Lamledge School

Careers Education and Guidance Policy

September 2026-September 2028

Adopted by the Governing Body on:	September 2026
To be reviewed:	2 yearly

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1.0. VISION

Lamledge School seeks to maximise the life chances of all our students and believes it is crucial to prepare them for life beyond school. The school's Careers Education and Guidance Programme is an important means of motivating students to raise aspirations and attainment. Students have an entitlement to independent careers guidance throughout their time at the school.

The independent and impartial careers guidance provided:

- Is presented in an impartial manner, showing no bias towards a particular institution, education, or work option.
- Includes information on the range of education or training options, including apprenticeships and technical education routes.
- Is guidance that will promote the best interests of the student to whom it is given.

Careers Education, Information, Advice and Guidance makes a major contribution in preparing young people for the opportunities, responsibilities, and experiences of life. A planned progressive programme of activities supports students in choosing 11–19 pathways that suit their interests and abilities and helps them to follow a realistic and well-informed career path and sustain employability throughout their working lives.

The governing body have therefore adopted this policy to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance.

2.0. POLICY SCOPE:

This policy covers Careers Education, Information, Advice and Guidance given to students at all Key Stages.

The policy has been reviewed in line with the DfE guidance document Careers guidance and access for education and training providers (publishing.service.gov.uk) (Department for Education, July 2021, revised in January 2023)

This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance and the CDI recommendations for an outstanding Careers provision.

The 8 Gatsby Benchmarks:

1. A stable careers programme.
2. Learning from careers 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.

All lessons and careers activities in KS3 are focused around the six key development areas as described in the CDI Framework. Each career development activity is designed to develop a different skill; therefore, we encourage all students to engage with each of these learning areas to navigate and continuously develop their lifelong career.

- Grow throughout life.
- Explore possibilities.
- Manage career.
- Create opportunities.
- Balance life and work.
- See the big picture.

This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 13, for the purpose of informing them about approved technical education qualifications or apprenticeships.

This policy refers to events and opportunities in all Key Stages and in all years and these events will impact upon all students at the school.

All members of staff at Lamledge School are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Leader.

It is important therefore that our students leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

3.0. COMMITMENT

Lamledge School is committed to providing our students with a programme of careers education, information, advice, and guidance (CEIAG) for all students in years 8–13 which is impartial and effective. We also begin careers education curriculum via indirect working as of Year 7. We aim to support the aspirations of our students and ensure that they gain the understanding, skills, and experience to make progress and succeed in learning and work. We aim to enrich our primary careers education through the use of our ‘Career Readiness Pathway’ where primary staff are encouraged to take part in a range of age related activities that are relevant to their learning and developmental needs.

Lamledge School endeavours to follow the Careers guidance and access for education and training providers (Revised to include Provider Access Legislation,

DfE, January 2023) and other relevant guidance from QCA and Ofsted as it appears.

This policy was developed and will be reviewed every 2 years by the Careers Leader and their Line Manager based on current good practice guidelines by DfE/ISI and the CDI Framework.

We are committed to offering pupils, where appropriate the access to work experience placements or activities where students are utilising workplace skills and learning, in line with government, DfE and ISI guidelines.

LINKS WITH OTHER POLICIES: The Careers Advice and Guidance Policy supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Equality Statement, Health and Safety, and Special Needs and curriculum policies for relevant key stages.

4.0. STAFFING

All staff contribute to CEG through their roles as tutors and subject teachers.

The Careers programme is planned, monitored, and evaluated by the Careers Leader.

The Careers Leader will liaise and consult with the Future Focus PA, Connexions, Impartial advisors, Virtual school ETC to ensure that specialist career guidance is available when required. Lamledge School has a dedicated Careers Advisor through Outcomes First Group, Kay Evans, who comes into school on a regular basis to conduct careers guidance meetings with the pupils.

Lamledge School has a dedicated Careers Leader, Matt Stinson, who has completed the Careers and Enterprise Company funded level 6 training. The Careers Leader is supported by Toni Hinks, who is currently working towards the CEC funded level 6 Careers Leader training.

5.0. AIMS AND OBJECTIVES:

Lamledge School Careers Education and Guidance policy has the following aims to:

- To support inclusion, challenge stereotyping and promote equality of opportunity.
- To encourage participation in continued learning including higher and further education.
- To develop enterprise and employability skills with a progressive and engaging careers curriculum by providing access to accreditation pathways.

- To meet the needs of all our students by providing targeted and meaningful encounters and experiences.

- To promote the importance of future aspirations and employability within our pupils.

- To involve external stakeholders such as employers, parents and carers within our careers provision.

The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:

- To ensure that all students at the school receive a stable careers programme.

- To enable all students to learn from information provided by the career and labour market.

- The CEIAG programme should be individual and address the needs of each student.

- To link the curriculum learning to careers learning.

- To provide students with a series of encounters with employers and employees.

- To provide students with experiences of workplace(s).

- To ensure that students have a series of encounters with further and higher education.

- To provide each student with the opportunity and entitlement to receive personal guidance.

