



Knightsfield School

Careers Education, Information, Advice and Guidance (CEIAG) (Including Provider Access)

Date policy last reviewed:

November 2025

Signed by:

Headteacher

Date:

Chair of Trustees

Date:

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, updated July 2021.

Pupil entitlement

All pupils in years 6-13 are entitled:

- to find out about technical education qualifications and apprenticeship 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 trainees from the provider)
- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. A meaningful encounter gives the young person the opportunity to learn about what work is like, what skills are valued in the workplace, their recruitment processes and what it takes to be successful. It should also allow for questions from students beyond that.

Previous providers

We have invited an array of providers to speak to and work with our pupils. Outlined below is a non-exhaustive list of providers that have been into Knightsfield in the 24/25 academic year and those we are planning on working with in 25/26, in addition to those worked with previously.

| 24/25 Academic Year | 25/26 Academic Year |
|------------------------------|-----------------------------|
| ASK Amazing Apprenticeships | Futures for All |
| Bowmer & Kirkland | Junction 7 Creatives |
| BT | KEITS |
| Computacenter | Oaklands College |
| Equans | Samsung |
| GSK | Sky Studios |
| Hearing Dogs for Deaf People | Swift Aerospace |
| Job Centre | Tarver Productions |
| Kori Construction | The Serge Hill Project |
| Premier Foods | University Of Hertfordshire |

Opportunities for access

The school offers the six provider encounters required by law and several additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils.

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Mr T Beech, Maths Lead and Careers Lead

tbeech@knightsfield.herts.sch.uk

Mrs L Farenden, Headteacher (SLT Link for Careers)

lfarenden@knightsfield.herts.sch.uk

Contact School address:

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

Tel: (01707) 376874

Opportunities for access

The multiple events that are 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 updated to include scores from Compass Audit - July 2025

| GB | Description | Audit | National Average |
|-----------|--|--------------|-------------------------|
| 1 | Provision of a stable career programme year 5-13 | 94% | 69.2% |
| 2 | Learning from career and labour market information | 100% | 84.7% |
| 3 | Addressing the needs of all students in years 5-13 | 90% | 62% |
| 4 | Linking curriculum to Careers | 100% | 81.7% |
| 5 | Giving students experiences of the workplace | 100% | 86.8% |
| 6 | Encounters with employers and employees | 87% | 74.3% |
| 7 | Encounters with Further Education and Higher Education providers | 100% | 59.9% |
| 8 | Personal guidance for every student | 100% | 77.4% |

Provision of Careers Activities and Gatsby Benchmarks

The following events are for all pupils over the school year (Gatsby Benchmark(s) in brackets)

- Careers Across the Curriculum Week (4) – Every Term
- Labour Market Information (LMI) (2) and/or Personal guidance (8) discussed at EHCP Annual reviews.
- Green Careers Week – first week of November Autumn Term 2 (1,2,3,4,5)
- Theatre Week/National Apprenticeship Week – both final week of Spring Term 1 (1,2,3,4,5,6)
- National Careers Week – first week in March Spring Term 2 (1,2,3,4,5,6)
- Futures Day – Wednesday 25th March 2026 Spring Term 2 (2,3,5,6,7)
- Activities Week – final week of Summer Term 2 (1,2,3,4,5,6)

Students in Years 6-11, will have a half term of **Careers and Independence** lessons as part of our ABC (Achieve-Believe-Communicate) curriculum on a Thursday and Friday (2x30 minutes so 1 hour total for the half term duration). This will be a core part of their careers learning. The below timetable outlines the schedule for the **Careers & Independence** in ABC for each year group and specific year group activities.

For more information on ABC <https://www.knightsfield.herts.sch.uk/curriculum/abc-curriculum/>

| Year Group | Autumn Term | Spring Term | Summer Term |
|-------------------|---|--|--|
| 6&7 | Job Centre Plus (JCP) – Soft Skills Sessions (1,3,4) | Careers & Independence in ABC Spring Term 2 (1,2,3,4) | |
| 8 | Careers & Independence in ABC Autumn Term 1 – 8A (1,2,3,4) Job Centre Plus (JCP) – Soft Skills Sessions (1,3,4) | Careers & Independence in ABC Spring Term 1 – 8B (1,2,3,4) | |
| 9 | Serge Hill Project Trip (3, 5,6) Job Centre Plus (JCP) – Soft Skills Sessions (1,3,4) | | Careers & Independence in ABC Summer Term 1 (1,2,3,4) University of Hertfordshire Pathfinder Day (3,4,6,7) |
| 10 | | Optional Work Experience during theatre week (6) | Careers & Independence in ABC Summer Term 2 (1,2,3,4) JCP Careers Academy (1,2,3,4) Mandatory Work Experience (6) Personal Guidance (8) |
| 11 | Tracking / Guidance / Support of year 11 students and their applications for post-16 course (8) GSK Twilight Tour (5,6) Careers & Independence in ABC Autumn Term 2 (1,2,3,4) | Tracking / Guidance / Support of year 11 students and their applications for post-16 course (8) Generation Welwyn/Hatfield Careers Fair (5,7) | Tracking / Guidance / Support of year 11 students and their applications for post-16 course |
| 12&Y13 | Support with next steps after compulsory education (5,6,7) | Support with next steps after compulsory education (5,6,7) | Personal Guidance (8) |

Additionally, organisers of all school trips, subject specific, or otherwise, are encouraged to use their trip as an opportunity to promote a career or job. Every school trip is seen as an opportunity to promote careers and further embed careers related learning across the school.

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. A designated Careers Office has been made available on the first floor during the Autumn term of the 25/26 academic year. 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 with the Careers Leader.

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. The library is available to all students at lunch and break times.

Mr Beech also has a display in his teaching classroom (Room 7) where he displays careers related information (prospectuses, flyers etc).

Granting and refusing access

Our Careers Leader will decide on and arrange access to pupils.

Providers will be granted access if agreed to:

- Work-related learning days
- Curriculum days
- Transition Forums
- Identified opportunities within the PSHE curriculum or through assemblies

Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

This along with all our school policies can be found here:

<https://www.knightsfield.herts.sch.uk/about-us/policies/>

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 November 2025. 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.

