



Careers Policy

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An academy within:



“Learning together, to be the best we can be”



1. Introduction

- 1.1. Kenwood Academy's careers curriculum aims to equip all young people with the knowledge, experience and confidence to compete for and secure their future employment, prosperity and happiness. We firmly believe that our young people will add great value to the local and national workforce.
- 1.2. The careers curriculum implements the vision of our whole school Kenwood Academy curriculum, which is to provide equality of opportunity for everyone, ensuring future success for all our children and young people as they progress into adult life and into future education, employment or training. Further exceptional personalisation ensures a meticulous focus for each child and young person's next steps and how to get them there through bespoke and responsive provision.
- 1.3. We are committed to meeting statutory responsibilities relating to careers education and guidance under the Education Act 2011, the Technical and Further Education Act 2017 and the Provider Access Legislation. In implementing these duties the school follows the Department for Education statutory guidance 'Careers guidance and access for education and training providers (January 2023)' and aligns its careers programme with the Gatsby Benchmarks of Good Career Guidance.
- 1.4. Careers provision contributes to expectations outlined in the Ofsted Education Inspection Framework and Labour Market Information (LMI) to align with Gatsby Benchmark 2.

2. Aims

- 2.1. Through our careers curriculum, we aim for all our young people to:
 - Become resilient and independent learners
 - Make informed and aspirational decisions
 - Have an increasing understanding of their plans for the future
 - Improve their employability skills
 - Develop an awareness of the world of work and what careers are available
 - Secure a positive destination at the point of leaving Kenwood Academy
 - Make effective and sustained transitions

3. Roles & Responsibilities

3.1. The following staff members are key contacts for Careers within the school:

- Becky Wilcox (Director of Preparation for Adulthood)
- Jenny Hallam (Nexus Trust Careers Advisor) – Careers Advisor
- Fran Walker (Careers Hub) – Enterprise Advisor

4. Organisation & Content

4.1. Through our careers programme we will provide young people with the necessary skills and experiences required for them to confidently enter the world of work when they have completed their education.

4.2. Kenwood Academy's careers programme consists of a range of activities and experiences aligned with the Gatsby Benchmarks, which serve as a framework for world-class careers provision.

4.3. Kenwood Academy will guarantee a progressive programme of two weeks' worth of meaningful work experience for each pupil during key stages 3 and 4 in line with the DFE's 2025 Update to the *Careers Guidance and Access for Education and Training Providers*. Work experience will include multiple and varied employer-led activities as well as work experience placements.

4.4. The table below sets out the intended careers programme for 2025-26.

4.5. Kenwood Academy will use Compass+ to keep systematic records of learners' participation in career activities and advice given.

| Kenwood Academy's Careers Programme includes: | |
|---|---|
| Secondary Ready to Secondary One Curriculum (Year 7 – 9) | <ul style="list-style-type: none"> ▪ Introduction to careers platform 'Unifrog' and its skills / interests assessment tools ▪ Volunteering in the local community ▪ Interactions with employers through SYMCA ▪ Interactions with providers of apprenticeships through visiting speakers ▪ Visits to local FE and HE education providers ▪ Curriculum based workplace visits through DUCTU ▪ Encounters with alumni ▪ NOLA Awards (National Outdoor Learning Award) - behaviours for working outdoors ▪ Work experience: Whirlow Hall Farm/Worsborough Mill |
| Secondary One to Secondary Two Curriculum (Year 10-11) | <ul style="list-style-type: none"> ▪ <i>My Future</i> Careers Fairs twice per year ▪ Independent Careers Advisor (LA and Trust) – 1:1 interview and support ▪ Unifrog: recording skills, building CV, drafting letters of application, researching careers and courses and accessing online learning, work experience and MOOCs ▪ Mock Interviews, Skills Workshops, Workplace Visits, Careers Talks, Mentoring, Enterprise Skills and Virtual Work Experience through See It Be It ▪ Work experience: Whirlow Hall Farm/Worsborough Mill ▪ Volunteering in the local community ▪ Interactions with employers through SYMCA including interactions with providers of apprenticeships through visiting speakers ▪ Visits to local FE and HE education providers ▪ Curriculum based workplace visits through DUCTU ▪ Promotion of college visits, including taster day ▪ Apprenticeships – support with applications |

