

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

Version: V01

Date of issue: March 2026

Reviewed:

Date of Review: March 2027

Policy Author: Eve Bartlet – Director of Education

Ratified by: Fitri Brock - Proprietor



Helm Academy

EMPOWERING MINDS. NAVIGATING FUTURES

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Helm Academy documentation, including particulars of employment, it is non-contractual

Policy Issues and Updates

Version Number	Created/ Reviewed/ Amended By	Date Created/ Reviewed/ Amended	Comment	Next Review Date
1	E. Bartlet	March 2026	Policy implemented - new framework aligned	01/03/2027



Helm Academy

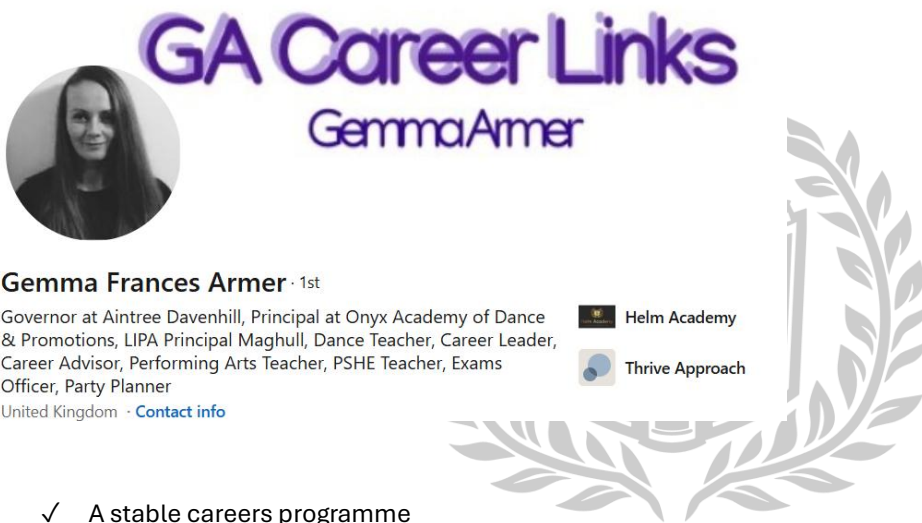
EMPOWERING MINDS, NAVIGATING FUTURES

AIMS

Careers Education and Guidance at Helm Academy is seen as an entitlement for all of its pupils/students throughout all year groups. The programme is aligned to and encompassing of the Eight Gatsby Benchmarks.

Developing a stable careers programme

Helm Academy will have its own careers programme in place which meets the requirements of the eight Gatsby Benchmarks: We will work with GA Career Links [Gemma Frances Armer | LinkedIn](#) to offer an independent and professional external careers service



The image shows a profile card for Gemma Frances Armer, a 1st year professional. On the left is a circular profile picture of a woman with long dark hair. To the right of the picture, the text reads 'GA Career Links' in a large, purple, stylized font, with 'Gemma Armer' in a smaller, purple, sans-serif font below it. Further right, there are two small icons: a black square with a white 'H' for 'Helm Academy' and a blue circle with a white 'T' for 'Thrive Approach'. Below these icons, the text reads 'Governor at Aintree Davenhill, Principal at Onyx Academy of Dance & Promotions, LIPA Principal Maghull, Dance Teacher, Career Leader, Career Advisor, Performing Arts Teacher, PSHE Teacher, Exams Officer, Party Planner'. At the bottom left of the card, it says 'United Kingdom - [Contact info](#)'. A large, faint watermark of the Helm Academy crest is visible in the background of the card.

- ✓ A stable careers programme
- ✓ Learning from career and labour market information
- ✓ Addressing the needs of each pupil/student
- ✓ Linking curriculum learning to careers
- ✓ Encounters with employers and employees
- ✓ Experiences of workplaces
- ✓ Encounters with further and higher education
- ✓ Personal guidance

For further information, parents and employers can be request from contacting the School.

Opportunity Awareness

This includes differing roles and work opportunities. Pupils/students will be made aware of the range of career opportunities that are available. As well as studies of particular jobs and job families, pupils/students will explore opportunities in continuing academic and vocational education, and in training. Pupils/students will also be made aware of local industry, and the patterns of work in the local area and the area in which they live.

Benchmark 2: Learning from career and labour market information (LMI)

Every learner, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information. This is provided by our partnership with EBP South.

Awareness

Pupils/students at Helm Academy have a variety of additional needs and in order to make appropriate career decisions, Pupils/students need to understand themselves and become fully aware of their aptitude, strengths, difficulties, personality and preferences.

