Careers Education, Information, Advice and Guidance Policy

Dated: 1st July 2025
Next Review: July 2026

The Luccombe Hub Vision

The Luccombe Hub are ambitious that our learners will leave The Luccombe Hub with the skills and self-belief to transition into adulthood for either work or further education and training. We wish to Equip all our learners with the skills and information they will need to progress, towards their future career paths, to lead fulfilling lives.

'knowledge, skills and attributes that they need to lead successful and happy lives'

Policy Scope

This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three, Four and Five. It should be read in conjunction with our PSHE/SMSC Policy.

This policy covers the legal duty of schools/educational settings to ensure that a range of education and training providers can provide information about approved technical education qualifications or apprenticeships.

This policy refers to events and opportunities in all Key Stages and in all years that will impact learners to aid their decisions regarding transitioning into adulthood and beyond.

All members of staff at The Luccombe Hub are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of learners; all staff members have a responsibility to assist our learners with accessing quality CEIAG.

It is important that learners leave The Luccombe Hub with an awareness of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own lives. They should be prepared for the transition from education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

Career Guidance/Employability Curriculum

The objectives of the Careers Education, Information, Advice and Guidance policy are written in line with the Gatsby Benchmarks guidelines and are adapted to our learners' individual needs and wishes for their own future.
Gatsby Benchmarks Explained

– The Luccombe Hub has in place a strategic improvement plan for Careers Curriculum

Gatsby Benchmark	Description of Benchmark	Activities undertaken by The Luccombe Hub to meet target:
Gatsby Benchmark 1	**A stable Careers Programme** Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers, staff,governors,employer's other agencies.	• Careers Strategy planning – created with support from Senior Management Team, Subject Leads and Careers Lead • CEIAG policy and information published on our website 'The Careers Programme Overview' • Communicated with learners, parents and staff in a way that all will understand. • Promoting the vision of CEIAG policy that all learners (Post 18) leave The Luccombe Hub, with belief in themselves, understand the options available to them and with skills to aid transition into further education or the world of work. • The programme should be regularly evaluated with feedback from learners, parents, teachers/facilitators, governors and a network of employers (work encounters) as part of the evaluation process. • Post 16 Employability Programme Endorsed by NCFE
Gatsby Benchmark 2	**Learning from careers and Labour market information** All pupils, parents, carers, teachers and staff who support pupils should have access to good-quality, up-to-date information about future pathways, study options and labour market opportunities. Young people with special educational needs and disabilities (SEND) and their parents and carers may require different or additional information. All pupils will need the support of an informed adviser to make the best use of available information.	• Enrichment via PSHE/SMSC curriculum – Jigsaw, Thrive and ASDAN • Career Pilot online platform to plan and access quality information on careers and the labour market • Barclays employability skills • Dorset LEP Partnership – regular update as to job market information for Dorset. • BBC Bitesize Careers One to one meetings with learners to discuss options available and raise aspirations. Discuss, where appropriate for learners, further education, work placement options and future pathways • Careers and Enterprise Company • Employability Programme Post 16 • Information shared with Parents • Talking Futures Programme C&E Co