Sixth Form – Study Programme 1-3
(Year 12)

- *My Future Careers Fairs* twice per year
- Independent Careers Advisor (LA and Trust) – 1:1 interview and support
- Unifrog: recording skills, building their CV, drafting letters of application, researching careers and courses and accessing online learning, work experience and MOOCs
- Promotion of FE and HE visits and taster days, support with applications
- Promotion of Supported Internships and visits, support with applications
- Destinations Support - Updating CVs, exploring UCAS, writing personal statements
- HEPP Supporting disabled students into higher education (Parent/carer/student virtual session), support with applications
- Student Finance
- Apprenticeships – support with applications
- Work Ready Programme
- Work Experience Placement x 2 including at SHU Catering
- Young Enterprise

5. Provider Access Legislation

- 5.1. This policy statement sets out Kenwood Academy's arrangements for managing the access of providers to the school for the purpose of giving young people information about the provider's education or training offer. This complies with Kenwood Academy's legal obligations under Section 42B of the Education Act 1997.
- 5.2. Every young person, whatever their ambitions, should have the opportunity to explore what it is like to learn at the full range of learning providers, including colleges, universities, apprenticeship and training providers (including employers), University



Technical Colleges (UTCs) and Studio Schools.

- 5.3. The school will appoint a Careers Leader responsible for leading and coordinating the careers programme. The Careers Leader will normally hold, or be working towards, a Level 6 Careers Guidance qualification.
- 5.4. As such, all young people at Kenwood Academy are entitled to hear from a range of local providers about the opportunities they offer through options events, group discussions and taster events.
- 5.5. The department for education introduced a legal duty in 2018 to require all maintained schools and academies to ensure that there is an opportunity for a range of education and training providers to access all year 8 to 13 pupils for the purpose of informing them about approved technical education qualifications and apprenticeships.
- 5.6. By hearing directly from a range of providers, every pupil can build up a full picture of the options available and consider how the opportunity to study or train in different ways, and in different environments, might suit their needs, skills, interests and aptitudes. This will lead to better-informed choices and help to reduce the risk of young people dropping out of courses
- 5.7. **All maintained schools and academies must provide six encounters with a provider of technical education or apprenticeships for year 8 to 13 pupils.** These six meetings have been timed to inform consideration of post-14, post-16 and post-18 options and progression to the next stage of education or training.

Kenwood Academy will aim to provide:

- 5.7. **Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all young people to attend,** to take place any time during year 8 or between 1 September and 28 February during year 9.
- 5.8. **Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend,** to take place any time during year 10 or between 1 September and 28 February during year 11.
- 5.9. **Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend,** to take place any time during year 12 or between 1 September and 28 February during year 13.
- 5.10. 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 pupils from the provider).
- answer questions from pupils.

6. EHCPs

- 6.1. All young people at Kenwood Academy have an education, health and care plan. As such, they will have formal opportunities to discuss education, training and career opportunities as part of their annual review, from year 9 onwards.
- 6.2. We encourage parents to access the [National Careers Service](#) website for education advice for special educational needs or a disability.

7. Management of provider access requests

Procedure

- 7.1. A provider wishing to request access should contact Becky Wilcox (Director of Preparation for Adulthood) - see contact details below.

Opportunities for provider access

- 7.2. A number of events, integrated into our careers programme, as outlined in the table in section 4, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Please speak to the Director of Preparation for Adulthood to identify the most suitable opportunity for you.
- 7.3. Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our young people.
- 7.4. Providers are welcome to leave a copy of their prospectus or other relevant course literature at Kenwood Academy, and these will be displayed in our library on each site. The libraries are available to all young people at lunch and break times.

Safeguarding

- 7.5. Our safeguarding policy outlines our procedures for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

Premises and facilities

- 7.6. The premises in support of a provider visit include classrooms for approximately 10 students, accompanied by two members of staff. Classrooms are equipped with a



desktop computer and an interactive whiteboard.

