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Careers Education, Information and Guidance Policy (CEIAG)

SLT Responsible: Alison Brannick Principal

Review Date: June 1 2019

Ratified by the Governing Body:

Next review Date: Summer 2020

This policy aligns with:

Curriculum Teaching and Learning

Assessment, Marking, Recording & Reporting

Equality & Diversity

Health & Safety

Gifted and Talented

SEN

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Introduction

Our vision at Landau Forte College is to ensure that every young person is inspired, engaged and challenged to achieve at the highest possible level, which is why we provide our students with a full Careers Education, Information, Advice and Guidance (CEIAG) Programme that prepares them to make informed choices about their future career aspirations.

We want our students to succeed beyond academic achievement and recognise the importance of learning about and developing employability skills through a range of opportunities including work experience, visits to employers, employer presentations, careers activities, open days and our 'Learning for Life' taught careers programme.

Aims of Careers Education, Information, Advice and Guidance (CEIAG)

All young people need a planned programme of activities to support them through choices that are made during school and throughout their transition into adult life. The school values careers as a contribution towards the 2011 Education Act which places a duty on schools to give students in Years 8 to 13 access to independent and impartial careers education, information and guidance at key transition points.

It is our intention that every student will have access to the right information to meet their individual needs, to facilitate them in making informed choices about their future. Whether a student wants to enter the world of work at the earliest point, or become a leading academic in the most competitive field, they should hold the information which will allow them to make ambitious, considered, and educated choices.

Developing strong relationships with employers and professional partner organisations is key to our success. We want to inspire every student through first hand experiences of the world of work to help them understand where different choices can take them in the future and we wish to ensure that our students are not restricted by circumstances or location from becoming self-confident, well-educated and enterprising individuals.

To achieve this our strategic objectives are:

S1 Develop a 'whole school ethos' to careers. All staff to be aware of the careers strategy, Gatsby benchmarks and be ready to embrace the changes of the CIF & Ofsted (Sept 2019). Achieving Career Mark by December 2019 will signal that careers is outstanding alongside all other areas of business delivery.

S2 Identify departmental career champions willing to create displays and map schemes of work to careers activities. This will create a connection between curriculum subjects and industry links contextualising learning, co-delivery of sessions and promotion of labour market information (LMI), pathways and opportunities to students. *All teachers should link curriculum learning with careers* (Gatsby benchmark 4)

S3 Launch an annual careers evening for Years 11 and 12/13 students exposing them and their parents/carers to a variety of opportunities within further & higher education. This will encourage them to be confident, aim high and make independent informed decisions about their future. *All pupils should understand the full range of learning opportunities that are available to them* (Gatsby benchmark 7)

S4 Increase the availability of appropriate qualified staff or support in place to ensure we meet the statutory requirements. *Every pupil should have the opportunities for guidance interviews with a qualified Careers Adviser (level 6) available whenever significant study or career choices are being made.*

Outcomes

Destination and Progressions Analysis

Progressions Group Analysis	2016/17	2017/18	% Difference
Total in Full Time Education	97	94	-3
Total Training (Non Employed)	0	0	-
Total Employment	2	4	2
Of which is an apprenticeship	1	4	3
Total NEET	0	1.9	1.9
Total Unknown	1	0	-1

Compass – Careers benchmark assessment results March 2019

	Gatsby Benchmark	% achieved at LFCD Jan 2019	% of schools nationally meeting this target
GB1	A stable careers programme	100	4
GB2	Learning from career & labour market information	100	30
GB3	Addressing the needs of each pupil	100	9
GB4	Linking curriculum learning to careers	81	13
GB5	Encounters with employers and employees	100	37
GB6	Experiences of the workplace	100	39
GB7	Encounters with Further & Higher education	83	8
GB8	Careers Guidance	50	46

