

Careers Guidance Provider Access Statement


December 2020

Policy Review

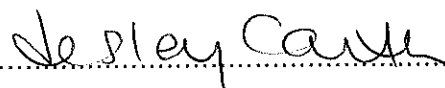
This policy will be reviewed in full by the Full Trustee Board of Knightsfield School, Specialist Sensory Academy every 2 years.

The policy was last reviewed and agreed by the Full Trustee Board in December 2020

It is due for review in December 2022 (up to 24 months from the above date).

Signature  Date 27.11.2020

Head Teacher

Signature  Date 7.12.2020

Chair of Trustees

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

dbidwell@knightsfield.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

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| 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 and Gatsby Benchmarks

| Year | Autumn Term | Spring Term | Summer Term |
|------|---|--|--|
| 6 | <p>ELSA Day with the Royal Navy (2,3,6,)</p> <p>Careers Across the Curriculum Week (4)</p> <p>LMI displayed on ARD (2)</p> <p>Gardening Community Project (6)</p> | <p>ELSA DAY (Get ready for work day) (2,3,6,8)</p> <p>PSHCE lessons and Fast Tomato (1, 2, 3, 4)</p> <p>Careers Across the Curriculum Week (4)</p> <p>LMI displayed on ARD (2)</p> <p>National Careers & Apprenticeship Week Assembly with RG (The Bell Groups) (2,6)</p> | <p>Careers Across the Curriculum Week (4)</p> <p>Assembly / Workshop with the University of Hertfordshire (7)</p> |
| 7 | <p>ELSA Day with the Royal Navy (2,3,6,)</p> <p>Careers Across the Curriulum Week (4)</p> <p>LMI displayed on ARD (2)</p> <p>Gardening Community Project (6)</p> | <p>ELSA DAY (Get ready for work day) (2,3,6,8)</p> <p>PSHCE lessons and Fast Tomato (1, 2, 3, 4)</p> <p>Careers Across the Curriculum Week (4)</p> <p>LMI displayed on ARD (2)</p> <p>National Careers & Apprenticeship Week Assembly with RG (The Bell Groups) (2,6)</p> | <p>Careers Across the Curriculum Week (4)</p> <p>Assembly / Workshop with the University of Hertfordshire (7)</p> |
| 9 | <p>ELSA Day with the Royal Navy (2,3,6,)</p> <p>Careers Across the Curriulum Week (4)</p> <p>LMI displayed on ARD (2)</p> <p>Gardening Community Project (6)</p> | <p>ELSA DAY (Get ready for work day) (2,3,6,8)</p> <p>PSHCE lessons and Fast Tomato (1, 2, 3, 4)</p> <p>Careers Across the Curriculum Week (4)</p> <p>LMI displayed on ARD (2)</p> <p>Careers Guidance with YC Hertfordshire at EHCP Annual Reviews (8)</p> <p>National Careers & Apprenticeship Week Assembly with RG (The Bell Groups) (2,6)</p> | <p>Careers Across the Curriculum Week (4)</p> <p>Computacenter Visit (tbc) (2,5,6)</p> <p>Assembly / Workshop with the University of Hertfordshire (7)</p> |

