

Career Education, Information, Advice and Guidance (CEIAG) Policy – 2026-2027

Rationale

Published on 4 December 2017, the Government's careers strategy sets out a long-term plan to build a world class careers system that will help young people and adults choose the career that is right for them. This statutory guidance has been updated to expand on the aim set out in the strategy, to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the appropriate skills and experience.

Careers guidance must be presented in an impartial manner and promote the best interests of the students, to whom it is given. Careers guidance must include information on all options available in respect of 16- 18 education or training, including apprenticeships and other work-based education and training options. This policy has regard to Statutory and Non-statutory Guidance – *Careers guidance and access for education and training providers, Department for Education (June 2026)*.

Careers Education helps young people to develop the knowledge, confidence and skills they need to make well informed and considered choices and plans that will enable them to progress into further learning and work. Careers education and work-related learning are delivered within bespoke programmes and through the wider curriculum in all key stages. Effective personalised information, advice and guidance enhances and complements careers education and is currently available from Years 7 to Year 13. Careers Education combined with effective independent information, advice and guidance is critical to:

- Avoid disengagement
- Help students choose KS4 and KS5 options
- Help students choose appropriate post-16 and post-18 destinations
- Prevent (NEETs (young person who is not in employment, education or training)
- Give a wider and relevant context for learning
- Closing the gap between disadvantaged students and others

Aims

To achieve the aims, the careers strategy sets out that every school and academy providing secondary education, should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision. This statutory guidance has been restructured around the Benchmarks, with information on what schools need to do to meet each one. The Gatsby Benchmarks are not a statutory framework but by adopting them, schools can be confident that they are fulfilling their legal duties: the existing duty to secure independent careers guidance and the new duty to provide opportunities to a range of providers of technical education and apprenticeships, to access pupils to inform them about technical education qualifications or apprenticeships.

- **A stable careers programme** - Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers, governors and employers.
- **Learning from career and labour market information** - Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.

- **Addressing the needs of each pupil** - Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
- **Linking curriculum learning to careers** - All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
- **Encounters with employers and employees** - Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
- **Experiences of workplaces** - Every pupil should have meaningful experiences of the workplace, including a minimum entitlement of a weeks' worth of in-person work experience in Year 10 and a weeks' worth of work-related activities across Key Stage 3, supporting their exploration of career opportunities and skills development.
- **Encounters with further and higher education** - All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
- **Personal guidance** - Every pupil should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

To achieve our aims we will

Icknield High School is committed to raising aspirations and maximising the benefits for every student through a whole school approach to CEIAG by providing a planned programme of activities both in and outside of the curriculum, which includes work related learning opportunities. Icknield High School is committed to ensuring the following outcomes for our students:

- All students are empowered to plan and manage their own futures including preparation for work and to become economically independent.
- All students are able to make informed choices through the provision of impartial and independent advice and guidance.
- All students are motivated and inspired to achieve and are not limited by prevailing stereotypes and attitudes.

Implications

Icknield High School will deliver impartial and independent careers information, advice and guidance for all students in accordance with statutory guidance. The Link SLT will ensure that independent careers guidance:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships, T-Levels and other vocational pathways

- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

Icknield High School will develop a strategy for the delivery of careers advice and guidance with a clear framework linked to the specific ethos of the school, the needs pupils and outcomes for its pupils. The strategies will maximise opportunities to share resources, skills, activities / events / visits and employer links. Careers education and work-related learning form a significant part of Personal, Social and Health Education.

Icknield High School is committed to the delivery of a comprehensive careers programme that meets the needs of all students and will include:

- Mentoring and coaching.
- Speakers from the world of work in schools.
- An insight from Jobcentre Plus, or the National Careers Service into the labour market and the needs of employers
- Workplace visits, work experience related activities and work experience placements (virtual and in person).
- Work 'taster' events such as games and competitions.
- Careers fairs and career networking events.
- Face-to-face advice and guidance from mentors, careers advisors, Alumni and other inspiring individuals and role models.
- Access to open days at further and higher education institutions.
- Two meaningful encounters with apprenticeship and technical providers during students' 'first key phase' (year 8 or 9), followed by two further encounters during their 'second key phase' (year 10 or 11).
- Access to creative online resources and labour market intelligence.
- Real life challenges that require pupils to manage risk and to develop their decision making, team building and problem-solving skills.
- Help with basic career management skills like CV writing, CV building, job searches and job interview.

