

Careers Policy

(Incorporating the Provider Access Policy)

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Review Date:	31 August 2027
Committee Responsible	Full Trust Board

Changes made since last review:	
Significant changes throughout	31 July 2025
Simon David (Careers Lead Coordinator)	11 September 2026

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Introduction

Westfield Academy aims to provide Careers Guidance and Education that enables our students to be self-assured and successful at every stage of their education with us, and in their next steps into further education, training or employment. This will be accessible to students of all ages, backgrounds & abilities. At the Academy, the Careers provision will support students in learning how to make considered decisions and act accordingly. It will provide our students with a platform that allows them to become confident, proactive, resourceful & resilient in their future career. This is an essential part of gaining the competencies that will enable them to live full and satisfying lives and make positive contributions to society.

The aim of Westfield Academy Careers provision is to:

- enable our students to develop their knowledge about further education, training and employment (this includes school, college, university, apprenticeships and technical pathways).
- enable our students to have access to career support throughout their education.
- ensure that all students have a number of interactions with a range of employers during their time at school, which offer them exposure to the world of work.
- help students to access a range of current and appropriate career opportunities and information.
- provide students with the opportunity to have an interview with a qualified and impartial careers adviser to discuss their career ideas and obtain support.
- enable our students to make informed decisions about their future.
- ensure that careers provision is accessible to all, promotes an ambitious attitude, and is monitored and evaluated for its effectiveness.

Scope of policy

This policy relates to all students from Years 7 to 13 and is intended for all staff involved in the delivery of careers information, advice, guidance, teaching, enterprise and employability skills.

Gatsby benchmarks

Westfield Academy will implement and develop its Careers Guidance & Education programme in line with the eight Gatsby benchmarks, as stipulated in updated (2025) Department for Education Career Guidance Strategy. These are detailed below:

Benchmark	Description
1. A stable careers programme	Every school should have an embedded programme of careers education and guidance that is known and understood by pupils, parents and carers, staff, governors, employers and other agencies.
2. Learning from career & labour market information	All pupils, parents and carers, teachers and staff who support pupils should have access to good-quality, up-to-date information about future pathways, study options, and labour market opportunities. Young people with special educational needs and disabilities (SEND) and their parents and carers may require different or additional information. All pupils will need the support of an informed adviser to make the best use of available information.

3. Addressing the needs of each young person	Pupils have different careers guidance needs at different stages. Careers programmes should help pupils navigate their concerns about any barriers to career progression. In addition, opportunities should be tailored to the needs of each pupil, including any additional needs of vulnerable and disadvantaged pupils, young people with SEND and those who are absent.
4. Linking curriculum learning to careers	As part of the school's programme of careers education all teachers should link curriculum learning with careers. Subject teachers should highlight the progression routes for their subject and the relevance of the knowledge and skills developed in their subject for a wide range of career pathways.
5. Encounters with employers & employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment opportunities, including visiting speakers, mentoring and enterprise schemes, and could include pupils' own part-time employment where it exists.
6. Experiences of workplaces	Every pupil should have first-hand experiences of workplaces to help their exploration of career opportunities and expand their networks.
7. Encounters with further & higher education	All pupils should understand the full range of learning opportunities that are available to them, including academic, technical and vocational routes. This should incorporate learning in schools, colleges, independent training providers (ITPs), universities and in the workplace.
8. Personal guidance	Every pupil should have opportunities for guidance meetings with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These meetings should be available for all pupils whenever significant study or career choices are being made. They should be expected for all pupils but should be scheduled to meet their individual needs. The careers leader should work closely with the careers adviser, SEND coordinator (SENDCO) and other key staff to ensure personal guidance is effective and embedded in the careers programme.

Responsibilities

- The Deputy Head for Curriculum is responsible for overseeing careers provision in the Academy.
- The Assistant Head for Personal Development is responsible for enacting guidance from the Deputy Head for Curriculum.
- The A & A Committee are responsible for agreeing the careers policy.
- The Assistant Headteacher is responsible for providing an up to date and relevant careers programme in coordination with the Careers Lead Coordinator.
- The PSHE Lead is responsible for careers provision throughout PSHE.
- Individual subject areas are responsible for integrating careers-related learning into curriculum. This area of work will be guided through the Careers Lead Coordinator.