Implementation of Careers Advice and Guidance: Careers Education is delivered within our enrichments and timetabled careers education lessons, as well as being implemented into the tutor time curriculum with the use of resources from MyPath Unlimited and with curriculum from the Incredible Futures (KS3) and NCFE Employability Skills Qualifications (KS4 and 5). Alongside this, students will have Careers guidance meetings with both our careers lead and impartial advisor, Kay Evans, throughout the key stages.

Equality and Diversity: Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills, and strengths with the absence of stereotypes.

All students are provided with the same opportunities and diversity is celebrated.

Lamledge School has a dedicated on site Careers Leader, he provides excellent knowledge of individual student needs and tailors this approach to the individual students EHCP needs.

6.0. STUDENT ENTITLEMENT:

Careers Education and guidance (CEG) is an important component of the 13-19 Curriculum and at Lamledge School, we fully support the statutory requirement for a programme of careers education in Years 7–13. Students have access to a well structured and progressive curriculum where they are able to explore a range of lessons, content and units of work to help them to have full understanding of age relevant content.

Curriculum: The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities.

Careers lessons are stand alone lessons within the students' timetables, where KS3 access the Incredible Futures programme, which are linked to the CDI framework and can be accredited through AQA Unit Award Schemes. KS4 students will have a timetabled lesson of NCFE Employability Skills where they are able to achieve an accredited outcome of either Entry Leve 3, Level 1 or Level 2.

Partnerships: A partnership agreement is ongoing with Marches LEP (Local Enterprise Partnership) to ensure that there is additional support in place in regards to training, local events and Labour Market Information (LMI).
Other links with local 14-19 Providers are made when required. As are links with the local EBP, Aim-Higher, Post 16 and 18 destinations. Links with parents/carers are maintained using a variety of methods (parental leaflets, letters, options evenings, and parent's evenings). This partnership also provides opportunities for all staff to CPD sessions regarding careers in the curriculum or careers subject enhancement courses.

7.0. SCHOOL RESPONSIBILITIES

- All registered students at Lamledge School are entitled to receive independent careers advice in Years 7 to 13.
- This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education, or work option.
- This advice must cover a range of education or training options.
- This guidance must be in the best interests of the student.
- There must be an opportunity for education and training providers to access students in Year 7 to Year 13 to inform them about approved technical qualifications or apprenticeships.

- The school must have a clear policy setting out the way providers will be given access to pupils. This policy and these arrangements must be published on the Careers Area of the school website.
- The school will base its careers provision around the Gatsby Benchmarks.
- The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school.

Destination data:

The Careers Leader and SENCO collates leaver destinations for Year 11 and Year 13 leavers. The destination data is used to evaluate the independence of the careers programme and the career management skills developed by the students. Our schools' impartial advisors check up on school leavers destination data when students leave year 11.

All students at Lamledge School have an Education Health Care Plan and have tailored support to help prepare them for the next phase of their education or training. Further information for students with EHCP's can be found in the SEND Policy, which is available on the school website.

8.0. GOVERNOR RESPONSIBILITIES:

The governing body will ensure that the school has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- Based on the eight Gatsby Benchmarks
- Meets the school's legal requirements.
- The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access students in Years 7 – 13.
- There is a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement and meets with the Careers Leader.

9.0. PROVIDER ACCESS

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8 to 13 are entitled:

• to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;

• to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;

• to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in year 12 to 13, particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

• share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers

• explain what career routes those options could lead to

• provide insights into what it might be like to learn or train with that provider (Including the opportunity to meet staff and pupils from the provider)

• answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist.

10.0. WORK EXPERIENCE

Lamledge School is committed to providing all pupils with meaningful workplace experiences as part of a progressive careers programme. In line with Gatsby Benchmark 6 and current Department for Education careers guidance, pupils will have access to a range of opportunities, including work placements, employer projects, virtual work experience, workplace visits, volunteering and encounters with employers. Work experience will be planned in accordance with the Careers and Enterprise Company's Equalex Framework and principles of Modern Work Experience, ensuring opportunities are inclusive, accessible and tailored to individual needs, including those of pupils with SEND. All workplace experiences will be appropriately safeguarded, risk assessed and monitored. Through these opportunities, pupils will develop employability skills, increase their awareness of career pathways and be better prepared for their next stage of education, training or employment, supporting their personal development and preparation for adult life.

Where relevant and applicable, we aim to ensure that students at each of the named key stages gain the following opportunities:

- KS3 - Students complete 1 week or 25 hours total of work experiences in KS3. This can include encounters, visits, guest speakers and virtual/internal work experiences.
- KS4 - Students have completed 1 week or 25 hours total of work experiences in KS4/5. This can include Virtual, internal or simulated work experiences

We aim to provide the students with meaningful and relevant workplace experiences where appropriate to their level of need and/or interests within the capabilities of work experience opportunities within the local community.

Work experience placements will provide evidence of their legislation, such as public liability insurance, DBS information, risk assessments and any other relevant documentation to ensure our students are supported and safe. Where appropriate, school still will also supervise and transport the students to ensure their safety and supported.