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| <p>10</p> | <p>ELSA Day with the Royal Navy (2,3,6,)</p> <p>Careers Across the Curriculum Week (4)</p> <p>Welwyn & Hatfield Careers Fair (2,3,6,8)</p> <p>PSHCE lessons and Fast Tomato (1, 2, 3, 4)</p> <p>LMI displayed on ARD (2)</p> <p>Personalised KS4 Courses / Opportunities (College / Gardening Work Experience) (3,5,6,7,8)</p> <p>Gardening Community Project (6)</p> | <p>ELSA DAY (Get ready for work day) (2,3,6,8)</p> <p>NHS Careers Fair (2,3,6,8)</p> <p>Careers Across the Curriculum Week (4)</p> <p>LMI displayed on ARD (2)</p> <p>Careers Interview with YC Hertfordshire (3,8)</p> <p>Personalised KS4 Courses / Opportunities (College / Gardening Work Experience) (3,5,6,7,8)</p> <p>National Careers & Apprenticeship Week Assembly with RG (The Bell Groups) (2,6)</p> <p>'Independence' Language sessions with a focus on post 16 course / college, includes Q&A session with post 16 students (7,8)</p> | <p>Careers Across the Curriculum Week (4)</p> <p>Work Experience (2,3,5,6,8)</p> <p>Personalised KS4 Courses / Opportunities (College / Gardening Work Experience) (3,5,6,7,8)</p> <p>Workshop with RG (From the Bell Group) on preparing for work experience.</p> <p>Students to attend a day at University of Hertfordshire (Life at uni) (7)</p> <p>Assembly / Workshop with the University of Hertfordshire (7)</p> |
| <p>11</p> | <p>ELSA Day with the Royal Navy (2,3,6)</p> <p>Careers Across the Curriculum Week (4)</p> <p>Welwyn & Hatfield Careers Fair (2,3,6,8)</p> <p>PSHCE lessons and Fast Tomato (1, 2, 3, 4)</p> <p>Year 11 Options Evening (4)</p> <p>Oaklands College Open Evenings / Days (7)</p> <p>Personalised KS4 Courses / Opportunities (College / Gardening Work Experience) (3,5,6,7,8)</p> <p>Gardening Community Project (6)</p> <p>'Independence' Language sessions with a focus on post 16 course / college, includes Q&A session with post 16 students (7,8)</p> <p>Tracking / Guidance / Support of year 11 students and their applications for post 16 course (8)</p> | <p>ELSA DAY (Get ready for work day) (2,3,6,8)</p> <p>NHS Careers Fair (2,3,6,8)</p> <p>Careers Across the Curriculum Week (4)</p> <p>Careers Guidance with YC Hertfordshire at EHCP Annual Reviews (8)</p> <p>Personalised KS4 Courses / Opportunities (College / Gardening Work Experience) (3,5,6,7,8)</p> <p>National Careers & Apprenticeship Week Assembly with RG (The Bell Groups) (2,6)</p> <p>Tracking / Guidance / Support of year 11 students and their applications for post 16 course (8)</p> | <p>Careers Across the Curriculum Week (4)</p> <p>Work Experience (2,3,5,6,8)</p> <p>Personalised KS4 Courses / Opportunities (College / Gardening Work Experience) (3,5,6,7,8)</p> <p>Assembly / Workshop with the University of Hertfordshire (7)</p> <p>Tracking / Guidance / Support of year 11 students and their applications for post 16 course (8)</p> |

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| Year 12 | ELSA Day with the Royal Navy (2,3,6,) | ELSA DAY (Get ready for work day) (2,3,6,8) | Careers Across the Curriculum Week (4) |
| | Careers Across the Curriculum Week (4) | NHS Careers Fair (2,3,6,8) | Work Experience (2,3,5,6,8) |
| | Enrichment lessons, explore Fast Tomato and Amazing Apprenticeship (1, 2, 3, 4) | Careers Across the Curriculum Week (4) | Work Experience opportunities offered at KS |
| | Work experience opportunities at MWS | Enrichment lessons, explore Fast Tomato and Amazing Apprenticeship (1, 2, 3, 4) | Assembly / Workshop with the University of Hertfordshire (7) |
| Year 13 | ELSA Day with the Royal Navy (2,3,6,) | ELSA DAY (Get ready for work day) (2,3,6,8) | Careers Across the Curriculum Week (4) |
| | Careers Across the Curriculum Week (4) | NHS Careers Fair (2,3,6,8) | Work Experience (2,3,5,6,8) |
| | Enrichment lessons, explore Fast Tomato and Amazing Apprenticeship (1, 2, 3, 4) | Careers Across the Curriculum Week (4) | Work Experience opportunities offered at KS |
| | Work experience opportunities at MWS | | Assembly / Workshop with the University of Hertfordshire (7) |

**The plan will be affected considerably by Covid-19 and restrictions that are imposed in school in relation to school trips and visitors to school. The school will endeavour to fulfil as much of the provision as possible remotely or in person.*

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 be discussed and agreed in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the school library where it will be made available for students to view.

Review of Policy and Program

The policy document and program for careers provision will be reviewed annually – next review is due July 2021. 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 K