Careers Education, Information, Advice & Guidance (CEIAG)

Implementation & delivery

Teaching staff

Teaching staff contribute to the delivery of CEIAG through:

- The delivery of careers via PSHE lessons / tutor time running through Years 7 to 13.
- Sixth Form pastoral, enrichment and co-curricular programme.
- Employability skills, interests, qualities and experience are identified and targeted through the use of Unifrog software.
- Form Tutor and pastoral support for learners in preparing students for their next steps. Learners are aware, monitor and review their individual targets and target setting.
- All subjects are encouraged to embed careers into the curriculum.
- Staff are trained to deliver Careers in the Curriculum inviting guests from the world of work / education and alumni to bring to life careers in their classrooms or on trips.

Support staff

Support staff contribute to the delivery of CEIAG through:

- Logging all careers, employability, Further & Higher Education activities on Compass+ and Unifrog.
- Ensuring that learners & families receive information regarding vacancies, career & further / higher education opportunities. Particularly, through use of the School Newsletter and Unifrog.
- Share and celebrate career activities with the community through the newsletter and website.
- Liaising with Form Tutors, Headteacher and SEND to prioritise and schedule one-to-one careers guidance appointments (providing an inclusive programme, looking at individual needs such as Pupil Premium students).
- Verifying and logging all work experience placement activity for Year 10 & 12 students.
- Tracking “work shadowing” placements for Year 8 students.

Careers Lead Coordinator

The Careers Lead Coordinator contributes to the delivery of CEIAG through:

- Ensuring that the Careers Lead Coordinator role is delivered within the Academy.
- Ensuring a contract is in place providing accessible, professional, impartial and one-to-one careers guidance interviews.
- Developing and delivering the Careers Plan, using The Careers and Enterprise Company's Compass+ to track progress against the GATSBY benchmarks.
- Providing support to curriculum and pastoral staff by delivery careers and progression sessions.
- Development & delivery annual drop-down careers & employability events across the Academy.
- Organising Higher Education, Apprenticeship and workplace sessions / interactions.

Premises and facilities

The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy 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 Lead Coordinator or a member of their team.

Partnership work

The Academy will continue to work with a range of partners to assist in the delivery of CEIAG and labour market information, including local and national employers, charitable organisations, recruitment consultants, apprenticeship employers, alumni and professional bodies.

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 Academy's Librarian. The Resource Centre is available to all students at lunch and break times.

Quality assurance

Learner feedback is key to the development of the service and is obtained through evaluations after one-to-one guidance, group work, talks, events and activities. Learner feedback forms via surveys and questionnaires as part of our quality assurance measure and consequently influences the development of our careers provision at the Academy.

Along with student feedback (via open and closed survey questions), feedback is sought from staff, parents, volunteers and employers. The Careers & Enterprise Company Compass+ tool is used for self-evaluation on a termly basis.

Feedback is welcomed from all organisations and partners that we work with.

Destinations

Intended destinations

We support Hertfordshire County with the completion and return of Year 11 'What Next Forms' to inform intended destinations.

Actual destinations

The CCIS Manager at Hertfordshire County Council is responsible for collection of Year 11 County destination data which is provided to the Academy each December. The Academy also collects more detailed data on 3 years of leavers' destinations by emailing a form to families and students once a year.

Destinations are tracked annually by the Sixth Form team and reports given to the Senior Leadership Team. UCAS is also used to track student destinations.

Management of provider access requests procedure

A provider wishing to request access should contact:

Lauren Cooke (PSHE Lead)	01923 231560	lco@westfield.academy
Simon David (Careers Lead Coordinator)	01923 231560	srd@westfield.academy
Chris Chalk (Assistant Headteacher)	01923 231560	cc@westfield.academy
Ishrat Riaz (Deputy Headteacher)	01923 231560	ir@westfield.academy

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into the Academy to speak to students and / or their parents / carers. Please see Appendix 2 for full details of the Careers Programme.

Westfield Academy Careers: Providing an exceptional provision securing the Gatsby Benchmarks for all students (2026-27)

At Westfield Academy, we are committed to providing the highest quality information, advice, guidance and inspiring opportunities to all students in order to ensure they are fully supported and empowered to shape their future careers. As part of this, we are proud to be able to meet the national Gatsby careers benchmarks and this document outlines our whole-school provision. Our careers programme sits within our Personal Development Curriculum.