The Lead for careers advice and guidance in each school will be responsible for:

- The delivery of careers education and work-related learning programmes.
- The co-ordination of appropriate independent and impartial information advice and guidance in all key stages.
- Liaison with students, tutors, parents, leadership teams and governors in relation to CEIAG.
- The collation, monitoring and reporting of destinations data.
- The promotion of links with local and national employers and their organisations.
- The development and maintenance of careers websites.
- The co-ordination and evaluation of events and the contributions of outside agencies to ensure the career education aims are met.
- The organisation of visits to local colleges, work-based education and training providers.
- The sourcing and maintenance of effective collections of published material, including training provider prospectuses, and computer-based resources, to assist students in making informed career choices.

- Supporting students in making Higher and Further Education related decisions, this support includes talks by outside speakers and attendance at selected, appropriate, special events.
- Keeping up-to-date with developments in relation to CEIAG.
- The development of a tracking and accurate destination figures.
- Recording of activities across the curriculum.

Links with the Local Authority and other Agencies

The local authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 places two new duties on local authorities from June 2013 in respect of 16-18 year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate
- To have in place arrangements to identify those who are not participating. The Trust academies will work with the respective Local Authorities, including sharing information, in order to support the above
- Ensuring adequate support for pupils with special educational needs or disabilities

Icknield High School has high aspirations for all pupils with special educational needs (SEN) and disabilities and will support them in preparing for their next phase of education or training and beyond into adult life. Pupils with SEN or disabilities will receive independent and impartial advice about all of the mainstream education, training and employment opportunities on offer, regardless of their individual circumstances. They will also be given information on the full range of specialist provision that is available and the support available to help them access the provision.

The Careers & Enterprise Company (CEC) will provide external support to schools. In 2014, the Government established the CEC, to provide the strategic coordination for employers, schools, colleges, funders and careers programme providers to create high impact careers and enterprise support to young people (aged 12-18). The CEC's initial focus has been on employer engagement, based on evidence about the importance of giving young people more opportunities to connect with employers of all sizes, and from all sectors. These encounters will inspire pupils and allow them to learn about what work is like, or what it takes to be successful in the workforce. The careers strategy confirmed that the CEC will take on a more ambitious role, building on their progress to date by coordinating support for schools across all of the Gatsby Benchmarks.

Evaluation

The quality of careers education will be monitored and evaluated by the Senior Leader and Governors at Icknield High School. The way in which careers guidance will continue to be considered during Ofsted inspection is set out in Ofsted's Common Inspection Framework and School Inspection Handbook. A successful careers guidance programme will also be reflected in higher numbers of pupils progressing to positive destinations such as apprenticeships, technical routes, sixth form colleges, further education colleges, universities or employment. Destination measures provide clear and comparable information on the success of schools in helping all of their pupils take qualifications that offer them the best opportunity to continue in education or training. KS4 and KS5 education destinations in are becoming an established part of the accountability system.

Appendix 1.

Information for Parents

Your child will receive information about careers during their time at the **school/academy**. We will provide opportunities for them to develop life skills and core competencies that employers value, by enabling them to take part in employment and enterprise events.

How can you help your child with careers and employability? There is so much you can do to support your son/daughter:

- Show a genuine interest! Talk to them regularly about their ideas for the future and ask them what they see themselves doing
- Talk to them about what your job and other job roles you have had
- Ask your employer if they would allow you to bring your child to work for a week of work experience in Year 10.
- In Year 10/11 look on the local college and 6th form websites with them, to see what courses are available (please see links in the useful links section below)
- Help them to explore the possible employers, apprenticeship providers and further education courses available in the local area. You should be able to find lots of useful information on these things on the website of **Local** Council (again please see link below)
- Keep an eye out for things like Open Days (at colleges and training organisations) and careers fairs held locally, details can be found on college websites and in the school/academy newsletter
- Help them to understand the alternative post-16 options. Find out more about apprenticeships here:

<https://www.amazingapprenticeships.com/resources/apprenticeships-hints-tips-for-parents-carers/>

- Encourage them to participate in out of school activities. These are valuable in themselves and will help greatly later on in giving a good impression to people like employers or course tutors
- In Year 9, talk to your son/daughter about their options and what these choices may lead to. If you need help with supporting your child to make Year 9 options choices, use this link:

<https://www.talkingfutures.org.uk/your-childs-options/>

Appendix 2.

