



## Careers Access Statement

### Introduction

This document sets out the school's arrangements for managing the provision of careers and information guidance for the students at the school, for the purposes of demonstrating the compliance with legal obligations under Section 42B of the Education Act 1997 and the Careers guidance and access for education and training providers October 2018. It also details the school's progress towards meeting the Gatsby Benchmarks which are to be met by 2020.

### Student minimum entitlement

Students in years 8-11 are entitled to:

- receive independent careers advice, that is presented in an unbiased manner, with no favouritism shown towards is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- receive guidance that the person giving it considers will promote the best interests of the students to whom it is given.
- have an opportunity for access to a range of education and training providers for the purpose of informing them about approved technical education qualifications and apprenticeships, including those at each transition point.
- to understand how to make applications to the full range of academic and technical courses, as well as apprenticeships.

### Opportunities for Access

#### Key Stage 3

The **Year 7** careers education programme will help you to:

- explore the huge variety of careers that are open to you
- understand the variety of qualifications you can gain
- know which qualifications are needed for careers you might be interested in
- start thinking about what your aspirations might be for the future
- know where you can go to find useful information
- begin to plan for the future

Within the PSHE programme, delivered during weekly PSHE sessions in the Spring term, you will cover the following key areas:

- discuss what 'work' is and how the world of work might be different to school life, including what skills and attributes are required in various scenarios



- discuss some of the changes that have taken place in the world of work and how things might change in the future, as well as how this might impact upon you and your plans for the future
- visualise what your future might look like and find out what steps you need to take in order to achieve this
- take part in or observe role plays to allow you to envisage a variety of career roles
- begin to set short and long term goals

In the Summer term, you will develop your understanding further by:

- attending a programme of presentations, delivered by employees from a wide range of careers, during which you will find out about the qualifications required to enter each career, the variety of activities involved, as well as having a chance to ask questions.
- attending a further programme of presentations from KNBS alumni who will provide insight into their own experiences at school, give information about their chosen pathways post-16, and they will be able to answer questions that you might have about how to plan for success.

The **Year 8** careers education programme will help you to:

- further explore the variety of careers that are open to you
- understand more about the variety of qualifications you can gain
- know the pathways for careers you might be interested in
- review your aspirations for the future
- know more about where you can go to find useful information
- create an action plan and further consolidate your plans for the future

Within the PSHE programme, delivered during weekly PSHE sessions in the Spring term, you will cover the following key areas:

- identify and share your beliefs regarding what is important in life
- discuss what the similarities and differences are between school and work
- discuss what motivates individuals to work
- learn about how careers are interconnected
- learn about the importance of equality in the workplace
- discuss how to prioritise and practise making decisions

In the Summer term, you will develop your understanding further by:

- attending a programme of presentations, delivered by employees from a wide range of careers, during which you will find out about the qualifications required to enter each career, the variety of activities involved, as well as having a chance to ask questions.
- attending a further programme of presentations from KNBS alumni who will provide insight into their own experiences at school, give information about their chosen pathways post-16, and they will be able to answer questions that you might have about how to plan for success.



The **Year 9** careers education programme will help you to:

- begin to make decisions about your career pathway
- understand about the importance of good option choices
- make informed decisions about your option choices
- know more about where you can go to find useful information
- refine your action plan and further consolidate your plans for the future

Within the PSHE programme, delivered during weekly PSHE sessions in the Spring term, you will cover the following key areas:

- discuss how and why your beliefs regarding what is important in life are changing
- experience some scenarios around the work of work
- discuss the importance of interpersonal skills for success in the world of work
- explore possible career choices and alternative careers
- learn about the importance of organisation for career success
- start planning for success in year 10

In the Summer term, you will develop your understanding further by:

- attending a programme of presentations, delivered by employees from a wide range of careers, during which you will find out about the qualifications required to enter each career, the variety of activities involved, as well as having a chance to ask questions.
- attending a further programme of presentations from KNBS alumni who will provide insight into their own experiences at school, give information about their chosen pathways post-16, and they will be able to answer questions that you might have about how to plan for success.

