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Careers Education, Information, Advice and Guidance Policy

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Author/Contact	Rachel Robinson	
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Introduction

Rationale for Careers Education and Guidance.

Morton Academy is legally responsible for securing access to independent and impartial careers guidance for all students in year 7 to 11. In the context of this duty, careers guidance consists of services and programmes intended to assist students to make and implement education, training and occupation choices and to learn how to manage their careers.

Careers guidance secured under the new duty must include information on all 16 to 18 education or training options, including Apprenticeships and Traineeships. In October 2018, the Department for Education published the statutory 'Careers guidance and access for education and training providers.'

Morton Academy endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted, Government departments and The Careers and Enterprise Company.

The aim of CEIAG is to raise our students' aspirations, broaden their horizons and empower them to make informed realistic decisions at all key transition points in learning and work.

The role of the Careers team at Morton Academy is to assist young people's career learning, planning and development by leading and managing the development of Careers Education, Information, Advice and Guidance (CEIAG) in school. The Careers team advises and facilitates the contribution of colleagues, students and partners, develops the careers programme, organises resources and ensures that students have access to impartial IAG within school and independently.

IAG is offered in an age appropriate way from years 7-11. Years 7, 8 and 9 follow a PD (Personal Development) curriculum to equip them with communication and leadership skills useful at interview skills and vital to employment. Prior to the options process in Y9 subject leaders run a series of assemblies discussing careers related to their subjects. During the PD lessons in Y9 students will also look at careers. The options documentation also has careers information contextualized in the world of work, and each department is developing careers related displays.

Morton Academy has strong links with outside agencies including universities and colleges, national corporations, local businesses and local community groups which contribute to:

- Raising aspirations and increasing motivation – helping young people to identify educational and occupational goals.
- Demonstrating the relevance of the knowledge and the skills learnt in subjects to future opportunities in learning and working.
- Developing the skills for effective learning – reviewing achievements, setting targets, planning and taking action.
- Demonstrating the links between living, learning and earning.
- Improving literacy - developing information and communication skills.

Careers work also supports strategies for personal learning and thinking skills by:

- Building self-confidence, self-reliance, resilience and grit.
- Promoting positive and informed attitudes to learning.
- Improving progression.

- Reducing drop-out.
- Opening new pathways.

Currently Morton Academy delivers an innovative careers education programme by a combination of methods:

- In Year 10 and Year 11 students have a series of careers-based presentations from a variety of organisations throughout the year. (For example: Gen2, University of Cumbria, Royal Air Force, The British Army, NHS, Lloyd Motors, Carlisle Futsal, Eden Recruitment, Benfield Motors, Carlisle College, National Citizen Service, Renault Dealership, Inspira, BAE Systems, Pirelli).
- Aspirations questionnaire – destinations – A level / vocational / college / apprenticeships / traineeships.
- Subject career path in lessons – all subjects
- Work experience placements
- One to one interviews
- Parental information evenings
- Organise in-house events, college fairs, apprenticeship awareness events, guest speakers, visits and open days
- Assemblies
- College talks
- University taster days
- Deliver a tailored careers education programme throughout the academic year
- Support for the processes of preparing effective CV's, learning interview presentation skills and individual action planning
- Opportunity to experience the work of work
- Careers initiatives
- Notice boards around the Academy to ensure all students are aware of their careers entitlement
- Notice boards showing relevant open day information / apprenticeship information
- Interview day for Year 11 where students have the opportunity to have a mock interview with a local employer, dressed appropriately, and receive feedback.
- Results day support stand
- Destination tracking
- Personal statement writing sessions and support
- Application form writing sessions and support
- Students will have the opportunity to visit Richard Rose Central Academy to discuss sixth form opportunities within the federation.

Information Advice and Guidance

Morton Academy has a statutory duty for securing impartial IAG for students in years 7 to 11 and also provides access to independent IAG.

Morton Academy aims to provide students with a range of good quality, up to date, impartial IAG on post 16 opportunities.

Links with other Policies

The policy for CEIAG supports and is itself underpinned by a range of key Academy policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHCE Education, work related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs.

OBJECTIVES

Students' Needs

Morton Academy's mission is to support a 'skills for employability' campaign across the Academy.

The careers programme is designed to meet the needs of students, employer's, colleges and universities. Linking LMI (Labour Market Information) the Academy's aim is to understand the challenges faced by employers employing young people through collaborative sharing of skills, knowledge and vision.

We want our Academy to be known as the Academy that works with employers to understand the employers' approach to human resources so that we can proactively boost the employability competencies and job prospects of our young people. The programme will be differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

IMPLEMENTATION

Management

The Career's team facilitates and promotes the careers programme and reports to the Assistant Principal with responsibility for this area. Careers are supported by an identified link governor.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by PD teachers. The CEIAG programme is planned, monitored and evaluated by the Assistant Principal with responsibility for this area. Careers information is available in individual subject areas and the Year 11 area and noticeboard. The Academy additionally actively promotes the National Careers website/National Apprenticeship Service.

Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews with the career's team), information and research activities, work-related learning (including one weeks' work experience in year 10).

Employability and careers projects through year 7 to 11 are actively encouraged. Careers lessons are part of the Academy's careers programme. Other focussed events take place during National Careers Week and National Apprenticeship week. Work experience preparation and follow-up sessions take place in careers lessons and other appropriate parts of the curriculum such as English.

Partnerships

Links have been developed with our sister Academy – Richard Rose Central. Links are also present with Carlisle College, the University of Cumbria and other local companies.

Resources

Funding is allocated in the annual budget planning round the context of the whole Academy priorities and particular needs in the CEIAG area. The Careers team is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified.

Monitoring, Review and Evaluation

The programme is reviewed annually by the Assistant Principal with responsibility for this area. Careers work is constantly being promoted and relies on the teaching staff to be implemented successfully. A report is submitted to the SLT and Governors. Action research evaluation of different aspects of CEIAG is undertaken regularly in line with the Ofsted assessment criteria.