- 7.7. Any presentations can be emailed through to the Director of Preparation for Adulthood one week in advance of the agreed session and it will be set up ready to use on the day.
- 7.8. Should you require access to the internet or for students to have access to laptops please also request this when making arrangements, as a minimum, one week in advance of the session.
- 7.9. We ask that providers are mindful of the needs of our young people, by setting out the aims and structure of the presentation in advance of the session. This will enable staff to prepare young people for a meaningful encounter. The presenter should outline the aims and structure, again, at the beginning of the session with the young people to support cognition. If using presentation slides, they should be uncluttered, ideally with a dark blue font, on an off-white/light grey background.

Further information

- 7.10. Kenwood Academy will signpost opportunities to explore other providers through a range of government-funded resources that offer further information and support for schools, including: [Find an apprenticeship - GOV.UK](#), [Amazing Apprenticeships](#), [National Careers Service](#) websites for information about post-16 and post-18 opportunities, and [Jobcentre Plus Support for Schools programme](#).

Complaints

- 7.11. Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Impact

- 8.1. In 1967 David Sainsbury set up the Gatsby Charitable Foundation and agreed its first grant – £50 to the Liverpool School of Tropical Medicine. David Sainsbury (now Lord Sainsbury of Turville) has since given Gatsby more than £1 billion to distribute to charitable causes. In 2013, Gatsby commissioned Sir John Holman to set out what career guidance in England would be like if it were good by international standards, resulting in the [Good Career Guidance report](#).
- 8.2. The eight Gatsby Benchmarks defined in the report serve as a framework for world-class careers provision and have been adopted as part of the Government's Careers Strategy, statutory guidance for schools and guidance for colleges.



- 8.3. In addition, The Careers & Enterprise Company now supports the implementation of the Benchmarks in education with a national network of support, resources and targeted funding.
- 8.4. One way in which we monitor the success of our careers curriculum at Kenwood Academy is through an online Compass Evaluation tool which measures the implementation of our careers curriculum against the eight Gatsby Benchmarks. We complete this evaluation each term and publish this on our school website.

9. Destinations

- 9.1. We will collect and maintain accurate data for each young person on roll at Kenwood Academy on their education, training or employment destinations after they leave school.

This destination tracking will inform the evaluation of our careers programme and will help build a valuable alumni network.

- 9.2. To collect individual level data, Kenwood Academy can:
 - collect the data by contacting former pupils. In doing so, we will need to be aware that the collection, retention and later use of pupils' contact details will involve the processing of personal data, for which Kenwood Academy will need to satisfy ourselves that we have the proper legal basis.
 - establish an effective data-sharing agreement with the relevant local authority. Local authorities (LAs) have a statutory duty to track and support all 16- and 17- year-olds in their area. This duty extends to young people with SEND up to the age of 25. Kenwood Academy has a corresponding statutory duty to collect and share data with LAs to support this. Kenwood Academy does not need consent to collect or share this data with LAs. LAs are not required to share data on former pupils with schools but have broad powers under which they may be able to share information on 16- and 17- year-olds if schools request it.

10. Contact information

- 10.1. Parents and carers will receive information and updates about ways to support young people on their journey into the world of work through EHCP reviews and over the course of the year as opportunities become available.
- 10.2. If you would like any more information about our careers programme or further help and support please contact:



- **Kenwood Academy's Director of Preparation for Adulthood:** Becky Wilcox, Email: bwilcox@nexusmat.org
- **Nexus MAT Careers Advisor:** Jenny Hallam, Email: jhallam@nexusmat.org

Providers that have been invited into Kenwood Academy in 2024-2025 include:

Personal Assistant Champion

Working Win

Nacro Education Supported Internship ASDA Handsworth

Choices College Supported Internship

Sheffield College Supported Internship Gulliver's Valley

Sheaf Training

Heeley City Farm

The Becton Hub, Silverdale School

Landmarks Specialist College

Sheffield United Community Foundation

University of Sheffield - Advanced Manufacturing Research Centre

Doncaster University

Derby University

Sheffield Hallam University

ASK Apprenticeships – Opportunity Sheffield

South Yorkshire Police- Positive Action

The school will publish a Provider Access Policy Statement outlining how providers can request access to students.