Summary of Year 13 Destinations 2017 and 2018

University	2017	2018
Oxbridge	4	1
Medicine / Veterinary / Dentist	3	3 (2) *
Russell Group	25%	21%
Success Rates	Oxbridge 2014-18	Medicine 2015-18
Application to interview	62%	86%
Application to destination	22% (20%)	63% (40%)
Geographical Location	Within 25 miles of Derby	Within 50 miles of Derby
2017	35%	76%
2018	36%	77%
Subjects	2017	2018
Science	16%	12%
Healthcare incl. Pharmacy	14%	13%
Business / Economics / Finance	18%	18%
Mathematics	2%	7%
Computer Science / IT / Design	3%	8%
Sport	3%	8%
Psychology	6%	8%
Humanities	4%	7%
Primary teaching / education	3%	5%
Engineering	9%	0%
Law	4%	2.5%
English	6%	2.5%
Other	13%	9%
Total number of students	101	76
Overall numbers at end Year 13	135	98
Trends	2017	2018
Foundation year	9	5 (2)
Students gaining apprenticeships	7	5

* Brackets denote students on a foundation year or gateway year in medicine.

Careers Programme

Year	Year Group Theme	Aims	Gatsby benchmark	Career Development Institute Framework
7	Who am I? How can I become more aware in relation to careers?	Careers Education Self-awareness	1 & 2	CDI1,4,5
8	The world of work	Careers Education Labour market information – what jobs are there in my local community, UK and globally What are my skills? What are my qualities How do these relate to potential future jobs? Challenging stereotypes related to the world of work GCSE options	1 & 2	CDI 5,6,7,8, 14,15
9	Where will my skills lead me?	IRail Competition/workshops Making informed decisions & developing my Career management skills Careers Education	4 1 & 2	CDI 11,13,14, 17,
10	Be curious about careers	E4E Mock interviews with employers, Launch Work Experience Work Experience Placement Developing skills for the world of work through GCSE and BTEC studies	1,2,5 & 7 1 & 2	CDI 4,6 7, 11, 12
11	Preparing for next steps	Futures Forward Programme Sixth Form Information Evening Labour Market Information – how will this impact on my decisions? Rights & responsibilities in work Unifrog careers and subject research	2 + 5 1,2, 5 & 7	CD1 6, 7, 8, 9, 14,15,16, 17
12	Career enlightenment	Launch Work Experience Work Experience Placement Unifrog careers and subject research Independent thinking and learning -study skills Reading & exploring around my subjects UCAS HE Careers Fair University personal statement writing workshop Employer presentations Oxbridge Visit Alumni presentations	2 6 6	CDI 3, 6, 7, 14,15,16,
13	Becoming a professional	CV writing workshop Employer presentations Applying for HE through university of higher & degree apprenticeships Gap years Moving into the world of work	7	CDI 14, 15,17,

Careers action Plan 2018 -2021

Strategic Objectives Date:2018 - 2021					
Objective	Lead	Resources	Date of achievement	Intended impact <i>what will be the real and measurable difference as a result of these actions</i>	Monitoring and Evaluation <i>What progress will have been made? By when?</i>
Ensure that the 8 Gatsby Benchmarks continue to be embedded across all careers provision (S1)	HMS Rev AB/ST	Included in school website, staff gatherings, Dept.' Career Champions	July 2020	Careers becomes 'everybody's responsibility' adapting a 'whole college approach' ready for changes to CIF & Ofsted (Sept 2019)	Compass completed 23.01.19 Website updated 02.19 Staff gathering TBC
Ambition for all students should reflect the 10 D2N2 goals: (S1) Aspirational Informed Experienced Achieving Accountable Resilient Entrepreneurial Co-operative	HMS Rev AB/ST	Include in staff gathering Include the goals as part of the careers journey in L4L folders	July 2019	D2N2 goals reflect the schools values & mission – limited change req'd Staff to reference in Learning 4 Life Students to reflect and captured for their CPD on Unifrog Employers & providers to reference during all careers activities	HMS to create a careers learner journey from Yr. 7 Yr. 13 & include D2N2 goals
Embrace new careers strategy 2019 (S1) <ul style="list-style-type: none"> Rewarding careers for all regardless of circumstances Excellent careers guidance – equality of opportunity particularly those students from disadvantaged groups Right advice, right place right time – backed by educators and employers Excellent CEIAG, all YPs 	HMS Rev AB/ST	Continue to remind and raise awareness of LFCD Careers Strategy to all staff Add links on website for parents & carers Improve network of national and local employers	Jan 2019	Students understand all pathways @ post 16/18. Continue with progression in to HE (Uni & apprenticeships) LFCD currently exceeds the Gov target of 50% by 2020 Continue to work to reduced NEET in Yr. 11 & 13 Increase network of employers in particularly those who can support with careers	Website completed by HMS AB & SR approved ATD/AQ NM/HMS HMS with support from Anna Smith CEC co-ordinator & Lana Ray Teach First

