Orion Academy's Careers Education Information Advice & Guidance (CEIAG) Strategy and Entitlement Programme

2026-2027

Context:

Careers Education Information Advice and Guidance (CEIAG) refers to a range of activities and interventions that inform pupil's decisions regarding progression through their learning into further education and employability. The Education Act requires schools to secure access to independent careers guidance for pupils in years 7-13.

A raising of the participation age has increased the age to which all young people in England are required to continue in education or training. Pupils are able to choose from full-time education school or college, an apprenticeship/ traineeship, part-time education/ training, employment or self-employment or volunteering.

Preparation for employment is an integral part of everything we do at the Orion Academy. While qualifications remain very important, they are by no means a sole consideration and focus. In an ever changing, fast paced world, we recognise that employability and work-readiness has become increasingly significant for employers.

The intent of our Careers programme is to inspire and motivate every pupil to develop high aspirations and consider a broad and ambitious range of careers. Inspiring pupils through real-life contacts with the world of further education and work to help them understand where different choices can take them in the future. To help pupils make a smooth transition to post -16 education, employment and training and onto adult life by supporting them to overcome barriers to participation. Identifying appropriate interventions and opportunities in supporting pupils to make informed decisions with regards to education and employment. Ensuring pupil's voices are heard in the EHCP and Post 16 transition processes. Tracking the transition outcomes of pupils.

In order to nurture our students and prepare them for their journey beyond school, we have created a Careers Education Programme which is integrated within our curriculum and uses the Gatsby Benchmarks as a guiding framework.

Intent:

The intent of our Careers programme: To inspire and motivate every pupil to develop high aspirations and consider a broad and ambitious range of careers. Inspiring pupils through real-life contacts with the world of further education and work to help them understand where different choices can take them in the future. All students from Key Stage 3 through to year 11 will take part in thew Orion's Careers Education programme. Key Stage 2 – 4 will have two timetabled Careers lessons a week. Through independent careers interviews, all pupils are helped to develop a careers Action Plan which is regularly monitored and reviewed. Pupils have access to a range of career education resources and on leaving Orion Academy they have a CV and a record of their entire academic and extra-curricular achievements ready for the world of further education or work.

Morrisby Careers

All students at Orion Academy use the Morrisby Careers Tool which helps to guide students discover the world of work and pathways forward. Each student has a two sessions a year with our dedicate careers advisor using the Morrisby Careers Tool in the winter term and the summer term. The intent is that by the beginning of Year Ten all Orion students will be well placed and informed about the career options open to them and to match them to their personal characteristics and abilities. They will be also have a personalised pathway of what skills and qualifications they will still need to get to achieve their chosen career.

During Year 9 parents and students will meet with the careers advisor to discuss careers pathways.

Orion's Careers and Life Skills Programme.