Information for Teachers

In order to prepare our students for their next step, focus on providing opportunities for them to develop employability and life skills, such as confidence, creativity and communication skills. Draw students' attention to the skills they are acquiring and record them. Wherever possible, make links between your subject and employment.

If you want to extend your students' learning outside of the classroom, in order to help them to understand what the true purpose of their learning is (not just to pass exams!) whilst developing their employability skills, please speak to our careers coordinator, who can access external people from a range of sectors who can come into your lessons and work with students on real life projects which can link in to national curriculum learning outcomes.

Please speak to our careers coordinator or drop them an email to discuss how you can work together.

Uncontrolled Unless Viewed Internally

Appendix 3.

Students

Your teachers will work with you to help you develop the skills you need for life and employment. You will receive information about placements and work opportunities and will meet people from the world of work, who could help you to acquire the skills needed to be successful in work. The school/academy is committed to help you to realise your potential, so you can do what you love when you leave school!

If you are wondering what you can do to improve your chances of being employable when you leave school here are some ideas:

Join a club or get involved instudent societies

- Getting involved with student clubs and societies is a fun way of developing your communication and teamworking skills.
- You won't be able to show these skills on your CV through your academic qualifications, no matter how good your grades are but most employers will expect evidence on how you've demonstrated these qualities.
- If there aren't any clubs or societies you are interested in, why not start and run your own? You could then use this as an example of organisation/management and leadership skills too!

Represent the school

- Are you an athlete or a performer? Are you good at debates or confident in a subject?
- If there are local or national school competitions running, consider representing our school.
- This will show to employers that you are confident, talented in your field, as well as dedicated, reliable and trustworthy.

Don't shy away from doing presentations and speeches in class

- Communication skills are considered one of the most important skills needed in the workplace.
- Being able to express and communicate yourself articulately and persuade others is very useful, particularly in business and law.
- Taking part in presentations and speeches at school will help you develop these skills. With enough practise, it will help you gain the confidence to be an effective public speaker. So if you are tasked with presenting in class to your teacher and peers, do not shy away.
- These are valuable experiences that you may not find outside of school. Use these opportunities for your professional development.

Write a blog

- In the digital age, having a credible online presence can be very useful. Why not consider blogging about issues close to your heart or things that you are passionate about?
- This will help you create a knowledgeable online persona that you can include on your CV and will demonstrate to the employer your enthusiasm for a particular subject.
- This will also help you understand how blogs work, which may come in handy for a number of businesses.

Learn how to code

- IT skills are in high demand with a short supply at the moment, learning how to write website code or even just the basics, would look very impressive on your CV and could put you at an advantage over other candidates for a range of jobs.
- There are various websites that could get you started for example [Codecademy](https://www.codecademy.com/)

Volunteer

- Volunteering is a great way of boosting your future employability, as well as helping out a good cause. You could support a local youth club, organise a fund raiser at school or help out at your local charity shop.
- It will not only help you develop your communication, organisation and team working skills but also shows that you can use your initiative and that you take part in meaningful activities in your spare time.

Work experience or part-time job

- Taking part in work experience during the holidays or picking up a part-time job i.e. a paper round, will show that you use your time productively. If you don't have plans for the half-term or summer holidays, why not use your time wisely and work on developing your experience in the working world?
- Consider asking your parents or family friends if you could shadow them at work for a day or two, or approach your local stores and ask if they could offer you a placement even if it's just for a few days. Virtual work experience is also a good alternative.

Take part in the Duke of Edinburgh Award or NCS

- The Duke of Edinburgh Award and the NCS are designed to support and empower young people with valuable experiences, allowing them to show case their employability in action. Activities included will help you develop communication, team work, self-management, leadership and many other key skills.
- Employers are drawn to young people with extra-curricular experiences because it shows that they are not afraid to try new things and are willing to leave their comfort zone and meet new people.

