



KNOLE ACADEMY

Policy Document

CAREERS GUIDANCE AND PROVIDER ACCESS POLICY

SEPTEMBER 2024

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Approved By:	LGB
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Date of Next Review:	September 2025
Review Period:	Annually



PREFACE

SAFEGUARDING:

The safeguarding of children and young people underpins the work of the academy and must be adhered to as a prime responsibility.

EQUALITY:

Knole Academy is committed to providing all staff, students, parents, visitors and members of the wider community using the sites with equality of opportunity regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All policies are screened for their impact on equality and issues are addressed if they arise. Knole Academy will provide special consideration on an individual basis if anyone is considered to have a specific special need. Any parent who feels that their child has such a need should contact the relevant Pastoral Leader in the first instance to explain their concerns.

This policy, and its associated procedures and protocols, is based on these key principles.





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INTRODUCTION

This policy statement sets out the academy's arrangements for managing the access of providers to students at the academy for the purposes 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 and the Education (Careers Guidance in Schools) Act 2022.

SCHOOL ENTITLEMENT

Students 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, apprenticeships, and Labour Market Information (LMI) – through options evenings, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Students in years 7 – 13 are entitled to:

- Independent careers guidance. The National Careers Service provides a free online bookable service for students.





MANAGEMENT OF PROVIDER ACCESS REQUESTS

PROCEDURE

A provider wishing to request access should contact the Head of Careers Jonna Stevens through the email careers@knoleacademy.org or by phone at the academy's phone number 01732 454 608.

OPPORTUNITIES FOR ACCESS

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents. An indicative programme is attached in appendix A. This is a fluid plan and each student's career provision is bespoke to their individual needs.

Please speak to our Careers Leader, to identify the most suitable opportunity for you. The academy policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

PREMISES AND FACILITIES


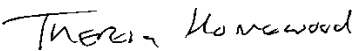
The school will ensure a suitable space is provided for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.



MONITORING, EVALUATION AND REVIEW

The Governors will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

APPROVED	Ratified by the Full Governing Body September 2024		
REVIEW DATE	Annually		
SIGNED HEADTEACHER		PRINT NAME	Mr D Collins
SIGNED CHAIR OF GOVERNORS		PRINT NAME	Miss T Homewood



APPENDIX A

CAREER PROVISION PLAN: 2024-2025

	Autumn Term	Spring Term	Summer Term
Year 7	<p>Introduction to Unifrog and careers education.</p> <p>In-house careers fair (face-to-face encounters with multiple employers, STEM opportunities, apprenticeship providers, further and higher education providers).</p>	<p>Careers week- a week long program of events that focuses on the career in the curriculum.</p>	<p>Relevance- identifying your role in the community.</p>
Year 8	<p>Unifrog activities and full introduction to programme.</p> <p>Relevance- Career Opportunities: Understanding the different routes in life and how to take the first steps towards them.</p> <p>In-house careers fair (face-to-face encounters with multiple employers, STEM opportunities, apprenticeship providers, further and higher education providers).</p>	<p>Guidance on future choices year 9 plus.</p> <p>Careers week- a week long program of events that focuses on the career in the curriculum.</p> <p>Barratt Redrow assembly to talk about construction industry opportunities and apprenticeships.</p>	<p>Relevance- identifying how to be successful in life and potential barriers.</p>
Year 9	<p>Relevance- the Wider World careers with impact.</p> <p>In-house careers fair (face-to-face encounters with multiple employers, STEM opportunities, apprenticeship providers, further and higher education providers).</p>	<p>KS4 virtual options event—including talks from teachers on their careers.</p> <p>Careers week- a week long program of events that focuses on the career in the curriculum.</p>	<p>Ongoing individual KS4 options discussions with Careers Leader available as drop in sessions.</p>



		Barratt Redrow assembly to talk about construction industry opportunities and apprenticeships.	
Year 10	<p>Form time Careers lessons – LMI, interpersonal and employability skills, work experience preparation (using Unifrog resources).</p> <p>In-house careers fair (face-to-face encounters with multiple employers, STEM opportunities, apprenticeship providers, further and higher education providers).</p>	<p>Form time– LMI, interpersonal and employability skills, work experience preparation (using Unifrog resources).</p> <p>Careers week- a week long program of events that focuses on the career in the curriculum.</p> <p>Army careers talk about apprenticeships in the armed forces.</p>	<p>Form time careers lessons LMI, interpersonal and employability skills, work experience preparation (using Unifrog resources).</p> <p>Work experience preparation and evaluation</p> <p>External Work Experience Placements.</p> <p>Introduction to Kent Choices platform.</p>
Year 11	<p>Form time- building for the future: future opportunities and next steps, skills and applications for further education, training and employment.</p> <p>IBLP- Post 16 choices, including apprenticeships, colleges and other providers, CV writing, (using Unifrog resources), introduction to Kent Choices platform.</p> <p>Post 16 progression and information evening, including Further and Higher Education/ Apprenticeships.</p>	<p>IBLP- Post 16 choices, including apprenticeships, colleges and other providers, CV writing (using Unifrog resources).</p> <p>Careers week- a week long program of events that focuses on the career in the curriculum.</p> <p>Army careers talk about apprenticeships in the armed forces.</p> <p>Careers advisor 1 to 1 appts in online parents evening for student careers</p>	<p>Form time Post 16 choices, including apprenticeships, colleges and other providers, CV writing (using Unifrog resources).</p> <p>Ongoing support from Careers Leader for students and parents to ensure that appropriate post sixth form provisions are in place.</p>



	<p>All students have a ten minute careers interview with careers leader or head of sixth form.</p> <p>Individual career and futures guidance sessions offered with careers advisor as and when needed.</p>	<p>guidance and parental information and assistance.</p>	
Year 12	<p>Relevance- Options beyond school: careers, apprenticeships, applications, employability.</p> <p>Local employers/ ex- students invited into school to talk to students about opportunities in employment/sponsored degrees etc. This runs throughout the academic year.</p>	<p>Careers week- a week long program of events that focuses on the career in the curriculum</p> <p>UCAS – Virtual hub programme – personal statements/ Apprenticeships/ UCAS applications information sessions.</p> <p>Visits to external UCAS careers fairs accompanied by careers advisor dates tbc</p> <p>Higher Education Fair at University of Kent (date tbc)</p> <p>Classroom to City lecture programme.</p>	<p>Relevance- Life beyond school: jobs and finance</p> <p>Individual career advice sessions offered for all Year 12 student by the Careers Leader .</p> <p>Post 18 assembly – apprenticeships.</p> <p>External Work Experience Placements.</p>
Year 13	<p>Relevance- personal statements, media and digital impact on education, training and employment futures.</p>	<p>Careers week- a week long program of events that focuses on the career in the curriculum</p> <p>Individual Careers advice meeting with Careers Leader – apprenticeship and</p>	<p>Guidance on clearing and university acceptance (IB results 5 July 2025)</p>



<p>University 6th form information evening- Kent University Outreach team in attendance to discuss students finance.</p> <p>Guidance on HE and higher apprenticeship applications (via Unifrog).</p> <p>Careers advisor 1 to 1 appts in online parents evening for student careers guidance and parental information and assistance.</p> <p>Individual Careers support meetings with Careers Leader – HE assistance including Degree apprenticeships and personal statements, employment opportunities available on request.</p> <p>Local employers /ex- students invited into school to talk to students about opportunities in employment/sponsored degrees etc. This runs throughout the academic year.</p> <p>Individual tutorials with Head of Sixth Form - assistance writing personal statements and consultations concerning academic references.</p>	<p>employment guidance available on request.</p>	
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