



LSA Careers Education, Information, Advice and Guidance (CEIAG) Policy

Lytham St Annes High School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

Date Policy Agreed	<i>November 2025</i>
Agreed By	<i>Governing Body</i>
Date of Next Review	<i>November 2026</i>
Author	<i>Laura Gibbons</i>

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1. Policy Statement

At Lytham St Annes (LSA) High School Careers Education, Information, Advice and Guidance (CEIAG) is a core component of our curriculum and of our **More Than Grades** initiative, supporting our school improvement goal:

“Developing each and every child beyond the classroom to improve outcomes for all.”

We are committed to delivering a high-quality, impartial careers programme that meets statutory requirements and supports all students from Year 7 to Year 11 in making informed decisions about their future education, training, and employment.

2. Statutory Framework

This policy is designed to meet all statutory requirements for CEIAG in secondary schools, including the implementation of the Gatsby Benchmarks and the Provider Access Legislation.

Key legal duties include:

- Providing independent careers guidance from Year 7 to Year 11.
- Ensuring access for a range of education and training providers to inform students about technical education and apprenticeships (Provider Access Legislation).
- Meeting the **8 Gatsby Benchmarks** for good careers guidance.

The **Gatsby Benchmarks** are a framework of eight guidelines that define best practices for career guidance in schools and colleges in England. They were developed as part of the Gatsby Foundation’s research into what makes good career guidance.

Here are the **8 Gatsby Benchmarks**:

1. **A stable careers programme**
Every school and college should have an embedded programme of career education and guidance.
2. **Learning from career and labour market information**
Every student should have access to good quality information about future study options and labour market opportunities.
3. **Addressing the needs of each student**
Career guidance should be tailored to the needs of each student, raising aspirations and challenging stereotypes.
4. **Linking curriculum learning to careers**
All teachers should link curriculum learning with careers, especially in STEM subjects.
5. **Encounters with employers and employees**
Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.
6. **Experiences of workplaces**
Every student should have first-hand experiences of the workplace through work visits, work shadowing or work experience.
7. **Encounters with further and higher education**
All students should understand the full range of learning opportunities available to them, including both academic and vocational routes.
8. **Personal guidance**
Every student should have opportunities for guidance interviews with a careers adviser.

3. Aims of CEIAG Provision

- Raise aspirations and challenge stereotypes.
 - Provide impartial information about a wide range of progression routes.
 - Link curriculum learning to real-world careers.
 - Motivate students to gain experiences beyond the classroom.
 - Promote awareness of Lancashire's 7 Priority Employment Sectors:
 - Advanced Manufacturing
 - Construction
 - Creative & Digital
 - Energy & Environmental Technologies
 - Food and Agriculture
 - Health & Social Care
 - Tourism and Culture
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4. Student Entitlement

All students at LSA are entitled to:

- A stable careers programme from Year 7 onwards.
 - Access to up-to-date labour market information.
 - Personalised guidance tailored to individual needs.
 - Curriculum links to careers in all subjects.
 - Encounters with employers, employees, and workplaces.
 - Experiences of further and higher education.
 - One-to-one careers guidance from a qualified advisor.
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5. Delivery and Staffing

CEIAG is delivered through the **Personal Development Curriculum**, including Citizenship, PSHE, and RS. Careers lessons are planned and delivered by:

- **Rachael Hoyle** – Head of PSHE/ Careers
- **Mel Sharrock** – Careers Coordinator
- **Jessica Peloe-Greenwood** – Careers Advisor
- **Laura Gibbons** – (Careers Lead)

Our **Careers Advisor** provides 1:1 guidance, prioritising Student Premium, Children Looked After, Students with Additional Needs and students who have English as an additional language.

6. Provider Access

In line with the Provider Access Legislation, LSA ensures that:

- Providers of approved technical education/apprenticeships have access to students in Years 7–11
- Opportunities for provider engagement are published and communicated.
- Facilities are available for presentations, interviews, and workshops.

7. Equal Opportunities

LSA actively promotes equality and diversity through CEIAG by:

- Challenging stereotypes in careers.
 - School visit for **International Women's Day**
 - School visit for **International Men's Day**
 - Engaging alumni to share diverse career journeys and support myth-busting.
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8. Monitoring and Evaluation

- CEIAG provision is audited termly by **Inspira** and this in turn helps School to monitor and evaluate the careers programme.
 - Student outcomes and experiences are tracked using **Compass+**.
 - Local Authority Destination data.
 - Feedback from students, parents, and staff informs ongoing improvement.
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9. Resources and Communication

- The **Aspiration and Careers Centre** is centrally located in the school.
 - CEIAG updates are shared via newsletters, Synergy, social media, and the school website.
 - Parents/carers are involved in key events such as mock interviews and alumni panels.
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10. Associated Policies

- Curriculum Statement
 - Provider Access Policy
 - Equality and Diversity Policy
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11. Contact Information

For further details, please contact:

- **Laura Gibbons** – Careers Lead
Email: laura.gibbons@lythamhigh.lancs.sch.uk
 - **Mel Sharrock** – Careers Coordinator
Email: melanie.sharrock@lythamhigh.lancs.sch.uk
 - **Main School Number:** 01253 733192
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12. Examples of CEIAG Activities at LSA

LSA offers a diverse and engaging range of CEIAG activities across Key Stages 3 and 4 to ensure students gain meaningful exposure to the world of work, further education, and career pathways. These include:

In-School Activities

- **Year 10 Prefect Interviews** – Formal interview experience for leadership roles.
- **Year 11 Mock Interviews** – Conducted with external employers and alumni.
- **Form Time Careers Assemblies** – Weekly sessions with guest speakers from various industries.
- **Career Spotlights** – Curriculum-linked lessons showing real-world applications.
- **Alumni Presentations** – Former students share career journeys and offer myth-busting insights.
- **Careers Fair (Years 9–11)** – On-site event with representatives from colleges, universities, employers, and training providers.
- **Army Days (Year 9)** – Team building and leadership activities led by the British Army.
- **BAE Systems Roadshow (Years 7–9)** – Interactive STEM-focused sessions showcasing careers in engineering and manufacturing.
- **BBC Careers Roadshow (Years 7–9)** – Media and broadcasting workshops highlighting creative and digital career paths.

Off-Site and External Experiences

- **Work Experience (Year 10)** – One-week placements in local businesses and organisations to gain hands-on experience.
- **Workplace Visits** – Trips to local businesses and service providers.
- **University and College Visits** – Opportunities to explore further and higher education settings.
- **Industry Days** – Themed days focused on sectors such as construction, health & social care, and digital technologies.
- **International Women's Day Panel** – Annual event featuring female professionals from sectors such as nuclear energy, armed forces, media, and engineering visit to 6th form college
- **HE/FE High achiever aspirational visits** – Annual visits to HE/FE providers and National apprenticeships providers.

Targeted Support

- **1:1 Careers Interviews** – Delivered by an independent Careers Advisor, prioritising Student Premium, CLA, SEN, and EAL students.
- **Careers Drop-In Sessions** – Held in the Aspiration and Careers Centre.
- **Parent Engagement Events** – Including careers evenings, newsletters, and social media updates, Year 9 Options Evening.

This programme is reviewed annually.