Gatsby Benchmarks		
Benchmark 1: A stable careers programme	Every school should have an embedded programme of careers education and guidance that is known and understood by pupils, parents and carers, staff, governors, employers and other agencies.	Westfield Academy is committed to securing the best possible opportunities for all students to be informed and empowered to shape their own career pathways. This provision is underpinned by a strong careers team including the Senior leader responsible for careers and the Careers Lead Coordinator. The work of the team is supported by the Heads of Learning and the schools dedicated Careers Governor Vj Assani. The programme is evaluated through feedback from students through the future skills questionnaire on Compass+. Evaluative feedback is also gathered from key stakeholders including parents, Academy Staff and employers.
Benchmark 2: Learning from careers and labour market information	All pupils, parents and carers, teachers and staff who support pupils should have access to good-quality, up-to-date information about future pathways, study options, and labour market opportunities. Young people with special educational needs and disabilities (SEND) and their parents and carers may require different or additional information. All pupils will need the support of an informed adviser to make the best use of available information.	All students are provided with a dedicated careers opportunity at least once per year. Through meeting representatives from colleges, universities, apprenticeship providers and employers, students build their knowledge of the careers and labour market. Students are encouraged to carry out their own research on career pathways and this is recorded through Unifrog, the school's careers platform. Sessions in PSHE and in the form time programme are designed to support students to learn about careers and labour market information. In Sixth form, students are provided with up to date opportunities in the local area and virtual opportunities.
Benchmark 3: Addressing the needs of each student	Pupils have different careers guidance needs at different stages. Careers programmes should help pupils navigate their concerns about any barriers to career progression. In addition, opportunities should be tailored to the needs of each pupil, including any additional needs of vulnerable and disadvantaged pupils, young people with SEND and those who are absent.	Through 1-2-1 guidance interviews with students (once a year in year 11 and a further opportunity in year 12 and 13) and with the support of outside agencies we ensure that students have access to impartial information, advice and guidance. This is provided through access to the library where there are resources aimed at careers both generally and also more specifically linked to subject areas. In addition to the range of careers events listed for all students, we provide specific support and events for targeted groups. Students with SEND are supported through the SEND department in guidance and support meetings and also further supported through additional personal guidance sessions. All students have access to Unifrog which records their engagement with the school's career programme and all careers research they have undertaken. The UCAS personal statement and subject reference process is also conducted through this platform, leading to clear integration of information sources and personalised planning for future destinations.
Benchmark 4: Linking careers	As part of the school's programme of careers education all teachers should link curriculum learning with careers. Subject teachers	We are committed to providing students with opportunities to develop their knowledge of careers through the school's curriculum. This is embedded within all subjects.

learning to the wider curriculum	should highlight the progression routes for their subject and the relevance of the knowledge and skills developed in their subject for a wide range of career pathways.	In addition, across the school, there are displays in curriculum areas to promote relevant careers.
Benchmark 5: Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment opportunities, including visiting speakers, mentoring and enterprise schemes, and could include pupils' own part-time employment where it exists.	Each year group has high quality opportunities to engage with employers.
Benchmark 6: Experience of workplaces	Every pupil should have first-hand experiences of workplaces to help their exploration of career opportunities and expand their networks.	Direct experience of the workplace is carried out in Year 8, Year 10 and Year 12.
Benchmark 7: Encounters with further and higher education providers	All pupils should understand the full range of learning opportunities that are available to them, including academic, technical and vocational routes. This should incorporate learning in schools, colleges, independent training providers (ITPs), universities and in the workplace.	We provide students with a range of opportunities to meet further and higher education providers. Students attend the Westfield Academy Career Fair and also attend local career fairs which gives them the opportunity to discuss their post 16 and post 18 options. University visits are attended in year 9 and 12. Students in Year 12 also attend the UK University and Apprenticeship Search Event annually.
Benchmark 8: Personal guidance	Every pupil should have opportunities for guidance meetings with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These meetings should be available for all pupils whenever significant study or career choices are being made. They should be expected for all pupils but should be scheduled to meet their individual needs. The careers leader should work closely with the careers adviser, SEND coordinator (SENDCO) and other key staff to ensure personal guidance is effective and embedded in the careers programme.	All students from Year 11 onwards, have the opportunity to receive 1-2-1 guidance from an independent career advisor. Students at risk of becoming NEET will have further opportunities to discuss their options and identify next steps. The Unifrog platform supports students to independently research their own career pathway and to stay informed of current developments and opportunities. Students also are able to attend live webinars through Unifrog on a variety of career topics.

