- Higher education
- Technical and higher technical qualifications

No learner is guided towards a particular outcome for organisational or financial gain.

7. Addressing Individual Learner Needs and Equality

The careers programme:

- Is inclusive and accessible to all learners
- Is responsive to individual needs, abilities and circumstances
- Actively challenges stereotypes and promotes equality of opportunity

Specific support is provided for:

- Learners with SEND
- Learners with EHCPs
- Disadvantaged learners
- Learners at risk of becoming NEET

Records are maintained of:

- Learner participation in CIAG activities
- Personal guidance provided
- Agreed actions and next steps

8. Careers and Labour Market Information (LMI)

Learners are supported to access accurate and up-to-date:

- Local, regional and national labour market information
- Career pathways linked to their programme and sector
- Progression routes and entry requirements

Parents and carers are encouraged to engage with careers information where appropriate.

9. Employer and External Provider Engagement

The Link Training ensures learners have access to:

- Encounters with employers and employees
- Meaningful work-related learning opportunities
- Information about further and higher education institutions

All encounters are planned, relevant and quality-assured to ensure they add value to learners' career development.

10. Personal Careers Guidance

- Learners have access to one-to-one careers guidance when needed.
- Guidance is delivered by appropriately trained staff or qualified external advisers.

- Personal guidance supports learners to make informed, realistic and ambitious decisions about their next steps.

11. Safeguarding, Data Protection and Signposting

CIAG delivery at The Link Training:

- Upholds safeguarding responsibilities at all times
- Complies with GDPR and data protection requirements

Learners are signposted to external support where appropriate, including:

- National Careers Service
- Specialist SEND or employment services
- Community and wellbeing support organisations

12. Quality Assurance, Monitoring and Review

The effectiveness of CIAG is monitored through:

- Learner feedback
- Destination and progression data
- Employer and stakeholder feedback
- Internal quality reviews
- Self-assessment against the Gatsby Benchmarks

The Link Training is committed to continuous improvement and works towards recognised quality standards.

13. Communication of the Policy

This policy is:

- Available to learners and staff
- Published via The Link Website
- Used to inform CIAG delivery, training and quality assurance processes
- This policy is reviewed annually or sooner in response to changes in legislation or guidance.