

PROCEDURE TITLE: Careers Guidance Policy

STATUS: Statutory

DATE OF REVIEW: September 2025



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This information relates to the delivery of careers guidance to Year 7 to 13 students in accordance with Section 42A of the Education Act 1997 and Section 72 of the Education and Skills Act 2008.

This strategy is for the academic year 2025 to 2026

Our commitment	At The Latimer Arts College, we embrace a vision anchored in the values of Honesty, Excellence, Ambition, Respect, and Teamwork. Our dedication extends to the provision of high-quality careers education and guidance, seamlessly woven into the fabric of each student's educational journey. We passionately strive to unlock the full potential of every student, inspiring ambitious futures. We are unwavering in our commitment to delivering a meticulously crafted 'Future Me' careers and Raising Aspirations programme, tailored to the needs, abilities, and educational stages of each individual. This commitment is strengthened by our commitment to ensuring equality of opportunity. Through collaborative efforts with relevant external organisations, The Latimer Arts College is resolute in delivering a comprehensive and purposeful career development initiative for all students.
Contact details for the Careers Team	Careers Leader: Miss Kerry Gallon, Assistant Principal: KGallon@latimer.org.uk Independent Careers Advisor: Mrs Nicola Stanbridge: NStanbridge@latimer.org.uk Careers Administrator: Ms Victoria Stanyon: VStanyon@latimer.org.uk Skills Lead for Personal Development: Mrs Charlie Went, Assistant Progress Leader (Wider Curriculum): CWent@latimer.org.uk General Enquiries: Careers@latimer.org.uk Telephone Number: 01536 720300

	Please contact the team above should you wish to find out further information about our 'Future Me' Careers provision.
Careers Programme	Planning, resourcing and implementation of the curriculum content is the responsibility of the Careers Lead, in liaison with the Wider and Subject Curriculum teams. Our provision will include: • Careers in the curriculum: Subject areas fostering guidance on related careers and real-world scenarios • PDT sessions focusing on personal development, careers, employability skills, local labour market conditions as part of 'Future Me' Programme • Use of Unifrog for research, Labour Market Information & personal development tracking. • Access to online independent, impartial advice via the National Careers Service • Careers Information, Advice and Guidance from an independent Level 6 Careers Adviser • Guest Speakers & Employer engagement opportunities • Workplace visits, college and university visits • Specific events focusing on employability skills and enterprise skills • Future Pathways: Sharing Post 16 opportunities including, Academic & Vocational Routes FE HE, Apprenticeship Awareness Work Programme Post 18 • Enrichment • Celebration of National events, including National Careers Week, National Apprenticeship Week and British Science Week. • Work Experience for Year 12 & Take Your Child to Work Day in Year 8
Independent Careers Advice	The School provides in-school guidance and independent advice from external consultants, to ensure our students receive the impartial advice that they need. Our Independent Careers Adviser is a professionally trained Level 6 careers guidance practitioner. As part of our careers programme, students in Year 10 to 13 are provided with a one to one guidance interview with a qualified careers adviser. Parents and carers are welcome to request appointments for any year group. Students in all other year groups can request a careers guidance interview by e-mailing careers@latimer.org.uk

Monitoring and Evaluation	The Careers Team meet on a regular basis to develop, monitor and evaluate the provision across the school. Provision is also monitored through regular feedback from students, staff, parents and carers and our partners. External provision is monitored and evaluated through the School's Monitoring and Evaluation procedures including learning snapshots and student voice. The effectiveness of our career's activities will be assessed using the Compass+ tool which measures the Gatsby Benchmarks and attainment and destination data for students. Success will be reflected in higher numbers progressing to apprenticeships, universities and other positive destinations such as employment or a further education college. Destination data (DfE) will be used to assess how successfully students make the transition into the next stage of education or training, or into employment. The Careers Leader meets with the dedicated careers link governor who has responsibility for overseeing the quality of this programme. Progress is reported to the governing body.
How the School measures and assesses the impact of its careers programme on the students	The school measures the impact of the careers programme using the "The eight Gatsby Benchmarks of Good Career Guidance" through the Career and Enterprise Compass Tool. The programme is evaluated twice a year. Gatsby benchmarks: 1. A stable careers programme 2. Learning from career and labour market information 3. Addressing the needs of each pupil 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
Access to providers of technical education and apprenticeships	The school will encourage providers of technical education and apprenticeships to inform students about the varied career options open to them and courses and qualifications they offer and what each option entails. This will allow students to consider how the opportunity to study or train in different ways, and in different environments, might suit their skills, interests and aptitudes. Our Careers Provider

	Access Policy Statement can be accessed in our Policies page and details how access will be provided. All students will be 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 pathways events, assemblies and group discussions and taster events; • to understand how to make applications for the full range of academic and technical courses.
Useful resources for students and parents/carers	Unifrog brings all the available information into a user-friendly platform that helps students to make the best choices, and submit the strongest applications The National Careers Service provides information, advice and guidance to help students make decisions on learning, training and work opportunities. The service offers confidential and impartial advice and is supported by qualified careers advisers. A student can chat with an adviser using web chat or can call 0800 100 900 to speak to an adviser (8am to 8pm, Monday to Friday; 10am-5pm Saturdays and bank holidays). Calls are free from landlines and most mobile numbers. icould provides career inspiration and information for young people through free access to over 1000 personal video stories, detailed job information, plus practical tips, insight and advice. The National Apprenticeship Service website offers guidance on how to apply for an apprenticeship as well as listing current local apprenticeship opportunities. More information on apprenticeships can be found at http://amazingapprenticeships.com. Prospects Matching skills and personality to over 400 different job profiles with information about jobs, work experience, applying for university and postgraduate study. UCAS An online search and application tool for further and higher education

	Parents Advice for Career Conversations - Talking Futures <u>Colleges</u> www.bedfordcollegegroup.ac.uk – Tresham, Bedford, Central Bedfordshire, National College for Motorsport, Shuttleworth Colleges www.moulton.ac.uk www.northamptoncollege.ac.uk <u>Apprenticeships</u> www.apprenticeships.gov.uk
External Careers Links	To support the delivery of our careers programme, the School has strong partnerships with a wide range of educational institutions, training providers and employers who contribute to our careers programme through: • raising aspirations and increasing motivation – helping young people identify educational and occupational goals • demonstrating the relevance of the knowledge and skills learnt in subjects to future opportunities in learning and working • demonstrating the links between living, learning and earning • providing work enrichment opportunities including work experience, workplace visits, guest speakers, curriculum support. Details of these partners can be accessed here The Latimer Arts College is a member of the South Midlands Careers Hub Network, part of the national Careers and Enterprise Company programme.
Governing Body Ratification Date	September 2025