<p>to understand the full range of opportunities available to them</p> <ul style="list-style-type: none"> • First-hand experience in the workplace 		<p>Staff CPD to ensure all are aware of pathways, have LMI and up to date knowledge of the world of work</p>		<p>activities/delivery FREE of charge</p> <p>Access arrangements in place as/Baker Clause</p> <p>WEX placements secured for all Yr. 10 & Year 12 students to ensure they gain 'first-hand experience of the world of work'</p>	<p>Approaches from external stakeholders</p> <p>Yr. 12 WEX lead by NM AQ & ATD review</p>
<p>Explore opportunities to increase capacity to deliver careers advising to more students in Yr. 8, 11 & 13. (450 students total)</p> <p>Review funding available/apprenticeship levy. F/T adviser position or business admin to support Careers Lead (S4)</p>	HMS Rev AB/ST	<p>Additional staff</p> <p>Increased hours</p>	09/2019	<p>Increase 'careers' presence across college – support with L4L SOW & mapping of sessions.</p> <p>Developing career activities 'in house' & external as CEC & CL funding cease.</p> <p>Increase capacity to meet GB8 <i>Every pupil should have at least one guidance interview by the age of 16, and the opportunity for a further interview by the age of 18</i></p>	HMS & AB to meet and explore other funding streams to support delivery
<p>Appoint CEIAG lead within teaching team (S2)</p>	HMS Rev AB/ST	<p>1 member of staff/Dept.</p> <p>Prospects resources £299 purchased Jan 2019</p> <p>Development of 'in house' resources i.e. careers strapline & logo designed by marketing Dept.</p>	April 2019 ongoing	<p>Careers contextualised in learning across all year groups. Use of SCITT/QTS staff</p>	HMS to seek volunteers April 2019 & arrange first meeting beginning of May
<p>Providing effective leadership, management and promotion of CEIAG (All)</p>	HMS Rev AB/ST	<p>Strong ambitions leadership drives strategic objectives</p> <p>ST & AB supporting</p>	Sept 2019	<p>Whole college approach to careers</p> <p>Raising profile of careers as an important strand of the overall business in terms of CIF/Ofsted</p>	<p>Continue with Careers Strategy meetings</p> <p>Increase the involvement of the school</p>

		<p>CL to raise profile of careers</p> <p>PTB, HJM & NM overseeing delivery of careers education mapped against CDI framework for KS3, KS4 & KS5 as part of L4L</p> <p>Effective delivery of additional support from Kat Garland Derby City PA</p>		<p>Meeting DoE statutory requirements</p> <p>Gaining Careers Mark accreditation</p> <p>Teach First CELP Careers Lead in post</p> <p>Monitoring MAT service Level agreement</p>	<p>governor/s in careers.</p> <p>NEET reduction of most vulnerable students?</p> <p>What changes may there be in future? How are we to absorb this work?</p>
Ensuring appropriate initial staff training and continuing professional development (CPD) to secure the competence required of all staff involved in the learning provider's CEIAG provision (S1)	HMS LR	<p>Careers to be included in new staff CPD</p> <p>1 session/year for all staff</p>	From Sept 2019	<p>Staff share knowledge, resources and best practice across college</p> <p>Staff work to raise aspirations of all students</p>	<p>Staff are more informed and knowledge is up to date</p> <p>Positive impact to Career Mark & Ofsted</p> <p>Positive impact to students NEET reduction</p>
Measuring the impact of provision (including evidence of learning outcomes and progression (S1, S3, S4))	HMS Rev AB/ST	Continued MI	Ongoing	Continued positive impact on students gaining places at top universities. Higher & degree apprenticeships viewed with the same equity	Aspirations Places offered NEET reduction
Develop an Annual Careers Open Evening (October) and invite year 11, 12/13 parents/carers. (S3)	HMS	Partner organisations		Positive impact on intended destinations and final destinations NEET reduction	RAG rating of progressions NEET data Trend analysis on progressions via Alumni