Gatsby Benchmark 3	**Addressing the needs for each pupil** Pupils have different career guidance needs at different stages. Careers programmes should help pupils navigate their concerns about any barriers to career progression.In addition opportunities should be tailored to the needs of each pupil, including any additional needs of vulnerable and disadvantaged pupils, young people with SEND and those who are absent.	• Enrichment – PSHE/SMSC curriculum across year groups – cross curricular learning • Functional skills Maths and English • ASDAN – New Horizons, Raising Aspirations, Life Challenges if appropriate for learner • Enrichment – Life Skills • learner one to one meetings with Thrive Lead, Pastoral & Behavioural Lead or other designated member of staff. • Apprenticeship Information provided, if appropriate • Internships
Gatsby Benchmark 4	**Linking Curriculum learning to Careers** As part of the school's programme of careers in education, all teachers should link curriculum learning with careers. Subject teachers should highlight the progression routes for their subject and the relevance of the knowledge and skills developed in their subject for a wide range of career pathways.	• All lessons are developed to provide the necessary knowledge and skills to progress on a learners educational and possible career journey. • Learner-led initiatives, ensure subjects are enriched with focus on PSHE/SMSC curriculum including employability and where learning can translate to future job prospects. For example, Lifeskills – Cookery will include understanding of catering and ASDAN Foodwise includes unit to train in Level 2 Food Hygiene. • Career pilot to be accessed effectively. It has a 'start with a subject' tool which shows how certain subjects can lead to sample jobs, apprenticeships, college and degree courses. There are over 1000 video case studies showing routes into a range of jobs, many which are non-stereotypical and some which can be searched by subject. This site can be accessed by any facilitator or subject lead. Further KS4 and KS5 have subject specific resources. • Curriculum review and development ongoing.
Gatsby Benchmark 5	**Encounters with employers and employees** Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring, enterprise schemes and could include pupils' own part time employment where it exists.	• Virtual career videos Q&As made available from careers pilot and other sources including BBC Bitesize Careers • Mini enterprise scheme projects developed. • Learners entering competitions to develop exposure and experience of skills needed to pursue career choice, e.g. art competitions • Additional mentoring via Thrive, Pastoral & Behaviour Lead where appropriate. • Enterprise shop onsite at Luccombe and in the local café. Learners make items, audit and resource the shops. • Visits from employers and employees • Careers Fair days

Gatsby Benchmark 6	**Experiences of workplaces** Every learner should have first-hand experiences of the workplace to help their exploration of career opportunities and expand their networks.	• Workplace encounters, for example, farms, equine Luccombe Hubs & stables, forestry commission, music shops, upholstery, landscape gardening, local café, Dorset Wildlife Trust, Artists galleries & workshops, Tank Museum, Stone Masonry & Metalwork workshops and community projects. • Plan in place to engage further employers • Mini-enterprise activities • Supported work experience days at a range of workplaces • One day workshops on site at Luccombe. • A range of opportunities to experience meeting employers, face to face or online
Gatsby Benchmark 7	**Encounters with further and higher education** All pupils should understand the full range of learning opportunities that are available to them - including academic technical and vocational routes. This should incorporate learning in schools, colleges, independent training providers (ITPs) universities, and in the workplace.	• All learners receive a multi-agency support via annual reviews of EHCPs. • Information of the different educational routes available, is provided where appropriate. Discussions are held with TAC at transition milestones and plans for next steps in education discussed. The learner is encouraged to be a part of these discussions, as much as they are able. • Career pilot has detailed information about all the study and training routes at 13/14, 16 and 18. Learners can access a Qualification Planner to help map their route through the levels required for the job they wish to aim towards. • If appropriate for learners they can use the Course Search to find courses and apprenticeship vacancies. Details of further training providers within the South of England is available. • The site has lots of videos from FE/HE students talking about their study. • Visits to careers open days at colleges • Careers Advice days at colleges looking at routes into courses and pathways • Careers and Enterprise pathways
Gatsby Benchmark 8	**Personal Guidance** Every pupil should have opportunities for guidance meetings with a career's adviser, who could be internal (a member of school staff) or external provided they are trained to an appropriate level. These meetings should be available whenever	• Learner one to one meetings with Pastoral Lead. • Use of online Careers advice platform • Careers and enterprise company • Every learner to have opportunity for a personal guidance meeting with a careers advisor. • Guidance shared at Annual review meetings

	significant study or career choices are being made. They should be expected for all pupils but should be scheduled to meet individual needs. The careers leader should work closely with careers advisor, SEND coordinator and other key staff to ensure personal guidance is effective and embedded in the careers programme.	

The Luccombe Hub's Responsibilities

The Luccombe Hub endeavours to follow best practice and provide the following for its learners, if appropriate: -

- learners will receive access to careers curriculum and independent careers advice, where appropriate, for learners aged between 10-18.
- The careers information will be represented in an impartial manner, showing no bias towards a particular institution, education or work option
- The information provided will be individualised and appropriate for the level of understanding and in the best interests of the learner.
- The Luccombe Hub will provide access, either face to face or by virtual connections to information from other education/training providers and employers who can provide information about technical qualifications or qualifications.
- The Luccombe Hub will develop connections to a range of sector employers that can offer meaningful encounters and/or work experiences for learners that are ready to access this stage of their careers curriculum.
- The Luccombe Hub will develop opportunities for all its learners to be engaged with enterprise, charity experiences to enrich understanding of the world of work.
- Information about The Luccombe Hub careers curriculum and policy will be published on the website.
- Post 16 Learners to follow our 2-year Employability Programme Endorsed by NCFE.

