PROCEDURE TITLE: Careers Guidance Policy

STATUS: Statutory

DATE OF REVIEW: September 2026

This Careers Policy sets out The Latimer Arts College's approach to delivering careers education, information, advice and guidance (CEIAG) for students in Years 7 to 13. It has been developed in accordance with statutory requirements, including Section 42A and Section 42B of the Education Act 1997, Section 72 of the Education and Skills Act 2008, the Skills and Post-16 Education Act 2022, and the Department for Education's statutory guidance *Careers guidance and access for education and training providers*.

The policy reflects the Gatsby Benchmarks and outlines how the school provides students with access to impartial careers information, advice and guidance, meaningful encounters with employers and education providers, workplace experiences, and opportunities to explore a wide range of academic, technical and vocational pathways.

**This strategy is for the academic year 2026 to 2027**

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| **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.<br><br>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. |
| **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. All teaching staff and tutors play a vital role in embedding careers learning across the curriculum and supporting students in their career development.<br><br>The Future Me Careers Programme at The Latimer Arts College aims to ensure that every student develops the knowledge, skills, experiences and confidence required to make informed decisions about their future. Through a planned and progressive programme from Year 7 to Year 13, students are supported to explore pathways, develop employability skills and achieve ambitious, appropriate and sustainable destinations. |

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| | **The programme aims to:**<br><br>• Develop lifelong career management skills by enabling students to understand themselves, their strengths, interests and aspirations, while developing the knowledge and attributes required for effective career planning and decision-making.<br>• Embed careers education throughout the curriculum and wider personal development programme, including the Future Me Tutor Programme, subject lessons and enrichment opportunities. Students use Unifrog to explore careers, research pathways, access Labour Market Information (LMI), record personal development activities and support decision-making.<br>• Raise aspirations and broaden horizons by ensuring students understand the full range of academic, technical, vocational and employment pathways available, including further education, higher education, apprenticeships, degree apprenticeships and employment opportunities.<br>• Provide high-quality, impartial careers information, advice and guidance (CEIAG) through access to current local and national Labour Market Information and individual guidance interviews with an independent Level 6 qualified Careers Adviser.<br>• Create meaningful encounters with employers, employees, education and training providers through employer engagement activities, careers events, workplace experiences, apprenticeship awareness opportunities and links with local, regional and national organisations.<br>• Prepare students for the changing world of work by developing transferable skills, employability skills, digital literacy, enterprise skills and an understanding of emerging industries, including future skills and career opportunities.<br>• Promote inclusion and equality of opportunity by ensuring the careers programme is accessible to all students, including those who may face additional barriers or require targeted support. Careers guidance is personalised to reflect individual needs, abilities, interests and aspirations.<br>• Support informed decision-making at key transition points through the Future Pathways programme, providing guidance on Post-16 and Post-18 options, including A Levels, vocational qualifications, further and higher education, apprenticeships, employment and alternative pathways.<br>• Provide opportunities for personal development and enrichment through activities that build confidence, character, leadership, teamwork and resilience, helping students develop the wider skills required for future success.<br>• Celebrate and promote careers awareness through national initiatives and events, including National Careers Week, National Apprenticeship Week, British Science Week and other opportunities that highlight diverse careers and pathways.<br>• Provide meaningful workplace experiences through modern work experience opportunities for students in Years 7–11 and structured work placements for Year 12 students, enabling students to apply their skills, develop workplace understanding and reflect on future aspirations. |
| **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. |

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| | Our Independent Careers Advisor/s are professionally trained Level 6 careers guidance practitioners.<br><br>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.<br><br>Students in all other year groups can request a careers guidance interview by e-mailing careers@latimer.org.uk |
| **Contact details for the Careers Team** | **Careers Leader**: Miss Kerry Gallon, Assistant Principal: KGallon@latimer.org.uk<br><br>**Independent Careers Advisor/s**: Mrs Nicola Stanbridge: NStanbridge@latimer.org.uk<br>Mr Ian Doherty idoherty@latimer.org.uk<br><br>**Careers Administrator**: Ms Victoria Stanyon: VStanyon@latimer.org.uk<br><br>**Skills Lead for Personal Development**: Ms Charley Went, Assistant Progress Leader (Wider Curriculum): CWent@latimer.org.uk<br><br>**General Enquiries:** Careers@latimer.org.uk<br>**Telephone Number:** 01536 720300<br><br>Please contact the team above should you wish to find out further information about our 'Future Me' Careers provision. |

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| **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 (FSQ), staff, parents and carers and our partners.<br><br>External provision is monitored and evaluated through the School's Monitoring and Evaluation procedures including learning snapshots and student voice.<br><br>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.<br><br>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 three times a year.<br><br>**Gatsby benchmarks:**<br><br>1. A stable careers programme<br>2. Learning from career and labour market information (LMI)<br>3. Addressing the needs of each student<br>4. Linking curriculum learning to careers<br>5. Encounters with employers<br>6. Experiences of workplaces<br>7. Encounters with further and higher education<br>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.<br><br>All students will be entitled: |

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| | • 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;<br>• 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;<br>• 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<br><br>The National Careers Service provides information, advice and guidance to help students make decisions on learning, training and work opportunities.<br><br>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.<br><br>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.<br><br>Prospects Matching skills and personality to over 400 different job profiles with information about jobs, work experience, applying for university and postgraduate study.<br><br>UCAS An online search and application tool for further and higher education<br><br>Parents Advice for Career Conversations - Talking Futures<br><br>**Colleges**<br><br>www.bedfordcollegegroup.ac.uk – Tresham, Bedford, Central Bedfordshire, National College for Motorsport, Shuttleworth Colleges<br>www.moulton.ac.uk<br>www.northamptoncollege.ac.uk |

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| | **Apprenticeships**<br><br>The National Apprenticeship Service website offers guidance on how to apply for an apprenticeship as well as listing current local apprenticeship opportunities.<br><br>More information on apprenticeships can be found at http://amazingapprenticeships.com or 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:<br><br>• raising aspirations and increasing motivation – helping young people identify educational and occupational goals<br>• demonstrating the relevance of the knowledge and skills learnt in subjects to future opportunities in learning and working<br>• demonstrating the links between living, learning and earning<br>• providing work enrichment opportunities including work experience, workplace visits, guest speakers, curriculum support. Details of these partners can be accessed here<br><br>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 2026 |