## **Key Stage 4**

The **Year 10** careers education programme will help you to:

- start to think about your career pathway post-16
- understand the importance of GCSE success for your post-16 choices
- know more about where you can go to find useful information
- further refine your action plan and begin to consolidate your plans for the future

Within the PSHE programme, delivered during weekly PSHE sessions in the Spring term, you will cover the following key areas:

- what your post-16 options are
- what employers are looking for
- types of employment
- legalities around working
- rights and responsibilities at work



- application skills
- what an interview is like and how to prepare for it
- audit your interpersonal skills
- work experience and how to be successful
- review your organisational skills and plan to improve these
- start planning for success in year 11

In the Summer term, you will develop your understanding further by:

- attending a programme of presentations, delivered by employees from a wide range of careers, during which you will find out about the qualifications required to enter each career, the variety of activities involved, as well as having a chance to ask questions.
- attending a further programme of presentations from KNBS alumni who will provide insight into their own experiences at school, give information about their chosen pathways post-16, and they will be able to answer questions that you might have about how to plan for success.
- gain experience of doing interviews with a range of employers in order to practise and develop your interview skill.
- attend taster sessions at a range of post-16 providers to develop your understanding of your post-16 choices.
- complete one-week work experience placement and complete your review journal.
- you will have a one-to-one or small group careers interview with Lin Hatton, external careers adviser, to gain further advice about your future career plans.

The **Year 11** careers education programme will help you to:

- finalise your career pathway post-16
- prepare effectively for GCSE success
- know more about where you can go to find useful information
- finalise your action plan and consolidate your plans for the future

Within the PSHE programme, delivered during weekly PSHE sessions in the Spring term, you will cover the following key areas:

- more information about what your post-16 options are
- identify where you are with your plans
- identify your skills, attributes and interests
- consider how others perceive you and the impact of this for your future
- review changes in the world of work and the impact upon you
- understand money: how to make it and how to manage it
- applications and covering letters
- creating a curriculum vitae (CV)
- interview preparation



- start planning for success post-16

Throughout the year, you will develop your understanding further by:

- attending a programme of presentations, delivered by post-16 providers, during which you will find out about the courses on offer, college life, the applications process as well as having a chance to ask questions.
- attending a further programme of presentations from KNBS alumni who will provide insight into their own experiences at school, give information about their chosen pathways post-16, and they will be able to answer questions that you might have about how to plan for success.
- gain experience of doing interviews from post-16 providers in order to practise and develop your interview skill.
- attend taster sessions with a range of post-16 providers to develop your understanding of your post-16 choices.
- you will have a one-to-one or small group careers interview with Lin Hatton, external careers adviser, to gain further advice about your future career plans.

## **Who should providers contact to discuss events and options?**

### **Careers Leader 2018-19**

The named Careers Leader in school is:

Vanessa Bartlett  
King's Norton Boys' School  
Northfield Road  
Kings Norton  
Birmingham  
B30 1DY

Phone: 0121 628 0010

Email: [v.bartlett@knbs.co.uk](mailto:v.bartlett@knbs.co.uk)

Providers can speak to our careers leader to discuss possible attendance at relevant events.

Our Child Protection and Safeguarding Policy sets out the school's approach to allowing providers into school to speak to our pupils.

We will grant access requests to providers who meet the following criteria:

- those who work within an educational environment, and carry a DBS certificate



- those who bring specialist subject knowledge which supports our pupils and will agree to being supervised at all times

We will refuse any access request to:

- providers whose resources are for 'party political purposes' or who have affiliations with political groups
- providers who promote discriminatory views in relation to the protected characteristics listed in The Equality Act 2010
- providers who promote or glorify terrorism or extreme ideological, religious or political beliefs
- providers who fail to or refuse to meet any safeguarding requirements
- providers where the school is unable to measure a benefit to our students

## **What can providers expect once a request has been accepted?**

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors and televisions, available to providers.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

## **Can providers leave prospectuses for pupils to read?**

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the Careers Leader.