Stakeholder Engagement and Internal Engagement Plan

Agreements with providers				
Name of provider	Contact information	Services provided	Financial agreement	Notes
Derbyshire County Council County Hall Smedley Street Matlock Derbyshire DE4 3AG	Jerry Sanderson Senior HR Consultant (Health& Safety)	Comply with DfE guidance SLA between DCC & School Access to placement database/website All placements are vetted and quality approved by DCC and include: Health & Safety information Details of prohibited areas, under16/under18 considerations, special needs requirements, First Aid arrangements, fire & evacuation procedures and equipment, PPE requirements, health considerations and key findings risk assessment. Personal Liability Insurance checks WEX logbooks provided to all students. Support for schools WEX co-ordinators	In county block work experience and related learning placements charged on the basis of the size of the Year 10 cohort £23.00/head +VAT	Commenced 2018 academic year renewed annually.
Derbyshire City Council Curzon Street, Derby DE1 1LL	Andrew Kaiser Strategic Director for Children & Younger Adults	Targeted IAG support through Derby City PA	Information can be gained from A Brannick if required	Service Level Agreement Reviewed annually
Island Project, Derby Derby College	Varies – all contacts held with Laura Percival (SENCO) & A Brannick	Tailored provision to assist with those students who will benefit from alternative provision on a part time timetable or additional courses – sector related which keeps them engaged in education and motivated. P/T external vocational education i.e. motor vehicle	Agreed by SENCO Laura Percival on an individual student basis	Positive impact on outcomes and post 16 progressions
E4E	Clare Alderson	CV writing workshops, Mock Interviews with employers and industry mentoring	FREE – funded by Careers Local currently	Very positive feedback regarding mock interviews.
Learning Unlimited	Wendy Taylor	Attends careers events and provides presentations. Deliver apprenticeships for local businesses including bombardier	FREE	Very positive pro-active engagement
Ask Apprenticeships	Surfinia Foote	Presentations and careers stands available	FREE	Good overview of apprenticeships for yr. 11 & yr. 13 students
Rolls Royce	Nicola Swaney & Rani Gill	Support with delivery of BTEC engineering, annual presentation covering routes into Rolls Royce. Support with mock interviews	FREE	Very popular with our students covers lots of different routes & roles
MOD	Major John Ahern & Brigade Engagement team	Careers activity workshops, employer talks, work with E4E to deliver mock interviews	FREE	
Learn by design	Louise Curd	Excellent range of activities including I Rail competition at Pride Park (for teams of 6) and workshops delivered over half a day in school	Have been funded through CL & CEC funding 2017/18 & 2018/19	Good STEM activities & networking opportunities
DWP	Sally Power	Bespoke flexible support for all students delivered by jobcentre staff	FREE	NEET reduction LMI
Derby University	Luke Gordon Calvert	Visits to university, support with GCSE options for Yr. 8 & Why go to university presentations	FREE	Good widening participation opportunity