Learn an extra language

- Knowing multiple languages is useful for many jobs and sectors, particularly within travel and tourism and multinational businesses with offices around the world.
- Multi-lingual job applicants stand out among other candidates as they'd be able to communicate with a wider range of customers and business prospects and can help with translations. You will have more options when it comes to your choice of jobs too.
- If you already speak another language at home, don't be shy to add this to your CV!

To support your post-16/career planning, try asking yourself these questions:

- What are you good at?
- What do you enjoy doing?
- What subjects are you good at (at school)?
- What are you good at outside of school?
- What are your interests?
- What skills do you already have?
- What sort of a person are you?
- Do you like interacting with people?
- Where do you prefer to be (inside/outside)?

There are also a variety of online career quizzes you can complete that can help you explore these areas and suggest jobs that may be compatible to your strengths and interests:

- **Prospects Careers Planner – [Prospects Career Planner](#)**

Prospects offers a career planner to inspire users to reflect on the areas above and match them to suitable careers. Follow the link to register for an account and access the quiz.

- **Career Pilot Buzz Quiz – [Buzz Quiz](#)**

This quiz can be completed in a few minutes and it will help you find your strengths, understand how others may see you and explore subjects and jobs that could suit you.

- **National Careers Service – [Discover your skills & careers](#)**

In this assessment, answer questions about the things you like to do or are good at. Understanding yourself can help you work out what careers you may enjoy working in.

Appendix 4. Whole School Careers Programme

All students of Icknield High School will have access to the following career related activities:

All Year Groups	• National Apprenticeship Week • National Careers Week • Updates on labour market information and opportunities • Industry and alumni talks • PSHE – exploring <i>iCould</i>, <i>National Careers Service</i>, <i>Amazing Apprenticeships</i>
Across Key Stage 3	• Work experience related activities
Year 7	• Careers networking event with local businesses & organisations • HealthTech Thames Valley – first aid training and careers inspiration event (subject to availability) • The Big Bang Science Fair UK • PSHE – Exploring self, introduction to careers, reflection and developing communication skills
Year 8	• Event(s) for providers of technical education/apprenticeships, including further education colleges, training providers etc. • The Big Bang Science Fair UK • PSHE – Developing interview skills (body language), practise interviews
Year 9	• Event(s) for providers of technical education/ apprenticeships, including further education colleges, training providers etc. • GCSE options assemblies & options fair • Career guidance meeting • University visits – taster days & conferences • Tenner Challenge • STEM Club • PSHE – Exploring the labour market, employability skills, exploring interests and motivations, GCSE options support
Year 10	• Event(s) for providers of technical education/ apprenticeships, including further education colleges, training providers etc. • Work experience week • University visits – taster days & conferences • Mock interviews with local employers
Year 11	• Career guidance meeting • Assemblies with post-16 providers • College open days attended by students • Post-16 provider stalls at parents evening • Post-16 application support sessions (book with Miss Lam) • PSHE – Mock applications, writing personal statements, interview skills

Appendix 5. Careers Action Plan 2026 - 2027

Priority 1:	Careers
Success Criteria/Expected Outcome(s)	• Ensure all students have attended a group/1-1 careers guidance interviews. • Ensure all students experience two meaningful encounters with vocational and/or technical education providers during their 'first key phase' (year 8 or 9), followed by two further encounters during their 'second key phase' (year 10 or 11). • Destination figures to be above national averages for both internal figures and validated figures. • Students with additional needs with statements to receive 1:1 careers guidance with the school careers adviser and see specialist adviser arranged through Luton Borough Council. • Student to attend Open days/evening for all colleges dates to be uploaded on website, newsletters and careers board. • Students and parents to be aware of deadlines for application forms. • Assemblies from all post 16 providers to be delivered in Autumn/Spring term. • In December application for Luton Sixth Form and Barnfield College to be distributed and must be completed by January 2027. Ensure 100% students apply to a college and attend the interview. • Estimates and grades and school reference to be added to application pack and to be sent out by Careers officers. • Interviews to take place for all students from March-April for Luton Sixth form, Advantage Schools, Cedars Sixth Form and any other providers. • Ensure accurate information is obtained about destination figures. • Departments to have a career board in their corridors to promote careers in their subject areas. • SOW from subjects to include potential careers and pathways and make links to the labour market. • Focus on careers pathways from local business and local universities. • All students to experience at least a weeks' worth of meaningful employer led work experience related activities across their time at Key Stage 3. • All Year 10 students to secure a week's worth of hands-on, meaningful in-person work experience. • Local college taster days for Year 10 students to visit the college for an insight of life FE, expectations and/or try a number of A-level and BTEC subjects for the day. • Careers lessons delivered twice a term through tutor time activities.