11.0. EVALUATION, MONITORING AND REVIEW:

Careers Education is monitored and evaluated annually via the Deputy and Headteacher. Careers Guidance is monitored and evaluated annually through discussion with key staff and pupils and appropriate observation of activities by the Careers and Personal Development Lead, Matt Stinson.

The programme is reviewed annually by the Careers and Personal Development Leader, Matt Stinson. Changes and improvements to the programme are entered into the Subject Improvement Plan (SIP), and where appropriate the School Development Plan along with timescales for completion.

When reviewing the programme, the School Development Plan (SIP) is used to ensure that the Careers provision is fully supporting whole school aims.

The effectiveness of this policy will be measured in a variety of ways:

- Feedback from stakeholders through mechanisms such as the Parent View
- Feedback from external visitors to the school such as Independent Schools Inspectorate
- The NEET figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the Region.
- The Governors at the School will review this policy every 2 years.

Student Voice / Staff Voice

We encourage our students and staff to support us in the development of the Careers and Work Experience programme. We seek qualitative and quantitative feedback from our students on their career experiences in school and for off-site activities. We use feedback forms, focus groups and observations to measure the quality of the activities. Staff give feedback to the Careers Leader on sessions they took part in.

Where careers booklets accompany the taught careers lessons, students are required to complete a self-assessment tool at the end of the Careers activities. The Careers Leaders samples some of the assessments to evaluate impact of activities against learning aims.

Employer Feedback

We ask employers who visit the school to fill in a feedback form on how the day/ visit went. We ask for advice on how the visit could have been improved. We also ask if their visit to our school could be followed up with a visit to their workplace by students who took a keen interest.

Parent/Carer Voice

We have a feedback form that parents and carers can fill in for school visits. The school has a parents and carers open day/ evening.

Self-assessment

Lamledge School utilise the COMPASS+ assessment tool each term, this tool is provided by the Careers and Enterprise Company. The school are supported with this process by an Enterprise Coordinator from OFG and the Marches LEP to further support the development of the programme and provide further support and opportunities for students.

Annual evaluation of the careers programme

The Careers Leader produces a detailed report which is informed by stakeholder evaluations, destination data, impact, and details of any suggested changes to the

delivered programme. This report is presented to SLT, Governors. Careers and Work Experience is a standing agenda item at all Governor meetings.

APPENDIX 1 – STUDENT ENTITLEMENT STATEMENT

Definitions:

- Careers Education – helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work.
- Careers Guidance – enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- C&FE – Careers and Further Education.

Statement of entitlement:

As a pupil of Lamledge School, you are entitled to receive a programme of careers education, advice, information, and guidance.

Your CEG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make.
- Find out about different courses, what qualifications you might need and what opportunities there might be.
- Develop the skills you may need for working life.
- Make realistic, but ambitious, choices about courses and jobs.
- Develop a plan of action for the future.
- Understand the different routes after Year 11 including training, further and higher education and jobs.
- Be able to make effective applications for jobs, training and further and higher education.
- Develop your interview skills.
- Improve your confidence.

You will receive:

- Careers lessons.
- Guided tutor time.
- Access to careers guidance meetings.
- Interviews with our impartial careers advisor, Kay Evans.
- Work experience where appropriate.
- Other subject lessons linked to careers.

You can expect to be:

- Treated equally with others.
- Given careers information and advice that is up to date and impartial.
- Treated with respect by visitors to the school who are part of the Careers programme.

APPENDIX 5: IMPLEMENTATION OF CAREERS ADVICE

i) Careers resources

- These are available from the Career's Leader.
- Accessible on request and during sessions for Careers Guidance.
- Distribution during form time activities with the use of MYPATH resources
- All careers documentation for each pupil is kept in an electronic folder for students to access when they wish, and for students to take with them when leaving.

ii) Impartial Careers Advisors (Outcomes First Group)

- Available to students from their placing LA's-working in conjunction with on-site CEG
- Used for individual interviews with all year 11's and other targeted pupils throughout the year.
- At least once in KS3 and KS4, students will have a meaningful careers interview with an external careers advisor (level 6) from Outcomes First Group where they talk about potential destinations, local LMI and more information based on their interests. This is recorded and shared with relevant parties at the students' discretion, but is kept confidential if they so wish.

iii) Extra support where appropriate:

- Pupils in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO, Head of KS3 and KS4, impartial advisor and Head of Careers.

iv) Career events:

- All Key stage 4 & 5 students are given the opportunity to attend off site careers events, apprenticeship shows and college open evenings / events. The school will have a designated careers week, within school. Visits will also be arranged to other training providers so students are aware of as many options as possible. Where a student pathway is to attend a provision in a different local authority links will be made at the earliest opportunity with the relevant people and organisations.

PARENTS AND CARERS:

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. Parents / carers are kept up to date with careers related information through letters and newsletters relating to local events, and the CEG of each student's academic report. Parents / carers are welcome at careers interviews and where necessary are invited. Regular updates are also given at reviews (EHCP, PEP, and LAC).