Learning provision during academic year

	Careers and work related educational activities	Direct contact with inspirational individuals, partners, employers	Access to independent IAG
Year 7	STEM Family Challenge First Editions E4E Enterprise Challenge Day	STEM activity with family members including LMI regarding engineering sector STEM activities supported by industry professionals Entrepreneurial workshop	
Year 8	Enterprise Masterclass 'Construction' sector	Young Enterprise in partnership with Tomlinson's, Derby	Students requesting independent IAG have access to appointments
Year 9	Learn by Design iRail competition Learn by Design iRail activities First Editions E4E Enterprise Challenge Day	Annual event & employers In house delivery & Rail LMI EDT Stem Event Entrepreneurial workshop	
Year 10	Learn to Earn Enterprise Masterclass Company Programme Mock Interviews L4L (PSHCE) timetabled sessions	Young Enterprise Young Enterprise Business Mentor - Alstrom E4E & 23 employers	
Year 11	Derbyshire Skills festival Derby College Personations Ask Apprenticeship Presentations The street – careers event L4L (PSHCE) timetabled sessions	Includes a variety of employers and partner organisations Employers available	Students requesting independent IAG have access to appointments FFT identified students receive targeted support
Year 12	HE events & visits Visits/ presentations from employers & apprenticeship providers to Sixth Form L4L (PSHCE) timetabled sessions	Rolls Royce Author STEM Ambassadors University Historian	Students requesting independent IAG have access to appointments and ongoing support throughout year 12
Year 13	L4L (PSHCE) timetabled sessions - covering all options Apprenticeship Network Group UCAS application support GAP year information/workshops Student finance workshops Studying abroad Alumni – ex-students learner journey talks The street – careers event	DEBP deliver employability workshops and mock interviews to Apprenticeship Network Group Employers available	Students requesting independent IAG have access to appointments and ongoing support throughout year 13 Careers adviser is also apprenticeship champion

Self – help information and provision available to students

Type of provision	Details
Careers resources area of library/learning resource centre	Careers section with the library – contains a range of reference for students including Careers 2017, The Careers Directory, information of UKCAT & BMAT. PIXL 'Getting into the top universities booklet', University & College prospectus, Information on apprenticeships. Books to support students with CV writing, attending assessments, interview preparation, job hunting.
Careers page of school website	LFCD year 8 options & Sixth Form offer and application available on the school website.
VLE	Students have access to VLE
Digital media (texts, tweets, display screens)	All students actively used their school emails, TV screens within the restaurant are used to display information, and emails are used to alert parents & carers to events.
Notice boards and displays	There are curriculum/careers posters displayed in department corridors across the school site.

Appendices

Monitoring, Review and Evaluation

It is the responsibility of the governors to review all policies on an annual basis. The review procedure ensures that we are meeting our strategic aims, that legislation and careers frameworks remain up to date and are used to measure the effectiveness of our CEIAG programme, associated delivery and outcomes. The policy will then be updated to incorporate continuous improvements, recommendations and future aims.

It is the responsibility of Shoba Tynan to ensure an impartial CEIAG framework is developed with staff and communicated to all staff and adopt a positive ethos that careers like safeguarding is 'everybody's responsibility'. Regular monitoring and evaluation will ensure accurate feedback is provided to governors with regards to application and outcomes associated with CEIAG. Information can be reviewed and updated as required to ensure it remains effective, aligns to other policies and the wider aims of the college and Trust.

In line with our commitment to quality we have supported Helen Suffolk-Adams to gain her Level 6 Diploma in Career Guidance and Development with additional units in Careers Leadership and Enterprise. This has been followed by participation on the Teach First Careers & Enterprise Leadership Programme and from March 2019 our commitment to achieving Career Mark a National Quality in Careers Standard Licensed Awarding Body; assessing excellence in careers education, information, advice and guidance.

Leadership and Management

Stephen Rodgers Is the nominated link governor for careers

Alison Brannick: Principal

Shoba Tynan: Director of Learning for Mathematics, Teaching School & SCITT has whole school responsibility for CEIAG and directly manages the Careers Lead/Careers Adviser

Amanda Quinn: Deputy Sixth Form leader & UCAS Co-ordinator

Pete Butler & Hugo Mahalski: Tutors responsible for the preparation for KS3 and KS4 Learning for Life curriculum.

Helen Suffolk-Adams: Careers Lead/Careers Adviser

Student Entitlement

All pupils in years 8-13 are entitled to:

- To find out about technical education qualifications and apprenticeship 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 full 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

Work Experience

- We recognise the importance of gaining first-hand experience of the world of work. In the academic year 2017/18 all students in years 10 and 12 participated in completing a week long work experience placement. Placements are recorded on the WEX database. All Year 10 placements were co-ordinated in partnership with Derbyshire County Council who conducted prior employer checks including Health and Safety and Personal Liability Insurance.
- In the academic year 2018/19 all students in years 10 and 12 will again complete a week long work experience placement co-ordinated by Olivia Jacks for year 10 in February and Nicola Murton for year 12 in July.

