Careers Guidance Policy

Publication Date	June 2026
Version Number	1.3
Policy Owner	Assistant Principal Student Services
Approval Level (committee)	FR&S + Trust Board
Applies To (job roles relevant to)	All staff
Next Review Due	June 2027

Policy Purpose:

The Lighthouse Learning Trust has a statutory duty to adhere to Frameworks such as the Gatsby Benchmarks which outlines what good careers guidance looks like. Progress against these is regularly monitored.

The Trust aims to:

Ensure students, their parents and carers, are informed and prepared to understand, recognise and achieve aspirational and ambitious next steps which lead to positive destinations.

Offer high quality careers information, advice and guidance which is impartial, committed to equal opportunity and personalised to the needs of the individual, empowering students to understand how to make decisions about their future and to achieve their goals.

Ensure all students have access to a range of relevant and valuable work-related learning activities to better prepare them to take up their place in the world of work at the end of their studies.

Arrange for all students should have access to Higher Education information through talks, events, fairs, visits and be aware of the opportunities that are available to them.

Improve students' employability skills so they are able to make links between their academic studies and the workplace, increasing their ability to apply their knowledge, understand skills and motivating them to succeed by acquiring positive attitudes to lifelong learning.

The Careers Plan is based around the Gatsby Benchmarks, as well as local market information and demand for skills. The plan has been designed for all learners, including adults and those with special educational needs.

Objectives / Mission

- To ensure students receive a stable careers programme
- For students to learn about labour market information
- To ensure careers information meets the individual needs of the student
- For careers information to be linked to the curriculum
- For students to have encounters with employers and employees
- To provide students with experiences of workplaces
- For students to have encounters with further and higher education providers
- To ensure every student has the opportunity for personal careers guidance

Main body of policy:

Our commitment

Intent	Impact
To introduce the Careers department to students at enrolment and on joining the college	So students are aware of the support in place and know how to access it
To encourage students to start thinking about their futures early on during their time in college	To ensure they have chosen the right courses for their future goals
To make IAG support available to students through 1:1 sessions, workshops and online intranet pages (Careers Hub)	So students can receive 1:1 support and guidance which is tailored to their needs
To ensure all IAG is impartial, showing no bias towards an institution, education or employment opportunity	So students are aware of all of the opportunities without bias or prejudice.
To enable students to make informed choices about education, training and future careers	So students feel empowered in taking control of their future.
To supply up to date labour market information to students through various communication channels e.g.	So students have all of the information they need to be able to make decisions about their future and to be aware of the economic situation in the city that they live

email/newsletter/workshop/Careers Hub/notice boards	
To ensure all resources and information are kept up to date and relevant	So students have relevant and current information when making choices and decisions
To promote resources and opportunities and events to all students via various communication channels e.g. email/newsletter/Careers Hub/tutor	So students receive information whatever their preferred method e.g. some students may not look at their email but will attend tutor so the information is reaching them somehow
To provide a variety of information about training, employment, apprenticeships, Higher Education, other Further Education routes to meet individual needs	So that students understand the options available and can choose the one that suits them
To signpost students to appropriate providers/agencies to meet individual needs	So students are aware of the support and help available as they may not be aware
To embed careers topics into the tutorial programme	To ensure that key topics are delivered to students including understanding university, student finance, apprenticeships, employability skills
To encourage and support students in finding meaningful work experiences	So students can have first hand experience of the workplace, to strengthen their knowledge, explore career opportunities and expand their network
To support students on a 1:1 basis in their next steps after college be that applying to University, moving onto further education or creating a CV	So all students have access to personalised guidance
To ensure students are aware of deadlines particularly in relation to UCAS	So they can make timely applications and be successful in applying to university and having a range of options available to them
To collate and record future destinations for all students	So that we can track and report on the data to identify trends/patterns/areas for improvements/areas of strength

To take feedback from external visitors e.g. Ofsted	So the careers team are able to review the feedback and make changes where necessary
To collate feedback from students via questionnaires/learner voice/contact us buttons on the internal Careers Hub and external Website	This will ensure we keep up to date with student's preferences and are working in partnership with students, taking their opinions into consideration so that they are valued and actioned

