



Careers Education, Information, Advice and Guidance Policy

Rationale

Careers education and guidance programmes play a major part in helping young people choose pathways that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

Lyng Hall School careers programme helps our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. The policy is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Context

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008

This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on 1 January 2023. It explains that our school must provide a minimum of six encounters with technical education or training providers to all pupils in years 7 to 13. For more detail on these encounters, see our provider access policy statement, which you can find on the school website.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- Our school must now secure independent careers guidance from year 7 (instead of from year 8, previously)
- As part of the Finham Park MAT, we're now required to provide and publish careers guidance



The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.

This policy complies with our funding agreement and articles of association.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found on the school website.

The school's programme is necessarily dictated by contextual factors. Our Achievement for All ethos is always paramount.

The proportion of Pupil Premium students at Lyng Hall School is significantly above the national average. The school community is a diverse mix of ethnicities and cultures. The percentage of students who speak English as an additional language is significantly higher than the national average, as is the percentage of children with a statement of educational needs.

However, the school ethos of Achievement for All, means that all our children and young people are supported and nurtured to ensure that they can achieve their full potential. Each year, around 100 students (over 80% of the cohort) stay on from Year 11 into the Sixth Form. In all cases, every student will have received appropriate timely impartial careers advice and guidance to support them into a post 16 pathway of their choosing. Impartial appropriate advice and guidance is provided, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

The school experience supports all students to meet the statutory duty to participate in education after year 11 and consistently outperforms the local and national participation levels. For the last 3 years, our school achieved 98% of students continuing in education, post year 11, well above local and national averages.

Commitment

Lyng Hall School is committed to providing all students in Years 7-13 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2022.

The Gatsby Benchmarks

1. A stable career programme
2. Learning from career and labour market information



3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

Aims

We aim to help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

Objectives

- To ensure that students develop the skills and attitudes necessary for success in adult and working life;
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+;
- To equip students with the necessary decision-making skills to manage those same transitions;
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally;
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their school journey;
- To foster links between the school, local businesses and further/higher education establishments;
- To enable students to experience the world of work and develop transferable skills;
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training;
- To maintain a culture of high aspirations;
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, receive it.

The school guarantees impartial and independent advice via;

- Access for all students to the start profile careers exploration website and other appropriate sources of guidance;



- Promoting the National Careers Service Website and Helpline;
- Promotion of independent websites relevant to all career needs, from choosing a university to pursuing a career;
- Access to a wide variety of external speakers offering independent sources of information including several local and national employers, representatives from professional bodies and organisations including college Apprenticeships, representatives of higher education establishments and former students, who are a valuable resource;
- All staff have a part to play in the implementation of this policy through their role as tutors and as subject specialists;
- All educational visits include reference to CEIAG.

Monitoring, Review and Evaluation

All Directors of Learning are reviewing and evaluating curriculum plans and schemes of work to include CEIAG and Employability skills. Directorates are collating examples of student work that is shared at quality assurance meetings and through editions of Sharing Success. Displays around the school and the use of the school TV help to promote CEIAG throughout the whole school, thereby raising aspiration.

Student voice activities are conducted with students from various year groups at least once a year, with a separate survey used to collect feedback on specific events. Student, staff, and employer's complete evaluations which strategically inform the programme.

In September 2018, we were awarded by the National Career Service the 'Champion of Inspiration Award' in recognition of our ground breaking work and commitment to raising aspiration for all children irrespective of their starting points and needs.

To ensure we are delivering best practice careers guidance, we audit our provision using the Compass self-evaluation tool, which is aligned to the eight Gadsby Benchmarks. We are currently working towards a 'Careers Quality Award' with Prospects, which, once obtained, will be valid for three years.

Entitlement

Throughout their time here, every student at Lyng Hall School is entitled to a thorough, personalised and aspirational programme of careers events. Students are given support to follow whichever route they choose, whether this occurs at the end of KS3, KS4 or the end of KS5. Every student is made aware of the Lyng Hall careers offer via assemblies, and through the work of our designated Career Advisor.



The current careers programme is delivered through a combination of methods, including bespoke Tutor-led activities, assemblies, masterclasses presented by employers (local and national), inspirational speakers, work place visits, work experience, internships seminars, workshops, professional mentoring, and a variety of cross MAT activities. All curriculum areas have identified where CEIAG and employability skills can be delivered within schemes of work. In this way, the world of work and career pathways can be explored, and learning is grounded in future aspirations.

STEM subjects have a programme of activities, including working with STEM ambassadors, visits to universities and a variety of robotic competitions. We offer a bespoke programme for *Girls into Stem*. This year we are excited to be working with PWC, piloting their *Teach we Can* programme, teaching teachers how to use augmented and virtual reality technology in lessons.

Partnerships

The CEIAG programme is greatly enhanced through links with several partners who help ensure that students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups such as Coventry Business and Enterprise Partnership and the Local Authority. Strong links have been made with local and national businesses including, LMJV (Construction industries behind HS2), DHL, Virgin Rail, Barclays Bank, Coventry University, Warwick University, Jaguar Land Rover, HMRC. This involvement includes the provision of work experience placements, internships, inspirational careers talks, workplace visits, mock interviews and professional mentoring. Links are maintained with the local FE Colleges, together with various training providers supporting apprenticeships for those pupils considering that route as an alternative to further or higher education. In addition, we have forged strong links with Coventry and Warwick University.

Parental involvement is encouraged at all stages. We recognise that parents/carers remain the biggest influence on a young person's career choices. As an Achievement for All school, we work closely with parents/carers, and will be delivering a L2 ICT course for parents/carers who are in receipt of Income support.

Key Stage 3

Key Stage 3 students complete a bespoke CEIAG booklet that aims to raise awareness of careers, and develop a sense of individual areas of strengths and interests. All KS3 students will experience a range of CEIAG and employability events. Students will gain knowledge of careers through linking their curriculum subject to careers and ensuring



students realise what skills their subject is promoting, as well as the opportunities a qualification in a subject can provide.

We have worked with the Smallpeice Trust, which has provided residential summer school opportunities at Birmingham University for looked after, pupil premium, KS3 students.

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

Key Stage 4

Each KS4 student will receive one or more individual careers interviews with our school's career advisor, who provides independent impartial advice and guidance. All Year 10 students complete a one-week work experience placement in the summer term of Year 10. The objective of Work Experience in Year 10 is to provide students with an opportunity to experience the world of work first-hand, and to develop their employability skills. Where possible, students are placed in an environment which is linked to a career which they are considering for their own future. During the week, students will develop employability skills, developing communication skills, learning about the expectations of a workplace and possibly develop some skills which are specific to their placement role.

All Year 11 students receive career interviews and one-to-one support from our Careers advisor. The invaluable support from the Career Advisor has resulted in over the last three years significantly lower than the national average NEET figures with 98% of our students meeting the duty to participate and to remain in education.

Key Stage 5

Each KS5 student also receives at least one interview with our school careers advisor. Year 12 students participate on a range of career related programmes which include,



Employability Skills UK, Future Leaders and Basset Law. Such programmes provide work place visits, professional mentoring, and internship opportunities. Internships have provided many of our students with sponsorships onto degree courses, and jobs.

We have been very successful in delivering national programmes such as Career Ready, with our students winning national awards, Including ASTRA-ZENECA STEM Student of the Year, (prize was a visit to the Hadron Collider, CERN). Another Career Ready student became Young Woman of the Year 2017. She attributed her success to the confidence she gained from participating on the Career Ready programme.

Date reviewed: April 2024

Next reviewed: April 2025