	• Apprenticeships workshops for targeted students. • Raise the profile of employer engagement.
Led by:	UQM/JLM

	Actions	Led By	Timescale	Resources/ CPD	Cost	Term of Expenditure	Self-Evaluation/Monitoring		
							How?	Who?	When?
1	Career Guidance All Year 9 & Year 11 students to attend group guidance workshop delivered by the school's Work Related Learning Co-ordinator.	JLM	Year 11 – Sept-Nov 2026 Year 9 – March 2027	Career/LMI resources. Guidance on careers.	-	-	1:1 & group interviews.	JLM	Autumn & Spring
	Students with additional needs and/or statemented to see school careers adviser and specialist adviser arranged through Luton Borough Council.	JLM/NCE/ LBC	Sept 2026		-	1	1.1 Interviews.	JLM/LBC	Autumn

2	Post 16 Information Events Dates for Post 16 open days/evenings to be uploaded on website & emailed to students and parents/carers. Tutors to receive copies and give out regular reminders to students.	JLM/Tutors	Oct – Nov 2026	Emails to Year 11 students, parents and tutors. Presentation and course guides with pre requisites.	£50	1/2	Information to all students, tutors & parents/carers.	JLM	Autumn
	Assemblies from local post 16 providers to be delivered in Autumn/Winter term.	Local colleges i.e. Cardinal Newman/Luton Sixth Form/ Barnfield/Oaklands etc.	Oct – Dec 2026	Representatives from colleges/sixth forms/training providers.	-	-	Assemblies.	Colleges	Autumn

3	Application Deadlines								
	Students and parents to be aware of application deadlines. In Nov/Dec, links and hardcopy applications to be shared with students, parents/carers and tutors, accompanied with instructions, advice and deadline date (Monday 11th January).	Tutors/HOYS/UQM/JLM/SLT JLM/Tutors/HOY	Dec 26 – Jan 2027 Dec 2026 – Jan 2027	Posters in all tutor rooms, with notices on school newsletter, social media and careers webpage. Emails to all students & information via tutor & representatives from colleges/sixth forms. Application links and hardcopies to be shared with students, parents/carers and tutors via Edulink and email and in-person.	£100 £100	2 2	Information to all students & parents/carers. JLM to share application links and hardcopies with students, parents/carers and tutors. Hardcopy applications to be returned to JLM who will mail/deliver to the provider.	Colleges/JLM Colleges/JLM	Autumn Autumn

	Ensure 100% students apply to a college and attend the interview.	JLM/Tutors/HOY	Dec 2026 – Jan 2027 (Applications) March-April 2027 (Interview)	Application tracker.	-	2	JLM to keep record of applications made. JLM/tutors/HOY to chase students. HOY to identify students requiring additional support; JLM to meet with these students for application support sessions.	JLM/Tutors/HOY	Winter & Spring
4	Destination Figures Obtain and collate accurate figures.	JLM	Nov 2026	Accurate spreadsheets.	-	1/2/3	JLM to contact/collaborate with LA, post-16 providers and contact home to obtain data. Data to be collated and displayed on school website (names anonymised). Clearance forms.	JLM/LA/Post-16 Providers	Autumn

