



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

Leighton Park recognises the importance of providing first-class careers education, information, advice and guidance to enable all students to achieve their potential. Our fundamental aim is to ensure that students leave school with high aspirations for themselves, they have the knowledge and skills necessary to achieve their ambitions and the confidence to make a positive impact on the world.

All students from Years 7 to 13 are provided with careers education which is linked to the updated Gatsby Benchmarks . They are detailed below:

Benchmark 1: A stable careers programme

Benchmark 2: Learning from careers and labour marking

Benchmark 3: Addressing the needs of each young person

Benchmark 4: Linking curriculum and learning to careers

Benchmark 5: Encounters with employers and employees

Benchmark 6: Experiences of workplaces

Benchmark 7: Encounters with further and higher education

Benchmark 8: Personal Guidance

Leighton Park aims to help students investigate opportunities and to make informed choices which are both ambitious and realistic. Students are encouraged to explore different options in and beyond school, with support at important transition points. The school will ensure that students are treated as individuals and as such support will be tailored to their needs, interests and ambitions.

The school uses the Careers and Enterprise Company's Compass Plus account to assess progress towards each of the eight benchmarks and to identify how to further improve provision for students.

The Careers programme at Leighton Park:

- Gives students access to relevant and up to date impartial careers resources.
- Give students access to highly experienced and qualified staff and Careers Leader (Level 6).

- Allocates curriculum time to the teaching of careers education from Year 7 to Year 13.
- Teaches students how to access, interpret and use Labour Market Information to help them make careers choices.
- Delivers careers education as a cross-curricular theme and strives to embed it into all subject areas.
- Teaches students about careers and the world of work and enables them to match their skills, interests, learning styles and values to the opportunities available beyond Leighton Park.

Leighton Park gives students the skills to make informed choices and to manage their progression through learning into the workplace. This is achieved by:

- Offering programmes which develop self-awareness and decision making skills.
- Giving students access to impartial and informed careers guidance.
- Facilitating access to information enabling career exploration.
- Encouraging students to find out and to experience the world of work.
- Providing students with opportunities to review their progress, for action planning , and for recording achievement, leading to self-awareness and effective careers management skills.
- Preparing students for the demands of working lives through developing skills such as self-reliance, team work and leadership, and a wide range of interpersonal skills, including problem solving, adaptability, public speaking and critical thinking.
- Ensuring that students have a clear understanding of entrepreneurship and its importance to the success of the economy; they have opportunities to take managed risks.
- Developing students in to well-rounded, confident, ambitious and open minded people who are equipped to 'walk cheerfully over the world' (19.32 Quaker faith and practice)
- Linking with local businesses, universities and our alumni and parent networks.

Delivery of CEIAG

The programme at Leighton Park is based on the Career Development Institute's 2021 framework and the Careers guidance and access for education and training providers statutory guidance (May 2025).

The programme includes, although not an exhaustive list:

- Collects
- Tutor time
- PSHE lessons
- Employer encounters
- Workplace experiences
- Individual meetings
- External advisors and questionnaires.

Further information about the Gatsby Benchmarks

Benchmark 1: A stable careers programme

- Years 7 – 13 PSHE programme
- Super curriculum supporting students for adulthood, Further Education, higher level apprenticeships and universities all over the world.
- Year 7 10X Challenge
- Year 8 Fryer Project Qualification
- Year 9 Passport
- Year 10 Work Experience
- Year 12

Benchmark 2: Learning from careers and labour market

- From Year 9, students are registered with Morrisby accounts which they have lifelong membership of.
- Statistics on local, national and international labour market information shared with students and parents.
- Information about local information is shared with appropriate students and year groups via students emails and Unifrog careers platform.
- Wellio PSHE platform includes lessons on careers.
- Careers Fair.
- UCAS Higher Education Discovery Exhibition.
- Prospectuses available to students in the Sixth Form (although the majority of universities are opting for online versions).
- Bookable careers appointments available.

Benchmark 3: Addressing the needs of each young person & Benchmark 8: Personal Guidance

- Available at all stages but notably:
 - Transition points
 - Year 9 in relation to GCSE options
 - Year 10 and 11 in relation to further education options at Key Stage 5.
 - Year 12 and 13 in relation to higher level apprenticeships and employment, gap years, universities in the UK and overseas.
- Psychometric testing Year 9 and 10 / 11 from Morrisby and questionnaires, followed by one to one interviews with impartial careers advisors.
- Further individual meetings with Head of Careers.
- Personal statement planning sessions.
- PSHE sessions with Optimising Futures.
- Aspiring High co-curricular activity supporting students aspiring to top universities and competitive courses.
- CV writing
- Mock interviews, internally and with partner school.
- Support with preparation for university entrance tests such as UCAT and LNAT.

Benchmark 4: Linking curriculum and learning to careers

- Students in Years 7 – 13 have access to a range of events, visits, projects and experiences which demonstrate how a subject links to industry and the work place.
- Students undertake individual or team projects to extend thinking about different roles available in the workplace.
- Links between local businesses, providers, the Old Leightonian (OL) network and out parent body.

Benchmark 5: Encounters with employers and employees & Benchmark 6: Experiences of workplaces

- Year 7 complete the 10X Enterprise Challenge which includes, communication, financial planning and presenting their own sales pitches to the school.
- Year 9 all complete the Bronze Duke of Edinburgh Award which requires them to undertake voluntary activities.
- Year 9 'Passport' collates employability skills to showcase activities and progress beyond the curriculum.
- Year 9 and 10 Interact Club with Rotary Club.
- Year 10 undertake a work experience placement.
- Year 10 take part in a programme of activities with the Education Business Partnership (EBP) which involves up to twenty visiting business representatives from different sectors.
- Year 11 are involved in one to one employer interviews.
- Year 12 undertake a further work experience placement.
- Year 12 attend the UCAS Discovery event, meeting employers and higher education representatives.
- Year 12 and 13 Amicus charity group work with external representatives.
- Year 13: mock interviews and presentations from OLs.
- Workplace visits.
- Careers Fair
- Volunteering opportunities as part of the CAS programme as well as the partnerships and outreach programme,
- Bronze, Silver and Gold Duke of Edinburgh Awards are offered at Leighton Park.
- Students access online and virtual programmes with Springpod, Forage, Royal College of GPs to allow them to access sectors where physical work experience can be difficult to organise.

Benchmark 7: Encounters with further and higher education

- Scholars visits to universities such as Oxford and Cambridge.
- Visit to the UCAS Discovery event with over 200 universities represented each year.
- Aspiring High visits.
- Students visiting universities for open events.
- Visiting speakers such as representative from Imperial College London.
- Careers fairs.

Monitoring and Evaluation

The quality of the events involving external speakers or volunteers are monitored by attending staff. All visitors to school are required to complete a Visiting Speaker form for safeguarding purposes. The Senior Assistant Head: Community & Wellness is responsible for evaluating these as well as lessons and events run by school staff. They will use a variety of means including observation, learning walks, informal discussions with students and staff and emails.

The Senior Assistant Head: Community & Wellness along with Director of Sixth Form monitor all destinations of leaving students. Destinations are recorded centrally by the Alumni Relations Team.

Senior Assistant Head: Community & Wellness reviews the programme and schemes of work annually, reflecting on feedback, changes to government statutory guidance and Labour Market Information.

Author: Sally Saunders, Assistant Head: Pupil Personal Development
Sign off: Luke Walters, Head Teacher
Reviewed: September 2025
Next Review: September 2028
Publication: Portal/leightonpark.com