

Careers Education Information, Advice and Guidance Policy

Approved by: Local Governing Body

Date:

Last reviewed on: June 2026

Next review due by: June 2027

Introduction

Litcham School is fully committed to ensuring that all of our pupils acquire the skills, knowledge and attitudes to manage their learning and career aspirations. Ultimately, we work towards them becoming independent and productive adults who achieve their full potential.

Our careers programme provides high quality impartial advice and guidance, ensuring that pupils are informed of the range of options available to them at key transition points and in future careers, and that they are supported during the decision-making process.

Pupils progress from Litcham School to a range of destinations. We seek to ensure that pupils have high aspirations, and that guidance is impartial and tailored to individual needs. We seek to inform parents of labour market information and to provide them with knowledge of the range of choices available to their children.

We respect the right of pupils to choose from a variety of pathways. Year 11s may choose to move to another school or Further Education college, specialist provision, or into an apprenticeship.

We recognise the importance of pupils developing strong interpersonal and communication skills, including that of oracy, as these are vital skills for entering the workforce. We also aim to develop our pupils' cultural capital, so that they have social mobility and are never disadvantaged by social situation.

The Department for Education's Careers Strategy sets out a series of measures to improve careers guidance in England, including benchmarks for careers education and instigating the requirement to have a named Careers Leader in every school. Our Careers Leader, Miss Gough, is committed to providing a reviewed and evaluated programme of careers education from KS2 – KS4, which meets the eight Gatsby Benchmarks for careers guidance:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance (Gatsby Foundation, 2014).

We adhere to the Department for Education guidance, 'Careers guidance and access for education and training providers' (DfE, October 2018), which stipulates that all schools must allow other educational providers access and that we must publish a provider access policy.

Careers Education, Advice, Education and Guidance is a statutory responsibility of all schools. The latest Government Careers Strategy is available at:

[Careers guidance and access for education and training providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/careers-guidance-and-access-for-education-and-training-providers)

Careers guidance itself is defined by the OECD as “services and activities intended to assist individuals, of any age and at any point throughout their lives, to make educational, training and occupational choices and to manage their careers.

The activities may take place on an individual or group basis and may be face-to-face or at a distance (including help lines and web-based services)." (OECD, 2004)

Careers Education takes place mainly through work in lessons during our careers focus in PSHE and through drop down days and workshops. Careers Information, Advice and Guidance takes place mainly through individual support.

Our Aim

Pupils are entitled to Careers Education Information Advice and Guidance (CEIAG) which meets professional standards of practice and is both personalised and impartial. It is integrated into pupils' experience of the whole curriculum and based on a partnership with pupils and their parents or carers. The programme is structured to meet the Gatsby Benchmarks of good Careers education, raising aspirations, challenging stereotyping and promoting equality and diversity.

The careers programme is designed to meet the needs of the pupils at Litcham School to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development.

Litcham School is committed to Careers Education as a crucial way of giving all our pupils the skills, knowledge and understanding needed to manage their own lifelong learning and forge their own careers. We aim to develop our pupils' skills in three areas:

1. Self-development: Our pupils can only fulfil their potential if they understand their own skills and abilities.
2. Career exploration: Our pupils can only aspire to careers they know about. Our challenge is to make that knowledge as wide-ranging as possible.
3. Career management: Our pupils need the basic skills necessary to take their first post-16 steps with confidence, secure in the knowledge that they have made the correct choices.

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers.

CEIAG Structure

Year Group	Main CEIAG activities	Aimed at	GATSBY benchmark
4/5/6	Visiting speakers	Increased awareness of jobs, trades and professions, particularly STEM based careers.	2,4,5
7	Kinnerton Chocolate Day	Real-life business challenge, in a real business environment.	2,5
8	Inspirational Speakers programme	A wide variety of inspirational speakers are invited to share their career journeys with our pupils.	2,4 2,4,5
9	Careers Networking Event	Speed networking with more than 30 different jobs and careers represented to improve awareness and make connections that our pupils can use in Key Stage 4 and beyond.	2,5
	Preferences choices	Presentations to pupils and parents to prepare for Key Stage 4 options choices. Q&A with Key Stage 4 pupils on subject-specific topics.	3,8
	1-2-1 interviews	1-2-1 interviews available with independent Careers Adviser.	3,8
	University visits	All pupils considering Key Stage 6 University options have taster day at university.	7
	Brilliant Club	Brilliant Club engages Most Able pupils.	7
10	Interview Day	Writing applications, CV writing, preparing a personal statement, interview technique, mock interview.	3,5,8
	Work experience	Developing key skills, including communication, problem solving, social skills, literacy, numeracy and teamwork.	7 2,5
	1-2-1 interviews	1-2-1 interviews available with independent Careers Adviser.	5,6
	OPEN Careers evening	Opportunity to network.	3,8 5 7
11	College Carousel	Opportunity to gather information about all FE providers, plus Training providers.	3,7,8
	1-2-1 interviews		3,8