The Luccombe Hub will base its careers provision around the Gatsby Benchmarks adapted for the needs of our learners. A summary of the Benchmarks can be seen by following the link Good Career Guidance | Education | Gatsby

The Luccombe Hub believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens learners' horizons, challenges stereotypes and raises aspirations. It provides learners with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The Luccombe Hub will continuously monitor its CEIAG offer and seek further improvement. The Luccombe Hub maintains a strategic development plan focused on CEIAG as part of the overall Luccombe Hub Improvement plan. This will

be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders and feedback from employer encounters and experience.

Learner Entitlement

All learners are entitled to receive a programme of Careers, Education, Advice, Information and Guidance (GEAIG)

Your CEAIG programme will help you:

- Understand yourself, your interests, likes and dislikes
- What you're good at and how this affects the choices you make
- Find out about different courses, the qualifications you may need and available opportunities
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future next steps
- Understand the different routes after year 11 including further education and jobs
- Be able to make effective applications for jobs, training and further education
- Develop your interview skills
- Improve your confidence

You will Receive

- Careers guidance – Accessed via leaflets, online, videos, and Luccombe Employability programme in Post 16
- Help with applications and interviews
- Visits to open days, careers fairs and Employer visits
- Work experience when appropriate
- Subject sessions linked to a range of careers

All careers information and advise will be up to date and impartial and you will be treated equally with others.

Provider Access

This section of the policy sets out the Luccombe Hub's arrangements for managing the access of providers to learners at The Luccombe Hub for the purpose of giving them information about the provider's education or training offer. This is written in line with Section 42B of the Education Act 1997.

All learners will have opportunity to access information from providers, where appropriate and in collaboration with the SEN caseworker and any other agencies involved with the young person. Giving them information about providers Education or Training.

- To find out about technical and vocational 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. N.B. These transition points may differ to standard transition points due to a young person's needs. These transition points will be reviewed in collaboration with the team around the child via, multi-agency meetings, internal meetings, mentoring sessions with the learner, discussions with parents and EHCP reviews.

- To hear from a range of local providers about opportunities they offer, including technical education and apprenticeships – information will be delivered on a bespoke basis and with reference to the individual needs of the learners and in collaboration with other agencies involved with the child.

- Support to understand how to make applications for academic and technical courses.

The Luccombe Hub will work with providers to identify the most appropriate way for them to share information about education and training opportunities suitable for the needs and wants of our learners.

Management of provider access requests - Procedure

A provider wishing to request access should contact The Luccombe Hub on:

Telephone: Office 01258 440530 07930 226886

Email: Henri@Luccombehub.com, Lucie@Luccombehub.com; Hazel@Luccombehub.com

Opportunities for access

The Luccombe Hub offers a bespoke Careers Education, Information, Advice and Guidance programme in line with the desires and needs of the learners and an overview of this programme can be seen on the Luccombe Hub's website.

The Luccombe Hub will make a suitable arrangement for any discussions to take place with our learners.

Please speak to our Principal Educational Lead or Careers lead to identify the most suitable opportunity for you.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with staff so that they can be displayed in the Luccombe Hub and accessed by our learners.

Monitoring, Evaluation and Review

The Principal with support from the SLT will ensure that:

- The work of the Careers Advisor and CEIAG is supported and monitored
- The Educational Lead has an overview of CEIAG work and reports regularly back to the team
- The effectiveness of this policy will be measured in a variety of ways:
    - ➢ Feedback – parent surveys, learner surveys, EHCP review meetings, multi-agency team meetings, external auditors.
    - ➢ Develop Employability and Enterprising skills
    - ➢ To involve everyone in the careers education of learners including parents and carers
    - ➢ Destination data of leavers
    - ➢ To reduce learners leaving The Luccombe Hub as NEET (Not in Education, Employment or Training)
    - ➢ Annual review of policy as part of the Luccombe Hub Improvement Plan

