



KNIGHTSFIELD SCHOOL
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Career Guidance Provider Access Statement

Date of issue: December 2018

Policy review date: December 2020

Policy Status: Awaiting Approval

Responsible member of SLT: Danny Bidwell

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 6-13 are entitled:

- to find out about 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 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.

Management of provider access requests Procedure

A provider wishing to request access should contact:

Mr D. Bidwell, Deputy Headteacher dbidwel@monkswalk.herts.sch.uk

Mrs M. Blake, Teacher mblake@knightsfield.herts.sch.uk

Contact School address:

Knightsfield School, Knightsfield, Welwyn Garden City, AL8 7LW

Tel: (01707) 376874

Opportunities for access

A number of events, integrated into the school careers programme for year groups 6-13, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

The events below have been linked to the Gatsby good career guidance benchmark system (created by the Gatsby Charitable Trust and adopted by the government to promote good careers practice in all schools). The benchmarks are summarised below for guidance purposes only. A full annual audit will be conducted to review progress and results will be part of the review of the school's careers programme.

Gatsby benchmarks 1-8

Gatsby benchmark 1	Provision of a stable career programme year 6-13
Gatsby benchmark 2	Learning from career and labour market information
Gatsby benchmark 3	Addressing the needs of all students in years 6-13
Gatsby benchmark 4	Linking curriculum to Careers
Gatsby benchmark 5	Giving students experiences of the workplace
Gatsby benchmark 6	Encounters with employers and employees
Gatsby benchmark 7	Encounters with Further Education and Higher Education providers
Gatsby benchmark 8	Personal guidance for every student

Provision of Careers Activities

Year	Autumn Term	Spring Term	Summer Term	Gatsby Benchmark
6	Morrisons City Challenge		ELSA Day	1 (stable programme), 3 (Address needs of all students), and 6 (encounter with employer).
7	Morrisons City Challenge		ELSA Day	1 (stable programme), 3 (Address needs of all students), and 6 (encounter with employer).
Year 8	Morrisons City Challenge		ELSA Day	1 (stable programme), 3 (Address needs of all students), and 6 (encounter with employer).
Year 9	Morrisons City Challenge Computacenter Tour Stansted Tour		Elsa Day	1 (stable programme), 3 (Address needs of all students), 6 (encounter with employer). 5 (experience of workplace)
Year 10	Morrisons City Challenge Computacenter Tour Stansted Tour		Elsa Day	1 (stable programme), 3 (Address needs of all students), 6 (encounter with employer). 5 (experience of workplace)
Year 11	Morrisons City Challenge Computacenter Tour Stansted Tour CV and Interviews with local business people – includes review in lesson with PSCHE teacher (at MWS)		Elsa Day Curriculum Areas to spend lesson time discussing career paths with students.	1 (stable programme), 3 (Address needs of all students) 5 (experience of workplace), 6 (encounter with employer), 7 (encounters with FE and HE college)

	Pathways Day – consideration of options post GCSE Visit to local FE college and Apprenticeship presentation (at MWS)			
One to one support provided by YC Herts on School site for students year 10-13– weekly appointment schedule to offer careers advice and to record student’s personal requirements. (at MWS)				
Year 12		Assemblies on Apprenticeships, University UCAS convention and preparation for work opportunity (3 day placement in Summer term) (at MWS)	Consortium careers day. Series of workshops run by employers. (at MWS) Business day (on site run by outside company) CV prep and Competency based interviews with range of local employers. (at MWS) Work Opportunity - students go out to work for employers for 3-5 days (at MWS)	1 (stable programme), 5 (experience of workplace), 6 (encounter with employer), and 7 (encounters with FE and HE college)
Year 13	Apprenticeship shows (various)/ Assemblies by visiting employers (at MWS)	Apprenticeship shows (various)/ Assemblies by visiting employers (at MWS)		1 (stable programme) and 3 (addressing needs of each student)

- Assemblies and visits by employers and providers of apprenticeships throughout year (at MWS)
- Mentoring throughout year 12 and 13 supporting with careers advice.

Please speak to the Mr Bidwell / Mrs Blake / Mrs John, to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at with the school librarian who will make it available for students in the library. The library is available to all students at lunch and break times.

Review of Policy and Program

The policy document and program for careers provision will be reviewed annually – next review is due September 2019. The review process will involve – Careers Leader, SLT Link, YC Herts representative, Enterprise Adviser and CEC representative.

The review will also include key measurement of the impact and effectiveness of the school careers programme:

- (i) Review of Gatsby benchmarks
- (ii) Statement review
- (iii) Participation rates across year groups 6-13
- (iv) Inclusivity
- (v) Progression data of KS4 to KS5
- (vi) Destination of pupils post KS5