							RaiseOnline		
5	Careers Fairs Families invited to attend local careers fairs etc. Luton Employability Fair delivered by Reach Society Year 7/8 to attend Big Bang UK science fair to find out information on STEM pathways available.	Reach Society/JLM BSR/JLM	May 2027 Jun 2027	JLM to share promotional material via Edulink to encourage families to attend. JLM to highlight event during NCW to promote to tutors and students during registration. Event promoted to Year 7 & 8 students.	£300	1	Attend career fairs (in person). Students to attend the fair with staff supervision.	All year groups Year 7 & 8	Spring Summer
6	Apprenticeships Apprenticeship assemblies with training providers	JLM/Tutors Various including TUI, Easyjet, Active Luton, NHS	Oct 2026 – March 2027	Various including TUI, Easyjet, Active Luton, NHS	-	2	Assemblies (in-person and virtual).	Year 8/9/10/11	Ongoing

	National Apprenticeship Week (NAW).	JLM/Tutors/Amazing Apprenticeships /LBC/Careers Hub/Employers	Feb 2027	All tutor groups to receive resources and various activity options quizzes, videos and articles to use with their tutor groups during NAW for tutor period. Students and parents to also receive resources to use at home together.	-	1	JLM to collate and share apprenticeship resources with tutors, students and parents. Tutors to use resources in class with students. HOYs to help promote.	All year groups	Spring
	Work Experience KS3 work experience related activities. Year 10 work experience week.	JLM/UQM JLM/UQM/HOY/Tutors/PSHE teachers/NCE/HCS	Jul 2027 Jul 2027	A weeks' worth of employer led meaningful work experience activities to be offered to students. All Year 10 students to organise their own placement for a week of in person work experience.	TBC £4000-5000	3/4	JLM to collaborate with UQM to explore and invite employers and providers to deliver meaningful activities. JLM/UQM/tutors/P SHE teachers to prepare students on how to use Unifrog to add placements and	Year 7, 8, 9 Year 10	Ongoing Ongoing

				Unifrog to be use to manage admin			use quizzes and resources to find appropriate WEX options. SEND staff and JLM to explore options for vulnerable learners. Staff to make visits and mid-week phone calls to check up on students.		
7	Employer Engagement & Links to Further/Higher Education Year 7 career networking event.	JLM	Oct 2026 – July 2027	Local employers, apprentices, undergraduates and alumni invited to speed network with Year 7 pupils.	-	1/2/3/4	JLM to invite employers and prepare students for event.	Year 7	Ongoing

	Subject specific work place visits.	Subject teachers/JLM	Sept 2026 - July 2027	Subject teachers to lead trips to explore types of careers their subjects can lead to.	£500	1/2/3/4	Attend trips.	Year 8/9/10	Ongoing
	Subject/Employability Workshops and Talks (Internal).	JLM/Subject Teachers/Employers including, JCP, Willmott Dixon, EasyJet.	Sept 2026 – July 2027	Employers invited to deliver employability workshops and talks to students.	-	-	JLM & Subject Teachers to organise workshops.	Year 8/9/10	Winter - Summer
	Bedfordshire Futures Programme.	JLM/UQM/The Connolly Foundation	Sept 2026 – July 2027	A variety of activities including university trips, careers insight talks, employability workshops to be organised for Year 10s, engaging them with employers and HE providers.	-	-	JLM to attend the network meetings and organise activities and events with the foundation.	Year 10	Spring - Summer

	College/Sixth Form taster days to explore A-Level/BTEC/T-Level subjects for the day.	HOY/Luton Sixth Form/ Barnfield University of Bedfordshire & Oxford/UQM/JL M/HOY	June 2027	Attendance to colleges.	-	1 / 2	Attend taster days.	Year 10	Summer
	Visits to universities.		Jan - July 2027	Students to attend events and master classes at Universities. Year 9s to attend conferences at University of Bedfordshire. High ability year 11s/10s to visit University of Oxford for taster sessions.	£500	-	Target certain/all students to take to Uni trips/ events.	Year 9/10/11	Ongoing
8	Linking Curriculum Areas to Careers PSHE lessons supporting work related/ employability	PSHE Co-ordinator (EGD)	Sept 2026 - July 2027	PSHE lessons delivering labour market information, exploring career	£500	2/3	PSHE lessons.	All	Ongoing

	learning & development.			pathways, work place expectations, action planning and interview, CV & application advice.					
	Subject specific work place visits.	Subject teachers/JLM	Jan -July 2027	Subject teachers to lead trips to explore types of careers their subjects can lead to.	-		Students attending trips.	Year 9/10	Ongoing
	Teachers to make references to work during lessons.	Teachers	Sept 2026 – July 2027	Subject teachers to link learning in class to careers that could utilise those skills and knowledge. All curriculum areas to display LMI posters related to their subjects in their department.	-	-	Teachers making reference & links and displaying posters.	All	Ongoing