Careers Programme Overview

Ages 10 – 16 Main Themes

Traveling taught through Life Skills, Core Subjects and functional Skills

- Tell the time
- Reading Bus and Train Timetables
- Where are the local train stations and bus stops
- Planning my route
- Getting around the local area

Who am I? – taught via PSHCE

- Feelings, learning from mistakes, resilience, stress & anxiety
- Information about myself
- Identifying hopes and dreams
- Active listening
- Personal Strengths

What is an Enterprise Project?
Luccombe's onsite shop enterprise
Taught cross curricular – Life skills, Art, PSHE

- Taking part in charity work
- Mini enterprise project tasks?
- Advertisement, budgeting and customer services
- Learning the value of common coins and notes
- Visit a local shop

What does Health and Safety mean?

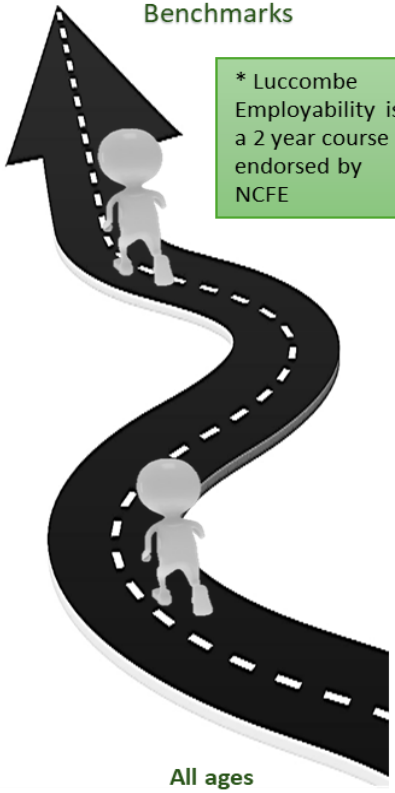
- Keeping healthy and safe at the Hub, at work
- What to do if there is a fire
- First Aid Course
- Using tools and equipment safely
- Accident at the Hub or workplace

What is work? – taught via Barclay's Skills, , Career Pilot, Careers and Enterprise co.

- What are jobs
- What skills are needed for work
- What job would I like to do
- Awareness there is further education
- Read a simple job advert and answer interview questions
- Career guidelines
- Common jobs in the local area
- Independent career advice & guidelines

The Road to Employment

Following the Gatsby Benchmarks



* Luccombe Employability is a 2 year course endorsed by NCFE

All ages

SMSC and British Values
Equality Act
Human Rights
Bullying and Prejudices
Challenging Stereotypes
Respect and Tolerance
Positive & Negative Language
Rule of Law
Democracy & Individual Liberty

Ages 14 – 18 Main Themes

Work experience/workplace encounters

- Talking about work experience I would like to do
- What I learnt from the workplace experience/encounter
- Different ways of travelling to work
- Keeping a record of advice and learning experiences during work placement/encounter – logbook
- Understanding pathways into FE
- Making choices
- Career talks, next steps, guidance
- Virtual employer encounters

Employability Skills – * Luccombe Employability, Post 16, 2 year course. 1:1, PSHE & SMSC curriculum & specific employability, Training, Post16

- Skills you might need to be working in a group
- Problem solving a group project
- What to do if you are bullied at work
- Supported workplace expenses
- Who could help with a problem at work
- Aware of rights and equal opportunities in the workplace
- Specific employability qualifications e.g. food hygiene certificate, farming skills

The advantage of setting up a business – taught skills, via life skills, 1:1, functional skills. Onsite Luccombe Shop Enterprise

- Identifying an enterprise activity to take part in
- Buying goods from a local shop, supermarket
- Using money correctly
- Write a personal – PSHE & 1:1 mentoring
- Write a basic CV
- Present information about myself at an interview – role play
- What's the difference: part and fulltime work
- How much can I be paid in work
- What is tax, NI and Pensions

Qualities, I would need to do particular jobs, Careers and Enterprise Compancy– taught via Career Pilot, 1:1, Luccombe Employability Programme

- Jobs which are of interest to me
- Find job opportunities in my local area
- Identify skills and qualities expected from employers
- What are my skills?
- Independent career advice and guidelines
- Career fair visits

(Every Learners Journey will be different and bespoke to their wants and wishes for their future – workplace encounters and experience will be individualised)