Benchmark 3: Addressing the needs of each learner

Pupils/students have different career guidance needs at different stages. Opportunities for advice and support is tailored to the needs of each learner. The school's careers programme embeds equality and diversity considerations throughout. A robust transition for pupils moving into year 12, employment, apprenticeship or the world of work is needed, ensuring a well-considered and planned move to post 16 education or onwards, reducing the possibility of becoming NEET.

Career stages and decision making

Self-awareness combined with opportunity awareness should help pupils make sensible choices about their transition post 16.

- All pupils at Helm Academy have access to careers development information through their PSHE programme.
- Careers advice in KS3 is provided by Gemma Ammer CEIAG Services and supported by the Tutor team during tutor time on an individual basis or as a group. Careers opportunities and plans are discussed and highlighted at the Annual Review
- In key stages 4 (& 5), careers education pathway is in place to support and guide pupils/students through the next stage of the education looking to appropriate educational and training decision based on their career progression plans. The support structure enables the pupils/students to be ready for their move to further or higher education, employment or training. Each pupil/student has annual access to individual interviews with an independent careers' advisor.
- Careers advice and transition plans are started in Year 9 to ensure that all parties (parent/careers/local authority/) are aware of career plans and educational/training pathways in place.
- External and independent careers guidance and support is sourced for all pupils, alongside internal support in developing a greater understanding into career/education pathways. This will be delivered in a number of ways, which include but are not limited to:
 - ✓ Group presentations on careers pathways;
 - ✓ 1:1 meeting to explore career pathways;
 - ✓ Visits to local business's / colleges;

- ✓ Q and A sessions;
- ✓ Planned curriculum delivery;

Benchmark 4: Linking curriculum learning to careers

All teachers link curriculum learning with careers. For example, STEM subject teachers highlight the relevance of STEM subjects for a wide range of future career paths. This is all recorded in the planning documents and the learner tracker.

Benchmark 5: Encounters with employers and employees

Every pupil/student has multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This is through a range of enrichment activities including visiting speakers, mentoring, visits to career's fairs and other opportunities through the teaching in the different subjects.

Benchmark 6: Experiences of workplaces

Every learner has first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

VOCATIONAL COLLEGE COURSES/TRAINING COURSES

Where available and suitable, Year 10 and 11 students will be able to access local colleges to attend appropriate college courses. We are developing positive links with a number of local providers depending on the needs and focus of the individual students and the offers available. These relationships will enable Helm Academy to provide access to a wide range of courses that are able to meet the wide-ranging needs and career pathways of our students.

Those students who attend college are able to access:

- ✓ Short term taster courses
- ✓ Courses accredited up to level 3

Students are given the opportunity to develop an understanding of Further and Higher Education through visits to a variety of Post 16 Colleges. This includes tours, Q&A sessions, learning experiences and guest speakers.

Benchmark 7: Encounters with further and higher education

All students are provided with the opportunity to develop an understanding of the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

Benchmark 8: Personal guidance

Every pupil/student should have opportunities for guidance interviews with a career's adviser, who is trained to an appropriate level. These are available whenever significant study or career choices are being made. They are timed to meet the learner's individual needs.

WORK EXPERIENCE

Where available and suitable to the needs of the learner, appropriate work experience is available to Year 10 pupils (and post 16 students). A range of potential placements discussed with pupils/students and an agreed placement is implemented. Guidance and supervision of the placement is implemented by a learning/workplace mentor.

Work experience is valued by the school because it introduces students to the disciplines and expectations of the workplace, and because it provides an insight into how companies are organised and how they operate. Students are supported by Helm Academy staff during their placement.

(In post 16 the placement is normally aligned with the course being followed by the student although this is not compulsory)

Students receive a handbook prior to commencing work experience and are required to keep a log to help such work. The school also stresses the importance of students writing letters of thanks after completing their work experience.

PATHWAYS AND RECORDING

At all stages of their education and training, the students are encouraged to keep records of their education and experiences to enable them to reflect on these but to highlight to others the experiences they have.

At all times all students are supported by staff to ensure that the decisions they make and pathways which they wish to follow are made fully informed and that they are done so with the best intentions. Our aim is to support each learner to be the best they can be and provide support, guidance and direction for the next steps. All staff that support students during this process ensure that they support in a manner as to which ensures that whilst maintaining high expectations and aspirational intentions, they do not provide unrealistic and unachievable goals and aims and therefore potential future failure for the learner.



Helm Academy

Monitoring and Review

EMPOWERING MINDS. NAVIGATING FUTURES

The implementation of this Policy is reviewed annually by the school's Senior Leadership Team in consultation with staff and a report is made to the Governance Body.

The school may submit to the Helm Academy Board proposals for amendments to this Policy