Careers Plan 2026-2027 with links to the CDI framework and Gatsby Benchmarks

	Event	What	When	Links to the CDI framework 2021	Links to the Gatsby Benchmarks
7	PSHE Lessons	Lesson focus: 'What skills are employers looking for'	Autumn Term	Grow throughout life Manage Career	2
	Form time programme	Students have the opportunity to explore different careers options through the Unifrog platform. Focusing on dreams and goals.	All year	Grow throughout life Explore possibilities	2, 3, 4
	Careers Week Activities	Students take part in a range of activities aimed to aspire students and to develop their knowledge of the range of careers available to them.	Spring Term	Grow throughout life Explore possibilities See the big picture	2, 3, 4, 5
	National apprenticeship week assembly	Assembly promoting the apprenticeship pathway.	Spring Term	Explore possibilities Manage Career	7
	Power of Events	Assembly by 'The power of events' highlighting the range of careers in the events industry.	Autumn Term	Explore possibilities Create opportunities	5
	Army Presentation	Opportunities within the Army including apprenticeships and further training opportunities.	Spring Term	Grow throughout life Explore possibilities	3, 5

	Event	What	When	Links to the CDI framework 2021	Links to the Gatsby Benchmarks
8	PSHE Lessons	Lesson focus: 'What skills are employers looking for'	Autumn Term	Grow throughout life Manage Career	2
	Form time programme	Students have the opportunity to explore different careers options through the Unifrog platform. Focusing on career pathways.	All year	Grow throughout life Explore possibilities	2, 3, 4
	Whole school careers fair	Students visit the whole school careers fair and engage with employers, HE providers, FE providers, apprenticeship providers.	Summer Term	Explore possibilities Create opportunities	2, 3, 4, 5, 7
	Careers Week Activities	Students take part in a range of activities aimed to inspire students and to develop their knowledge of the range of careers available to them.	Spring Term	Grow throughout life Explore possibilities See the big picture	2,3,4,5
	National apprenticeship week assembly	Assembly promoting the apprenticeship pathway.	Spring Term	Explore possibilities Manage Career	7
	Power of Events	Assembly by 'The power of events' highlighting the range of careers in the events industry.	Autumn Term	Explore possibilities Create opportunities	5
	Careers in English	Careers in the publishing industry speaker session.	Autumn Term	Explore possibilities Create opportunities	2, 4, 5
	ITP presentation	Presentation from Kate at Isales a local Independent Training Provider	Spring Term	Explore possibilities Manage Career	2, 3, 5
	NHS Presentation	Presentation from the NHS outlining different training opportunities	Summer Term	Grow throughout life Explore possibilities	3, 5

	Event	What	When	Links to the CDI framework 2021	Links to the Gatsby Benchmarks
9	Form time programme	Students have the opportunity to explore different careers options through the Unifrog platform. Focusing on career pathways.	All year	Grow throughout life Explore possibilities	2, 3, 4
	Whole school careers fair	Students visit the whole school careers fair and engage with employers, HE providers, FE providers, apprenticeship providers.	Summer Term	Explore possibilities Create opportunities	2, 3, 4, 5, 7
	Careers Week Activities	Students take part in a range of activities aimed to aspire students and to develop their knowledge of the range of careers available to them.	Spring Term	Grow throughout life Explore possibilities See the big picture	2, 3, 4, 5
	National apprenticeship week assembly	Assembly promoting the apprenticeship pathway.	Spring Term	Explore possibilities Manage Career	7
	Power of Events	Assembly by 'The power of events' highlighting the range of careers in the events industry.	Autumn Term	Explore possibilities Create opportunities	5
	Visit to Bedfordshire University	Visit the University of Bedfordshire to see what it is like to be a student studying at University.	Spring Term	Explore possibilities Create opportunities	4, 7
	Careers in Maths	Lesson focussing on the range of careers available to students that link to Maths.	Spring Term	Explore possibilities Create opportunities	4
	Army Presentation	Opportunities within the Army including apprenticeships and further training opportunities.	Autumn Term	Grow throughout life Explore possibilities	3, 5
	NHS Presentation	Presentation from the NHS outlining different training opportunities	Summer Term	Grow throughout life Explore possibilities	3, 5
	Oaklands Presentation	Presentation from representative at Oaklands college outlining opportunities available	Spring Term	Grow throughout life Explore possibilities	3, 7