		1-2-1 interviews available with independent Careers Adviser.	
	Post 16 Careers Fair	Opportunity to meet FE and apprenticeship providers for pupils and their parents/carers.	5,7
	OPEN Careers evening,	Opportunity to network.	5
	Help You Choose	Creating online CV, personal statement and making college applications.	3,8
	Apprenticeship workshops	Help from DWP for pupils who want to apply for apprenticeships.	3,8

CEIAG Staffing
Careers Leader

Miss Maddison Byford

Curriculum Manager (Assistant Headteacher)

Ms Kelly Chambers

Careers 1-2-1 Coordinator
Work Experience Organisation/Administrator

Lily Haynes
Mrs Sadie Greef

Careers Adviser (Beacons East)

Mrs Belinda Ladds

All Staff: All members of staff have a shared responsibility to develop and prepare our pupils for the world post-16. At Litcham School, we work hard to try and make what we do as relevant as possible to the world of work. Within lessons, teachers consciously try to include the skills and knowledge which employers look for and make explicit links where appropriate to the world of work. Through our Unifrog careers sessions, staff support pupils through all of the vital decisions they have to make from choice of options in Key Stage 3 to choice of College, Sixth Form, Apprenticeship or Training Provider at the end of Key Stage 4.

Assessment, Recording and Reporting:

Years 7 - 10

Encounters with employers, further and higher education providers are logged on Unifrog allowing pupils to keep track of their careers experiences. Where appropriate pupils are asked to provide feedback on these encounters to support future planning.

Years 9 - 11

1-2-1 interviews with our Careers Adviser are recorded and monitored for action points.

Year 10

As part of work experience, pupils receive a written report from employers to use in Year 11 interviews.

Signposting:

Pupils are encouraged to undertake their own careers research. Our library has a range of careers information available to all pupils, and we signpost our pupils to:

The careers and subject libraries on the Unifrog platform

LITCHAM CAREERS DIRECTORY 2026 via our website, at <https://www.litchamschool.net/>

Working relationships to support our careers programme:

An annual partnership agreement is negotiated between the school and Beacons East who provides our external, independent Careers Advisor.

The school works with a New Anglia careers Hub Lead – Viki Barton.

Firm links have been established with a range of employers, particularly through the provision of work placements for all Year 10 pupils. Employers visit the school to run work-related activities with pupils and to speak to pupils about a range of employment sectors.

Apprenticeship information is shared with pupils. In addition, employers offering apprenticeships visit the school.

Strong links also exist with universities, further education colleges, apprenticeship providers and training providers, who often come into school to speak with pupils. Any provider wishing to request access should contact the Careers Leader in the first instance (See Provider Access Policy below).

We actively work with a wide range of providers and employers, including:

Beacons East	Norfolk County Council
BNI Wensum	Synergy Trust (Reepham High School and College)
BNI Vancouver	UEA
Anglia Ruskin University	Norwich University of the Arts
New Anglia LEP	BAM Nutall
Breckland District Council	Litcham School Work Experience Network
Speakers for Schools	Education and Employers
Brilliant Club	DWP
Resources	

Funding is allocated in the annual budget-planning round in the context of whole-school priorities and particular needs in the CEIAG area. The Assistant Headteacher with oversight of CEIAG is responsible for the effective deployment of resources.

Monitoring, review, evaluation and development of CEIAG:

Our partnerships are reviewed regularly. The following provision is reviewed by the Assistant Headteacher with oversight of CEIAG:

- Annual review of partnership activities with Beacons East.
- Review of all careers events.
- Feedback on the effectiveness of the CEIAG programme is sought through analysis of pupil feedback sheets completed via Unifrog and the Pupil Council.
- Review of the school's adherence to the Gatsby Benchmarks.

Litcham School Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8-11 are entitled:

- 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;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

A provider wishing to request access should contact:

Maddison Byford, Careers and WEX Lead

Telephone: 01328701265

Email: mbyford@litchamschool.org.uk

Opportunities for access

A number of events, integrated into the school careers programme will offer providers an opportunity to come into school to speak to pupils and/or their parents and carers. Please see the CEIAG structure above.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The school library is available to all pupils at lunch and break times.