



Policy  
Document

# Woodfield School

Woodfield School Careers  
Policy including  
Provider Access Policy  
Statement

**Date: February 2021**

# Woodfield School Careers Policy including

## Provider Access Policy Statement



### **Introduction**

Woodfield provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

### **Aims and purpose**

- Prepare pupils for the transition to life after Woodfield
- Support pupils in making informed decisions which are appropriate for them
- Provide pupils with well-rounded experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible
- Provide an employment pathway through school.

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

### **Statutory requirements and recommendations**

The careers provision at Woodfield is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships and supported internships
- be adapted to the needs of the pupil

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

### **Careers Provision at Woodfield**

All pupils have access to the following:

- Woodfield's destination led curriculum- Careers and preparing for life as an adult is a fundamental aspect of our curriculum
- Visitors in to school and offsite visits support pupils in developing their understanding of a range of different post 16 pathways.
- All pupils from Year 9 have access to advice and guidance from our Herts YC advisor

### **Key Stage 3**

- Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3
- Pupils take part in Enterprise projects across the school year

#### **Key Stage 4 (in addition to KS3 ongoing provision)**

- One-to-one meetings with families and the Herts YC Advisor in Year 9 and Year 11 as part of EHCP process informs individual routes into Post 16 provision and appropriate and meaningful work experience opportunities
- All pupils within Enterprise Group take part in Duke of Edinburgh Award and Young Enterprise
- Pupils in Year 10 and 11 undertake Work Experience and work based placements and opportunities.
- Pupils in Year 10 and 11 have the opportunity to access West Herts College to develop the variety of experiences they have to support informed choices about future education, training and employment pathways
- Develop Vocational Profiles, evolving document that follows them through school
- Pupils have access to Day Care Centres and Sunnyside Trust

#### **Key Stage 5 (in addition to KS3/4 ongoing provision)**

- Further explore local provision for post Woodfield:
  - College
  - Day Centres
  - Continue with work placement
- Develop transition plans to next stage of life experience depending on immediate destination.
- Increased contact with Herts YC Advisor and Transition Support Workers from colleges.

The overall organisation of work experience is undertaken by the school Careers Leader, who liaises with the Upper School team, to ensure the most relevant and engaging opportunities are taken. Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Careers Leader.

#### **Providers Access Policy Statement**

##### **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 8-14 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.

**Management of provider access requests Procedure:**

A provider wishing to request access should contact Sheena Pearce, Careers Programme Lead, through admin: 01442 253476 or [admin@woodfield.herts.sch.uk](mailto:admin@woodfield.herts.sch.uk)

**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 pupils and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 8	<ul style="list-style-type: none"> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Enterprise Week</li> <li>➤ Parents’ Evening</li> </ul>		
Year 9	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ College link with West Herts College</li> <li>➤ Develop Vocational Profiles</li> <li>➤ Enterprise Week</li> <li>➤ Parents’ Evening</li> </ul>		
Year 10	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meetings</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ College link with West Herts College</li> <li>➤ Enterprise Week</li> <li>➤ Parents’ Evening</li> </ul>	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meetings</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ College link with West Herts College</li> <li>➤ Review/Update Vocational Profile</li> <li>➤ Opportunities Evening</li> <li>➤ Parents’ Evening</li> </ul>	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meetings</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ College link with West Herts College</li> <li>➤ Enterprise Day</li> <li>➤ Work Opportunities with Sunnyside Trust</li> <li>➤ Parents’ Evening</li> </ul>

	Autumn term	Spring term	Summer term
Year 11	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Enterprise Week</li> <li>➤ Parents’ Evening</li> </ul>	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Parents’ Evening</li> <li>➤ Opportunities Evening</li> <li>➤ Review/Update Vocational Profile</li> </ul>	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Enterprise Day</li> <li>➤ Work Opportunities with Sunnyside Trust</li> <li>➤ Parents’ Evening</li> </ul>
Year 12	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Enterprise Week</li> <li>➤ Parents’ Evening</li> </ul>	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Vocational Residential Placement</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Opportunities Evening</li> <li>➤ Review/Update Vocational Profile</li> <li>➤ Parents’ Evening</li> </ul>	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ College link with West Herts College</li> <li>➤ Enterprise Day</li> <li>➤ Work Opportunities with Sunnyside Trust</li> <li>➤ Parents’ Evening</li> </ul>

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Year 13	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Enterprise Week</li> <li>➤ Parents’ Evening</li> </ul>	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Vocational Residential Placement</li> <li>➤ Opportunities Evening</li> <li>➤ Review/Update Vocational Profile</li> <li>➤ Parents’ Evening</li> </ul>	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Enterprise Day</li> <li>➤ Work Opportunities with Sunnyside Trust</li> <li>➤ Living Live event – Pupils/parents/carers meet with college providers and Transition Team</li> <li>➤ Work Opportunities with Sunnyside Trust</li> <li>➤ Parents’ Evening</li> </ul>
Year 14	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Enterprise Week</li> <li>➤ Parents’ Evening</li> </ul>	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Vocational Residential Placement</li> <li>➤ Opportunities Evening</li> <li>➤ Review/Update Vocational Profile</li> <li>➤ Parents’ Evening</li> </ul>	<ul style="list-style-type: none"> <li>➤ Herts YC EHCP meeting</li> <li>➤ College link with West Herts College</li> <li>➤ Life Skills and Functional Skills through EHCPs, the personalised Woodfield curriculum – assembly and class group opportunities</li> <li>➤ Enterprise Day</li> <li>➤ Work Opportunities with Sunnyside Trust</li> <li>➤ Parents’ Evening</li> </ul>