Skills Builder Universal Framework

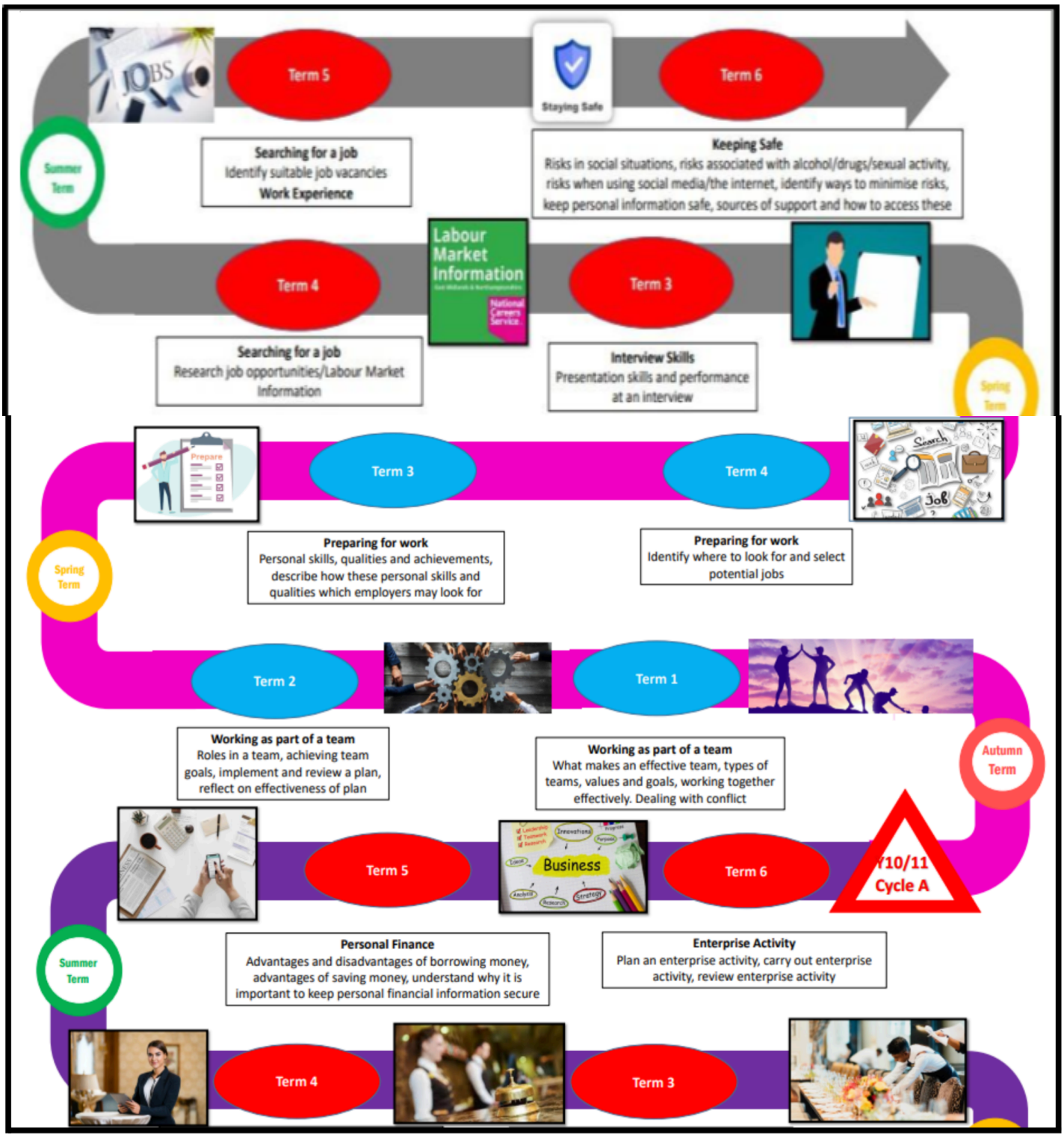


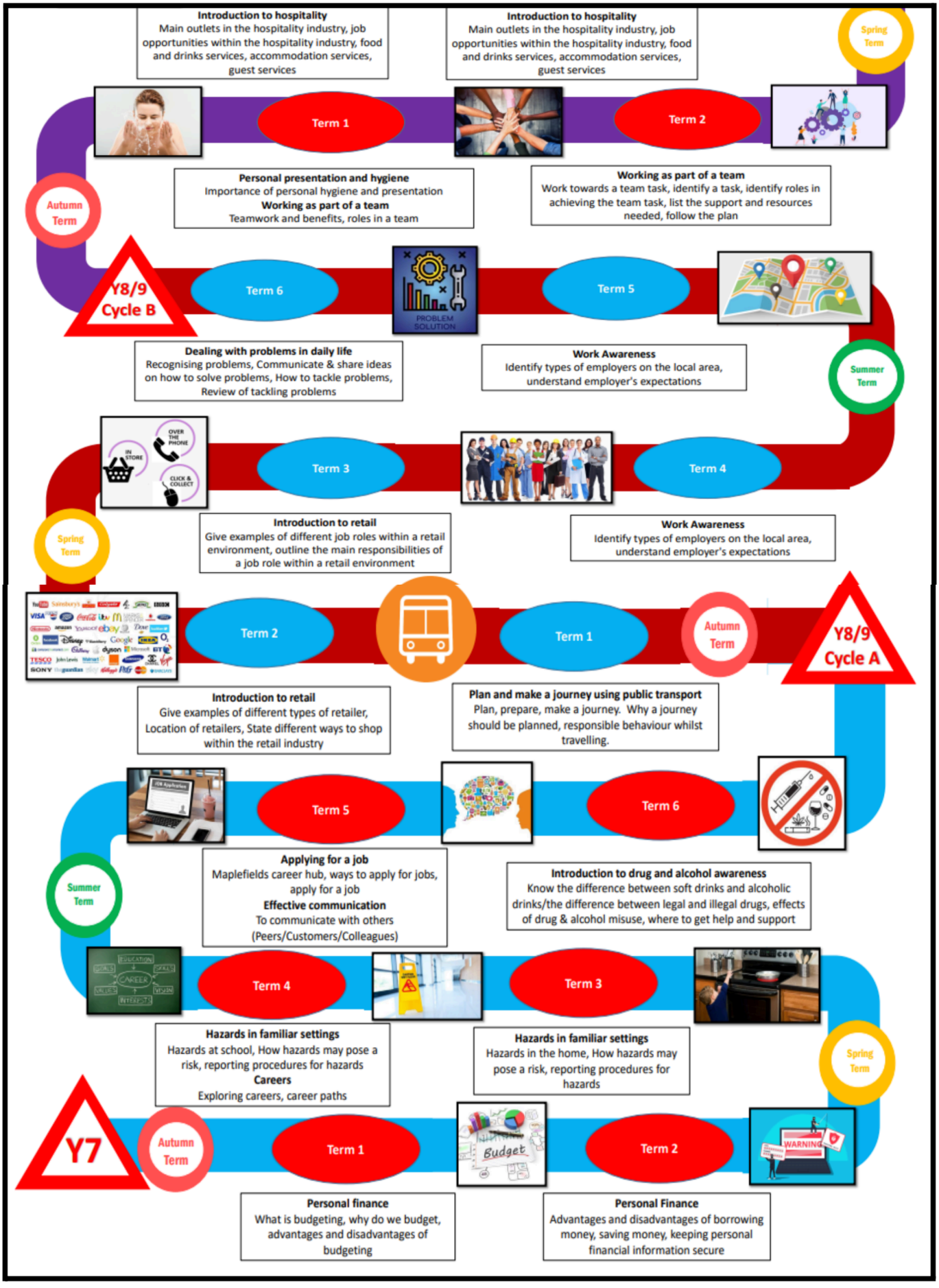
Alongside the Morrisby Careers Tool all students follow the Skills Builder Universal Framework. The Skills Builder Universal Framework breaks 8 essential skills down into a sequence of steps, starting with absolute beginner through to mastery. Each skill is broken into sixteen steps across four main stages.

The skills are

1. Listening,
2. Speaking,
3. Problem Solving,
4. Creativity,
5. Staying Positive,
6. Aiming High,
7. Leadership
8. Teamwork.

