



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%
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5	Giving students experiences of the workplace	100%	86.8%
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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.



Re: Careers Presentation for Peer to Peer Review




From L Farenden <lfarenden@knightsfield.herts.sch.uk>
Date Tue 2025-12-02 8:33 AM
To Mr Beech <tbeech@knightsfield.herts.sch.uk>

It's great Tom! Thank you.



Knightsfield School
Welwyn Garden City
AL8 7LW
01707 376874

Linda Farenden
Headteacher @TOD

 lfarenden@knightsfield.herts.sch.uk
 @knightsfieldschool
 @knightsfieldsch

On 2 Dec 2025, at 08:15, L Farenden <lfarenden@knightsfield.herts.sch.uk> wrote:

Morning Tom,
Thanks so much for this. I have requested access as it won't let me open the PPT!

See you soon,

<Outlook-mrhsyj2b.png>

On 2 Dec 2025, at 07:24, Mr Beech <tbeech@knightsfield.herts.sch.uk> wrote:

Morning Linda

Finished this with fresh eyes this morning and also got the wife to run her eye over it so think it is good but just wanted to run it by you so hopefully no surprises in there.

 [Mr Beech - Knightsfield Careers Impact peer-to-peer review.pptx](#)

The strength and 3 priorities on last slide were an extra thing to what I sent yesterday in response to the below. Looking back through the review we did together they feel like the 3 main areas.
<image.png>

See you soon.

Tom

<Outlook-sqacebzn.png>

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<Mr Beech - Knightsfield Careers Impact peer-to-peer review.pptx>

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PM meeting 16.09.2025

Targets for 25-26:

- To create storage in loft that complies to H&S standards to store confidential pupil files. Once set up the files in the 1st floor store should be relocated, and those in the Stationary cupboard moved to 1st Floor.
- To contact shredding company to arrange bi-annual collections in order to comply with GDPR regulations.
- To work with LP to facilitate the installation of a Brocket Hall sponsored golf simulator in the Hall. This includes sourcing (for approval) a shipping container to house the current contents of the garage (once they have been streamlined).
- To seek quotes for a hardstanding area to be made in the current location of the Bin store to allow the minibus to be parked there, the current Bin store demolished, and containers sited on hard standing.
- To work with LP to convert the main pupil toilets.
- To ensure the lockers are cleaned by premises staff at the end of each Half Term, and that all locks are checked in the final weeks of summer term to allow for repairs to be carried out in time for redistribution in September.
- To consult with cleaners to timetable a school clean in the week before school opens in September 2026+
- To schedule workmen to arrive when you are onsite to minimise disruption for office staff.

PM Review 04.03.2026

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- To contact shredding company to arrange bi-annual collections in order to comply with GDPR regulations. Not proceeding with this as new DPO advises on site shredding
- To work with LP to facilitate the installation of a Brocket Hall sponsored golf simulator in the Hall. This includes sourcing (for approval) a shipping container to house the current contents of the garage (once they have been streamlined). Golf simulator project scrapped
- To seek quotes for a hardstanding area to be made in the current location of the Bin store to allow the minibus to be parked there, the current Bin store demolished, and containers sited on hard standing. Project updated to new Bin Store only
- To work with LP to convert the main pupil toilets. Contractor appointed with works scheduled for summer

- To ensure the lockers are cleaned by premises staff at the end of each Half Term, and that all locks are checked in the final weeks of summer term to allow for repairs to be carried out in time for redistribution in September. New lockers ordered for delivery in June which will have combination locks. Half-termly cleaning still required
- To consult with cleaners to timetable a school clean in the week before school opens in September 2026+
- To schedule workmen to arrive when you are onsite to minimise disruption for office staff.
- Work with LP to secure tender quotations for 1st floor class 10/11 project.
- Organise new line painting for our areas of car park and playground (if needed)
- Take photos of existing lockers and give to LP/LF to circulate to schools. Arrange disposal if necessary once new lockers delivered