Lighthouse Learning Trust Staff Responsibilities

- Careers guidance will be provided by qualified advisors and available for all students to access
- The Careers Team will participate in CPD to ensure knowledge is kept up to date and relevant
- Careers will be embedded into the core curriculum with teachers linking their subject area to careers and pathways
- Careers will be part of the Scheme of Learning for Upskill, with sessions being delivered by Progress Tutors
- Support staff will encourage students to consider their future options and plans and signpost students for support to the Careers Team
- All staff will encourage and facilitate the attendance by students to careers related events
- New applicants will have access to high quality careers advice and guidance

Senior Leadership Responsibilities

- The Assistant Principal for Student Experience will ensure the college has a dedicated Careers Leader
- The Assistant Principal for Student Experience will oversee the Careers Programme and ensures support is provided, encouraging employer engagement within SLT
- The Assistant Principal for Student Experience will ensure the Careers Programme meets the relevant requirements and is regularly reviewed
- Governors will oversee the Careers Strategy, ensuring compliance and progress against Gatsby Benchmarks

Monitoring and Evaluation

- Through the Gatsby Benchmarks Compass Tool Tracker
- Through monitoring and achievement of KPI's & Personal Performance Management
- Through college enrolment to post college questionnaire around careers, employability and university
- Through evaluation of activities from a student and staff perspective
- Through the use of attendance data to career related activities e.g. work experience or careers fairs.
- Through the newly formed student leadership roles including a role for a student to support with the work on careers, employability, work and university

- Through Personal Development (PSHE) delivery and feedback

Provider Access Policy

This policy statement sets out the Lighthouse Learning Trusts' arrangements for managing the access of providers to every student in Years 12 – 13 to discuss both academic and non-academic routes that are available to them as part of a holistic careers programme enabling all our students to make an informed choice about their post 16 provision. This is also measured regularly against the careers standards of the Gatsby benchmarks using a Compass Assessment framework and evaluation with students, teachers and SLT as part of a progressive careers programme.

- The Lighthouse Learning Trust proactively seeks to build relationships with universities, apprenticeship providers, further education colleges and employers as we plan our careers programme and project week activities throughout the school year to ensure all our students have access to the most current and up to date careers information at key transition points and that providers have multiple opportunities to speak to students and their parents across Years 12 -13 to offer information on vocational, technical and apprenticeship qualifications and pathways.

- The Lighthouse Learning Trust ensures that their staff involved in personal guidance and pastoral support and are up to date with their knowledge through a programme of Continuing Professional Development.

- Any provider is welcome to contact us to discuss what they can provide for our students and how we can best accommodate your support.

- Any provider wishing to access or provide IAG to our students as part of our careers programme will be supported by our teaching staff throughout their visit and never left unattended. We will make available appropriate resources to support provider presentations, which will be discussed and agreed in advance to ensure material meets our quality assurances and security measures.
- Providers are welcome to leave copies of their prospectus' or course literature and we will distribute them to relevant students and have them available in our careers library.

- Students can drop in to our careers library to access this information or will be provided relevant information in their careers guidance interviews.

- We can promote and distribute details of careers and apprenticeship literature and vacancies to all relevant students and parents through direct Email, parent-mail or promotion in our weekly newsletter.

Pupil Offer and Opportunities for Access

- We have a range of flexible programmes to ensure our students and parents have access to a full careers programme of information through assemblies, drop-in lunch times, parents evenings, careers fairs, apprenticeship workshops, newsletters and project week activities.

All students in Years 12 and 13 are entitled:

- to find out about higher education and 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 and national 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 and employment.

Management of Provider Access Requests

- Providers wishing to request access should contact Jemma Cheviot, Careers & Progression Manager / Careers Leader

  Telephone: 02380 514736

  Email: jemma.cheviot@lighthouselearningtrust.ac.uk

Links to other policies:

- Admissions Policy
- Student Privacy notice

Document History

Version	Purpose/Change	Author	Date
1.1	New document	PSW	04.04.23
1.2	Revised version	Jemma Cheviot and Thom Young	08.12.25
1.3	Revised version	Jemma Cheviot and Thom Young	09.06.2026