Employability and Careers and Life Skills Pathway




Introduction to hospitality
Main outlets in the hospitality industry, job opportunities within the hospitality industry, food and drinks services, accommodation services, guest services
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Main outlets in the hospitality industry, job opportunities within the hospitality industry, food and drinks services, accommodation services, guest services
Spring Term
Term 1
Term 2
Personal presentation and hygiene
Importance of personal hygiene and presentation
Working as part of a team
Teamwork and benefits, roles in a team
Working as part of a team
Work towards a team task, identify a task, identify roles in achieving the team task, list the support and resources needed, follow the plan
Autumn Term
Y8/9 Cycle B
Term 6
Term 5
PROBLEM SOLUTION
Dealing with problems in daily life
Recognising problems, Communicate & share ideas on how to solve problems, How to tackle problems, Review of tackling problems
Work Awareness
Identify types of employers on the local area, understand employer's expectations
Summer Term
OVER THE PHONE
IN STORE
CLICK & COLLECT
Term 3
Term 4
Introduction to retail
Give examples of different job roles within a retail environment, outline the main responsibilities of a job role within a retail environment
Work Awareness
Identify types of employers on the local area, understand employer's expectations
Spring Term
Term 2
Term 1
Autumn Term
Y8/9 Cycle A
Introduction to retail
Give examples of different types of retailer, Location of retailers, State different ways to shop within the retail industry
Plan and make a journey using public transport
Plan, prepare, make a journey. Why a journey should be planned, responsible behaviour whilst travelling.
Term 5
Term 6
Applying for a job
Maplefields career hub, ways to apply for jobs, apply for a job
Effective communication
To communicate with others (Peers/Customers/Colleagues)
Introduction to drug and alcohol awareness
Know the difference between soft drinks and alcoholic drinks/the difference between legal and illegal drugs, effects of drug & alcohol misuse, where to get help and support
Summer Term
EDUCATION
GOALS
SKILLS
CAREER
VALUES
INTERESTS
Term 4
Term 3
Hazards in familiar settings
Hazards at school, How hazards may pose a risk, reporting procedures for hazards
Careers
Exploring careers, career paths
Hazards in familiar settings
Hazards in the home, How hazards may pose a risk, reporting procedures for hazards
Spring Term
Y7
Autumn Term
Term 1
Term 2
Budget
WARNING
Personal finance
What is budgeting, why do we budget, advantages and disadvantages of budgeting
Personal Finance
Advantages and disadvantages of borrowing money, saving money, keeping personal financial information secure

Performance Indicators of the Careers programme

Judgements are made on the quality of independent careers guidance and the extent of pupils' Post 16 transition destinations. The extent to which the school has developed and implemented a Careers programme for ensuring that pupils receive effective careers guidance to help them make informed choices about their next steps. How well the school meets the needs of all vulnerable groups of pupils, including reducing the numbers who do not continue to education, employment or training. How well the school works with families and external agencies. Regular robust evaluations from pupils, parents/carers, staff and external agencies are used to judge the effectiveness of careers education and ensure clear learning outcomes are met. The whole school careers programme is evaluated through the Compass Toolkit on a yearly basis in order to continually improve and remain compliant with the Gatsby Benchmarks.

Orion Academy will:

- Deliver a cohesive programme of high quality, independent careers guidance to help pupils leave school ready for the world of further education or work.
- Provide a confidential space for Local Authority Personal Adviser(s) to meet young people
- Support in arranging guidance interviews in school or through home visits.
- Liaise with the Local Authority around intended destinations of pupils and highlight those intending to leave or at risk of NEET (Not in employment, education or training
- Keep up-to-date with any planned careers events or key CEIAG dates.
- Plan Annual reviews for year 11 leavers in Autumn Term to meet statutory deadlines for EHCP post 16 transition data collection. Work closely with Local Authority Personal Advisers ensuring good communication to secure positive outcomes.
- Work with the CEC in the delivery and monitoring of the Gatsby Benchmarks (including Compass+ and OnTrack+
- Commit to deliver on 2 weeks' worth of work experience for every young person by the end of key stage 4, in line with a students' SEND and reasonable adjustment
- Work in partnership with the National Careers Service (Oct'26) to empower opportunities for our students
- Track the destinations of our learner, to demonstrate impact
- Work towards the national Quality in Careers Standard: https://www.qualityincareers.org.uk/what-is-the-quality-in-careers-standard/

At Orion Academy, careers guidance will:

- be impartial, and show no bias or favouritism towards a particular institution, education or work option
- include information on the range of education or training options, including apprenticeships and technical education routes
- consider the best interests of the students to whom it is given

Updated: September 2026