



**Lakelands**  
Academy

# **CAREERS EDUCATION AND GUIDANCE POLICY**

**NEXT REVIEW:  
Autumn 2025**

## **Introduction**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 1997 Education Act, (sections 42A1, 42B and 45A, Section 72 of the Education and Skills Act 2008) of the Education Act 1997 and 2011 Education Act, (42A1, 42A2, 42A3, 42A4, 42A5, 42A6 and 42A7), places a duty on schools to give students in Years 9-11 access to careers education, information and guidance. Lakelands Academy follows the National Curriculum programmes of study for PSHE and citizenship, QCA guidance on Work-Related Learning and the Statutory guidance (September 2022\* ) including the updated Provider Access Policy January 2023\* requirements,

## **Commitment**

Lakelands Academy is committed to providing a planned programme of careers education, information, advice and guidance for all students in Years 7-11 in partnership with the Designated Careers Leader, Careers and Enterprise Company who ensure our links to an Enterprise Coordinator, Enterprise Advisor, the Marches Careers Hub and a registered Careers Advisor.

## **Development**

This policy was developed and is reviewed annually through discussions with teaching staff, the school's Designated Careers Leader, Information Advice and Guidance advisor, the school's Careers & Enterprise Coordinator, Enterprise Advisor, students, parents, governors, advisory staff and other external partners.

## **Links with other policies**

It is underpinned by the school's policies for teaching and learning, Provider Access Policy, Everything Else, work related learning, equal opportunities, health and safety, and special educational needs and disabilities

## **Objectives**

The careers programme is designed to meet the needs of students at Lakelands Academy. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers.

## **Implementation**

The Assistant Head teacher is responsible for overseeing the delivery of the careers programme and supporting the Careers Leader. The Careers Leader works closely with the school's Information Advice & Guidance Advisor (IAG) and is responsible to the Assistant Head Teacher. Student guidance is managed through the school's Career program and pastoral team and led by the schools independent IAG Advisor and the designated career personnel. Discussions with the Careers Leader and Senior Leadership Team are ongoing re: how work experience in the future is planned and implemented. Advice is also sought from the Enterprise Coordinator and Advisor for The Marches Career Hub

## **Staffing**

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers leader in consultation with the Assistant Head and Enterprise Coordinator. The IAG Advisor provides specialist careers guidance and an individual bespoke careers action plan

Staff have access to a purchased curriculum called Cre8tive Careers which leads students through careers ideas (Linked to the CDi Framework Objectives and Gatsby Benchmarks). From November 2022, staff will have access to through the online resource platform 'Unifrog'. Administrative support is available to the careers leader as resources allow.

## **Working towards a Curriculum Ideal:**

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities work-related learning (including some form of work experience at a local employer e.g AICO for one day in year 9, and one week's Work Experience at the end of year 10), action planning and recording achievement through Compass+ Tracking for Gatsby Benchmarks, 3 extended PSHEE sessions throughout the school year, and these include opportunities to learn about higher and further education, Apprenticeships, local employers, interviewing and CV writing. Each of these three sessions has a different focus: the first, being LMI (Labour Market Information), second "Maths in the workplace" and the third "English in the Workplace".

Each year group has a careers assembly at least once a term. There are visits planned and focusses on careers including STEM, PE and forging links with industry where MFL, Performing Arts and RE are at the forefront. Work experience preparation and follow-up take place in tutor time, careers lessons and other appropriate parts of the curriculum. There are appropriate displays to inspire careers ideas in all department areas and there solid and confident links to the curriculum in all subject areas. Teachers can access a folder in the careers area of the shared t-drive for 'careers in the curriculum' specific work.

## **Assessment**

Career learning outcomes have been identified and the CD framework for assessing what students have is available for all year groups through and is identified in the learning plans that form part of the Cre8tive Careers Programme of Study, this is self-assessed using Compass+.

## **Partnerships**

An annual Partnership Agreement is negotiated between the school, Shropshire Youth Information Advice and Guidance Service Team and Shropshire Youth Services identifying the contributions to the programme that each will make, through tracking data, sustained activity and NEET figures. Other partnerships include working with the Careers & Enterprise Coordinator, the Careers & Enterprise Advisor, The Marches Hub, AICO, Post 16 education and training providers, local employers, parents, the Rotary Club and governors and other local colleges and schools.

## **Resources**

Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan are considered in the context of whole school priorities. Sources of external funding are actively sought.

### **Staff development**

Staff training needs for planning and delivering the careers programme will be identified in the school development plan which is devised alongside OFSTED reports and it's guidance for CEIAG (Careers Education, Information, Advice and Guidance) and GCSE results, and activities will be planned to meet them. Funding will be accessed from the Careers INSET budget held by the assistant Head Teacher. Training from the Careers and Enterprise Company will also be sought. Whole staff will be kept up-to-date with training connected to WRL (Work Related Learning) that will benefit and support the school's CEIAG policy- e.g. on CPD days, minuting under CEIAG at departmental meetings, undertaking CPD relating to new platforms and supporting students with Work Experience.

### **Monitoring review and evaluation**

A framework for monitoring the delivery of the careers programme is being implemented. The service level agreement is reviewed annually with the Level 6 qualified Careers Advisor. The Partnership Agreement with Shropshire Youth Information Advice and Guidance Services is reviewed annually to ensure data sharing best practise. The programme is reviewed annually by the careers leader, Assistant Head, self-evaluation using Compass +, termly reviews with Enterprise Coordinator and Advisor and regular interaction with Careers Link Governor. Evaluations are carried out following events including, but not limited to; extended PSHEE sessions, visits, interactions, and networking events. We are seeking methodology to better incorporate Student and Parent voice to further inform our CEIAG provision.

### **Appendices:**

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extension://efaidnbmnnnibpcajpcgiclfndmkaj/https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/1103188/Careers\_statutory\_guidance\_September\_2022.pdf

<https://www.careersandenterprise.co.uk/fe-skills/provider-access-legislation/>

[Programme of study](#)

[Careers Programme 2020 onwards](#)

[Careers development plan 2022](#)