Careers Activities academic year 2018/19

- In January 2019, 170 of our Year 8 students participated in a 'Construction Industry Masterclass' delivered in partnership with Young Enterprise and the GF Tomlinson Group Ltd, Derby

In a survey following the event 107 stated they would recommend the activity for next year's cohort of students. 108 stated the objectives for the day were fully met.

Student feedback "building is for everyone regardless of gender" "I learned a lot about construction, management and responsibility" "I learnt about the 8 factors of how to have a successful business"

- Women in Business workshop delivered by Helen Endacott Head of Commercial Procurement Rolls Royce November 2018. Our year 10 and year 11 students informed us that they learnt a lot about themselves and the schemes in place to encourage more women into business and the steps necessary within a career journey to get to where you want to go.
- **Careers Local (ESF/SFA) Funded Activities 2018/19**
Year 11 Futures First programme delivered by Derbyshire Education Business Partnership
Student feedback: I am now able to include examples such as organisational skills and communication within my CV with more confidence". "I have gained more knowledge about different types of careers".

Curriculum

A programme of careers education helping them to develop skills and knowledge to make choices for the transition to work and learning.

Our CEIAG programme of activities is also mapped against the Career Development Institute (CDI) framework which ensures subject teachers make links between their schemes of work and careers, employability and enterprise education and the D2N2 Local Enterprise Partnership (LEP) goals state that "employability needs to be part of a coherent career development and work related programme in schools, delivered in partnership with education, employers, and careers professionals" more information can be found at

http://www.d2n2lep.org/write/Documents/D2N2_Employability_Framework_Booklet_A5.pdf

Staff Development & CPD

Our Careers Lead works closely with SLT, Heads and Deputy Heads of Years, academic and pastoral staff to ensure they are kept informed regarding career legislation, initiatives, employer engagement activities, and the planning and development of the careers programme.

In line with our continued improvement we are working on incorporating dedicated CPD relating to careers for curriculum departments into INSET Days for the 2019/2020 academic year.

Collaborative working with partners in CEIAG

Our ethos of working in partnership with parents, the local community and industry extends to our careers programme. We aim to inspire, engage and challenge all our young people, regardless of background, to be the best that they can be. We work together in the following ways:

Teachers and School Staff – provide learners with opportunities to discover and learn about careers and employability, engage with the wider business community and with employers inside and outside of the classroom. Link schemes of learning with the world of work and, as mentors, to discuss experiences, skills development and progression with students and help them record this on Unifrog.

Students – engage with CEIAG events and learning opportunities, ask questions, research and discover all they can about future possibilities. Evaluate, record events and maintain your continued professional development (CPD) information using Unifrog.

Parents/Carers – be aware of the CEIAG calendar at Landau Forte College and engage in the events and discussion about careers, progression and opportunities. Use Unifrog and other CEIAG resources to help support at home.

Employers and the wider community – We love to work with local, national and global companies to deliver vibrant presentations, workshops, careers activities and first hand experiences of the world of work.

Enterprise Advisers – we are fully engaged with our local Enterprise Adviser Network. Enterprise Advisers use their knowledge of the local business landscape to support the principal and careers lead to develop an effective careers plan and to create opportunities with their business contacts in the area for the students here at Landau Forte. Working on a voluntary basis, our Enterprise Adviser is a Human Resources Consultant who uses her business experience and professional networks to help us develop and implement an effective strategy that puts opportunities with local employers at the heart of a young person's education.

Legislative and careers framework

This strategy is informed by the following documents:

- DFE 'Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff,' January 2018.
- CDI & The Careers & Enterprise Company
- The Gatsby Benchmarking Toolkit: Practical signposting tools for the Enterprise Adviser Network
- Framework for careers, employability and enterprise education 7-19 (CDI Framework 2018)
- Good careers guidance (Gatsby, 2014)
- Section 29 Education Act 2011: Revised Guidance March 2013

This follows the recommendations within the new government Careers Strategy and its adoption of the Gatsby Career Benchmarks as follows:

1. A stable careers 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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance