



Knightsfield School

Careers Guidance and Provider Access Statement

Date policy last reviewed:

March 2024

Signed by:

Deputy
Headteacher

Date:

29/02/24

Chair of Trustees

Date:

26/03/24

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 8-13 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in year 12 to 13, particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- The University of Hertfordshire
- ASK Amazing Apprenticeships
- The Job Centre
- Computacenter

This year will shall also be inviting:

- Oaklands College
- Keits ITP

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

- General FE College 5
- Sixth form & General FE College 5

Last year our year 13 pupils moved to range of providers in the local area after school:

- General FE College 2
- Employment 2

Opportunities for access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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 S. Zots, Teacher
szots@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 5-13, 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 5-13

Gatsby benchmark 2 Learning from career and labour market information

Gatsby benchmark 3 Addressing the needs of all students in years 5-13

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
5 / 6	<p>ELSA Experience Morning (2,3,6,)</p> <p>Careers Across the Curriculum Week (4)</p>	<p>ELSA DAY (Get ready for work day) (2,3,6,8)</p> <p>PSHCE lessons and Unifrog (1, 2, 3, 4)</p> <p>Careers Across the Curriculum Week (4)</p> <p>LMI discussed at EHCP reviews (2)</p> <p>National Careers & Apprenticeship Week (2,6)</p>	<p>Careers Across the Curriculum Week (4)</p> <p>ABC Curriculum & Unifrog – Careers Strand (2,3,4,)</p>
7	<p>ELSA Experience Morning (2,3,6,)</p> <p>Careers Across the Curriculum Week (4)</p> <p>ABC Curriculum & Unifrog – Careers Strand (2,3,4)</p> <p>LMI discussed at EHCP Annual Reviews (2)</p>	<p>ELSA DAY (Get ready for work day) (2,3,6,8)</p> <p>Careers Across the Curriculum Week (4)</p> <p>National Careers & Apprenticeship Week Assembly (2,6)</p>	<p>Careers Across the Curriculum Week (4)</p> <p>PSHCE lessons and Unifrog (1, 2, 3, 4)</p> <p>Employability Skills workshop with the Job Centre (3,4)</p>
8	<p>ELSA Experience Morning (2,3,6,)</p> <p>Careers Across the Curriculum Week (4)</p> <p>LMI discussed at EHCP Annual Reviews (2)</p>	<p>ELSA DAY (Get ready for work day) (2,3,6,8)</p> <p>Careers Across the Curriculum Week (4)</p> <p>National Careers & Apprenticeship Week Assembly (2,6)</p> <p>Trip to the University of Hertfordshire (7)</p> <p>Assembly with ASK Apprenticeships (7)</p> <p>Assembly with Oaklands College (7)</p>	<p>Careers Across the Curriculum Week (4)</p> <p>PSHCE lessons and Unifrog (1, 2, 3, 4)</p> <p>Sustainability Skills workshop with the Job Centre (3,4)</p> <p>ABC Curriculum & Unifrog – Careers Strand (2,3,4)</p>

9	<p>ELSA Experience Morning (2,3,6,)</p> <p>Careers Across the Curriculum Week (4)</p> <p>LMI discussed at EHCP Annual Reviews (2)</p> <p>Careers Guidance provided at Annual Reviews (8)</p>	<p>ELSA DAY (Get ready for work day) (2,3,6,8)</p> <p>Careers Across the Curriculum Week (4)</p> <p>National Careers & Apprenticeship Week Assembly (2,6)</p> <p>Trip to the University of Hertfordshire (7)</p> <p>Assembly with ASK Apprenticeships (7)</p> <p>Assembly with Oaklands College (7)</p>	<p>Careers Across the Curriculum Week (4)</p> <p>PSHCE lessons and Unifrog (1, 2, 3, 4)</p> <p>Social Media footprint workshop with the Job Centre (3,4)</p> <p>ABC Curriculum & Unifrog – Careers Strand (2,3,4)</p> <p>ASK Apprenticeship Workshop (7)</p>
10	<p>ELSA Experience Morning (2,3,6,)</p> <p>Careers Across the Curriculum Week (4)</p> <p>LMI shared at Annual EHCP Reviews (2)</p> <p>Computacenter Visit (2,5,6)</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>Welwyn & Hatfield Careers Fair (2,3,6,8)</p> <p>Trip to the University of Hertfordshire (7)</p> <p>Careers Interviews with SFYP Hertfordshire (3,8)</p> <p>National Careers & Apprenticeship Week Assembly (2,6)</p> <p>ABC Curriculum & Unifrog – Careers Strand (7,8)</p> <p>PSHCE lessons and Unifrog (1, 2, 3, 4)</p> <p>Trip to University of Hertfordshire (7)</p> <p>Assembly with Oaklands College (7)</p> <p>Assembly with ASK Apprenticeships (7)</p>	<p>Careers Across the Curriculum Week (4)</p> <p>CV Writing workshop with the Job Centre (3,4)</p> <p>ABC Curriculum & Unifrog – Careers Strand (2,3,4)</p> <p>Oaklands College Taster Session (7)</p> <p>ASK Apprenticeship Workshop (7)</p>

11	<p>ELSA Experience Morning (2,3,6)</p> <p>Careers Across the Curriculum Week (4)</p> <p>Oaklands College Open Evenings / Days (7)</p> <p>'ABC Curriculum & Unifrog – Careers Strand (2,3,4)</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 SFYP at EHCP Annual Reviews (8)</p> <p>Year 11 Options Evening (4) with Oaklands College in attendance (7)</p> <p>Welwyn & Hatfield Careers Fair (2,3,6,8)</p> <p>National Careers & Apprenticeship Week Assembly (2,6)</p> <p>Tracking / Guidance / Support of year 11 students and their applications for post 16 course (8)</p> <p>Assembly with Oaklands College (7)</p> <p>Assembly with ASK Apprenticeships (7)</p>	<p>Careers Across the Curriculum Week (4)</p> <p>Tracking / Guidance / Support of year 11 students and their applications for post 16 course (8)</p> <p>Work Experience (2,3,5,6,8)</p> <p>Consortium Sixth Form Taster Session (7)</p> <p>ASK Apprenticeship Workshop (7)</p> <p>CV Writing workshop with the Job Centre (3,4)</p>
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Year 12	<p>ELSA Experience Morning (2,3,6,)</p> <p>Careers Across the Curriculum Week (4)</p> <p>PSHE - Skills (1, 2, 3, 4)</p> <p>P16 Unifrog Webcasts (3)</p> <p>Unifrog Platform (2,4,8)</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>Assembly with ASK Apprenticeships (7)</p> <p>PSHE – Employability Skills</p> <p>Interviews workshop with the Job Centre (3,4)</p> <p>P16 Unifrog Webcasts (3)</p> <p>Unifrog Platform (2,4,8)</p>	<p>Careers Across the Curriculum Week (4)</p> <p>Work Experience organised through college (2,3,5,6,8)</p> <p>ASK Apprenticeship Workshop (7)</p> <p>P16 Unifrog Webcasts (3)</p> <p>Unifrog Platform (2,4,8)</p>
Year 13	<p>ELSA Experience Morning (2,3,6,)</p> <p>Careers Across the Curriculum Week (4)</p> <p>Enrichment / PSHE lessons(1, 2, 3, 4)</p> <p>P16 Unifrog Webcasts (3)</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>PSHE – Employability Skills</p>	<p>Careers Across the Curriculum Week (4)</p> <p>Work Experience organised through college (2,3,5,6,8)</p> <p>ASK Apprenticeship Workshop (7)</p> <p>P16 Unifrog Webcasts (3)</p>

	Unifrog Platform (2,4,8)	ASK Apprenticeship Assembly (7) Interviews workshop with the Job Centre (3,4) P16 Unifrog Webcasts (3) Unifrog Platform (2,4,8)	Unifrog Platform (2,4,8)
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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.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company.

Review of Policy and Program

The policy document and program for careers provision will be reviewed annually – next review is due July 2023. The review process will involve – Careers Leader, SLT Link, Trustee, 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 5-13
- (iv) Inclusivity
- (v) Progression data of KS4 to KS5
- (vi) Destination of pupils post 16

