

Ormiston Latimer Academy

Careers Education, Information, Advice & Guidance (CEIAG) Policy

Introduction

Ormiston Latimer Academy is committed to providing a planned programme of Careers Education and Information, Advice and Guidance (CEIAG) for all students in years 7 – 11. We aim to develop student employability skills and inform about local, national and international labour market information, guide students to explore and develop career ideas and high aspirations, educate students on the complete spectrum of post 16 pathways and prepare them for successful post 16 transitions. CEIAG is an integrated aspect of Latimer Academy's SMSC and PSHE policies and ensures students are prepared for life and work in Britain today by:

- raising aspirations and increasing motivation
- encouraging the development of personal responsibility and resourcefulness
- fostering key learning skills (recording and reviewing experiences and achievements; target setting; planning ahead)
- bringing relevance to other areas of the curriculum
- contributing to the development of information and communication skills
- encouraging students to contribute to local, national and international economy

Entitlement

Careers Education and Information, Advice and Guidance sets out to enable all individuals to become effective planners and managers of their own careers in a rapidly changing world of learning and work. In this way children and learners will get a good start and are well prepared for the next stage in their education, training or employment. All young people, regardless of their race, sex and academic abilities need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

The 2021 [Careers Statutory Guidance](#) places a duty on a school to give all students access to careers education and impartial information, advice and guidance. This includes an expectation for educators and training providers of approved technical education qualifications and apprenticeships to be given access to all students in year 8 to year 13 to inform them of courses and qualifications as alternatives to academic and school-based routes. In practice, this may take the form of a visit from a University Technical College, FE College or training provider of apprenticeships and technical options.

Students attending Latimer Academy are entitled to the following with regards to Careers:

- For the Gatsby Benchmarks to be met to ensure outstanding CEIAG
- To receive a stable careers programme from Year 7 that continues until they leave school
To receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant

- To receive personal advice that helps the student achieve their individual careers goal – whether that is Further or Higher Education, an apprenticeship or training or employment
- To be equipped with the necessary skills to prosper in HE and employment
- To have relevant knowledge to make realistic and achievable goals based on their own interests and skill, whilst taking into account local job market and relevant entry requirements
- To receive up to date information about careers and skill-developing opportunities
- To understand how different subjects help keep different options open
- Opportunity to access additional help, whether this need is generated from a change of decision, personal circumstances or additional needs
- To have meaningful and helpful encounters with employers and other education providers

Students are expected to:

- Put in effort and fully engage with CEIAG activities in both subject and PSHE lessons, assemblies and sessions with local employers and educators
- Utilise the available careers resources
- Participate in Academy run workshops
- Attend information events such as Careers Fairs
- Ask for guidance if unsure about anything or struggling
- Take advantage of opportunities offered outside school, such as signing up for Academy trips and participating in projects

Objectives

At Latimer Academy, we are focused on the following key objectives:

- Developing each pupil's entrepreneurial and employability skills through the curriculum and personal development opportunities, so that pupils are prepared for the next steps of their educational journey and the wider world.
- Developing and embedding robust systems which support the transition of pupils onto the next steps of their educational journey, reducing the numbers of pupils who become NEET over the 3 years after leaving the academy.

For details about how we will achieve these key objectives and where this priority fits into Ormiston Latimer Academy's 3-year plan, please click [here](#).

Value individual difference and promote equality

- having regard for and valuing individual difference to develop a positive self-image, increased self confidence
- broadening career aspirations and horizons
- challenging stereotypes and discrimination, including self-stereotyping by students and the stereotypes they hold of others so that any gaps in achievement between different groups of children and learners are narrowed.

- addressing barriers faced by individuals that limit opportunities, thus helping all young people to achieve their full potential, for example young people with learning difficulties who are capable of employment
- supporting students who make non-traditional choices

To raise aspirations, promote equality of opportunity, celebrate diversity and challenge stereotypes in support of the Academy's Public Sector Equality Duty CEIAG will be delivered in the curriculum, in assemblies and at key transition points.

CEIAG will be supported through a number of mediums including;

- Careers Fairs
- Guest Speakers
- Mentors
- University visits – exceptionally as we are an 11-16 provider
- Bespoke visits
- Whole school drop down days
- High quality on line career websites
- All students will have access to information on post 16 opportunities, e.g. 6th form routes, Further Education, Higher Education, Foundation Learning, training, apprenticeships and the world of work and careers information

Monitoring, review and evaluation

To support the monitoring, review and evaluation of Ormiston Latimer Academy's CEIAG, CEIAG is built into the school's Self Evaluation and Development Plan. This SEF is regularly reviewed to ensure that each aspect's effectiveness is at the highest standard, and if this is not the case, actions for improvement are documented.

CEIAG actions in the SEF are to ensure that all pupils are well prepared for their next stage of education, employment and training. Due to the work of the school's CEIAG, students have the knowledge and skills that will enable them to excel. It is also to ensure that all students receive unbiased high quality careers guidance, with the opportunities for encounters with the world of work.

Monitoring review and evaluation will take place through a range of mediums;

- Surveys for students and parents/carers
- Student Portfolios
- Student Voice
- Teacher Assessment, evaluation and feedback
- Focus Groups
- Case Studies
- Destination data from Post 16 Providers – which is collected for the LA anyway
- Liaison with the Early Help Team



[Link: See Careers Strategy and Action Plan](#)



Policy reviewed date: September 2025

Review date: July 2026

Author: Doug Barrett – Post-16 and CIAEG Lead

Approved by: Grant Monaghan, Principal