9	Labour Market Information (LMI) LMI sent out to students and parents via Edulink. PSHE lessons.	JLM EGD	Sept 2026 - July 2027 Sept 2026 – July 2027	JLM to send out regular LMI via Edulink. PSHE lessons to highlight labour market info, jobs available, jobs of the future, employability skills, work experience prep & opportunities for	-	-	Regular LMI sent out via Edulink.	All	Ongoing
					-	1/2/3	EGD & JLM to put together careers resources and activities that can be used during PSHE lessons.	All	Ongoing

	LMI links on website.	JLM	Sept 2026 – July 2027	employer engagement. Provide links/resources for students, parents and staff to access LMI info.	£200	2	JLM to update the website with LMI resources.	All	Ongoing
	National Careers Week (NCW).	JLM/Tutors/HOY	March 2026	All tutor groups to receive resources and various activity options quizzes, videos and articles to use with their tutor groups during NCW for tutor period. Students and parents to also receive resources to use at home together.	-	2	JLM to collate and share careers resources with tutors, students and parents. Tutors to use resources in class with students. HOYs to help promote.	All	Spring

10	STEM								
	Visit (in person or virtual) national and local STEM fairs, festivals and inspiration days.	JLM/Science Dept/HOY	Oct 2026 - Jun 2027	Students to attend local STEM events, The Big Bang Fair UK and the STEM workshops at the University of Bedfordshire.	£500	1/2/3/4	JLM & Science Dept. to organise STEM trips and events throughout the year.	Year 8/9/10	Spring - Summer
	Talks with alumni medical/science students.	JLM/Alumni	Nov 2026 – July 2027	Alumni to visit top set Year 10 science students to discuss their medical school journey.	-	1/2/3/4	JLM to invite alumni to school.	Year 10	Autumn - Summer
11	Governors	UQM	Sept 2026 – July 2027	Update governors once every half term.	-	1/2/3	UQM to meet with governors.	-	Ongoing
12	Compass Toolkit	JLM	Sept 2026 – July 2027	Evaluate the CEIAG programme against the Gatsby Benchmarks every term using the Compass Toolkit, reviewing and setting targets to	-	1/2/3	JLM to complete the Compass Toolkit every term.	-	Ongoing

				fulfil each benchmark.					
13	Luton Careers Impact Review	JLM/Luton Careers Hub/other participating schools	Oct 2026 – July 2027	Take part in 3 peer review sessions with participating schools, quality assuring our careers programme and sharing good practises with the network.	-	-	JLM to liaise and organise the peer review schedule with the Careers Leaders of the participating schools. JLM to prepare and share the necessary paperwork with the hub and participating schools. JLM to seek and organise for students and relevant staff to take part in the peer review if necessary. JLM to attend the sessions and meet with the other Career Leaders.	Year 7/8/9/10/11	Autumn - Summer

14	Staff Careers CPD	CL/UQM/JLM	Nov 2026 – July 2027	Careers Hub to offer staff CPD opportunities. JLM to distribute LMI & career resources to support staff. JLM to organise opportunities for staff to take part in Unifrog CPD, particularly Year 10 tutors, HOY and SEND staff to allow them to support students in	-	-	JLM to arrange for a GM4 workshop for CLs (delivered by a training provider) & send out resources. Share LMI posters to curriculum areas, send regular up to date LMI where possible and/or during NAW & NCW. JLM to liaise with Unifrog to organise CPD sessions for staff.	CL JLM JLM/Unifrog	Ongoing Ongoing Ongoing
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				organising work experience.					
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Uncontrolled Unless Viewed Internally

Agreed by the Governing Body	on
Implemented to be monitored	by Deputy Headteacher
Statutory Policy	No
To be reviewed	by

Uncontrolled Unless Viewed Internally