	Event	What	When	Links to the CDI framework 2021	Links to the Gatsby Benchmarks
10	PSHE Lessons	Lesson focus: 'Applying for work'	Autumn Term	Explore possibilities	2, 3
		Lesson focus: 'Preparing for WEX'			2, 3
	Form time programme	Students have the opportunity to explore different careers options through the Unifrog platform. Focusing on career pathways.	All year	Grow throughout life Explore possibilities	2, 3, 4
	Whole school careers fair	Students visit the whole school careers fair and engage with employers, HE providers, FE providers, apprenticeship providers.	Summer Term	Explore possibilities Create opportunities	2, 3, 4, 5, 7
	Careers Week Activities	Students take part in a range of activities aimed to aspire students and to develop their knowledge of the range of careers available to them.	Spring Term	Grow throughout life Explore possibilities See the big picture	2, 3, 4, 5
	National apprenticeship week assembly	Assembly promoting the apprenticeship pathway.	Spring Term	Explore possibilities Manage Career	7
	Power of Events	Assembly by 'The power of events' highlighting the range of careers in the events industry.	Autumn Term	Explore possibilities Create opportunities	5
	Work Experience	Students attend a work experience placement for 5 days	Summer Term	Explore possibilities Create opportunities Balance life and work	2, 3, 5, 6
	Careers in STEM	Lesson focussing on the range of careers available to students that link to STEM.		Explore possibilities Create opportunities	2, 4, 5
	ITP presentation	Presentation from Kate at Isales a local Independent Training Provider	Spring Term	Explore possibilities Manage Career	2, 3, 5
	NHS Presentation	Presentation from the NHS outlining different training opportunities	Summer Term	Grow throughout life Explore possibilities	3, 5

	Event	What	When	Links to the CDI framework 2021	Links to the Gatsby Benchmarks
1 1	PSHE Lessons	Lesson focus: 'Job stereotypes'	Autumn Term	Grow throughout life	2, 3, 4
		Lesson focus: 'Changing job market'	Autumn Term	See the big picture	2, 3
	Form time programme	Students have the opportunity to explore different careers options through the Unifrog platform. Focusing on career pathways.	All year	Grow throughout life Explore possibilities	2, 3, 4
	Whole school careers fair	Students visit the whole school careers fair and engage with employers, HE providers, FE providers, apprenticeship providers.	Summer Term	Explore possibilities Create opportunities	2, 3, 4, 5, 7
	Careers Week Activities	Students take part in a range of activities aimed to inspire students and to develop their knowledge of the range of careers available to them.	Spring Term	Grow throughout life Explore possibilities See the big picture	2, 3, 4, 5
	National apprenticeship week assembly	Assembly promoting the apprenticeship pathway.	Spring Term	Explore possibilities Manage Career	7
	Power of Events	Assembly by 'The power of events' highlighting the range of careers in the events industry.	Autumn Term	Explore possibilities Create opportunities	5
	Unifrog virtual university fair	Virtual fair where students heard about a range of topics including student finance and accommodation.	Autumn Term	Grow throughout life Explore possibilities	3, 7
	West Herts College	Presentation on what courses are available at West Herts College	Autumn Term	Explore possibilities Create opportunities	3, 4, 7
	Personal Guidance Meetings	Meeting with a Level 6 qualified careers adviser to discuss next steps	Autumn/Spring Term	Grow throughout life Explore possibilities	2, 8
	Sky Apprenticeships Talk	Talk from Lauren Christy from Sky studios. Outlined the apprenticeships available, how to apply and the benefits.	Autumn Term	Explore possibilities Create opportunities	2, 3, 4, 5

	Event	What	When	Links to the CDI framework 2021	Links to the Gatsby Benchmarks
1 2	PSHE Lessons	Lesson focus: 'Income tax and NI'	Autumn Term	See the big picture	2, 3
	Form time programme	Students have the opportunity to explore different careers options through the Unifrog platform. Focusing on career pathways.	All year	Grow throughout life Explore possibilities	2, 3, 4
	Sixth Form Aspiration Evening	Presentation to students and parents on the range of post 18 options including apprenticeships and university.	Autumn Term	Grow throughout life	3, 7
	Whole school careers fair	Students visit the whole school careers fair and engage with employers, HE providers, FE providers, apprenticeship providers.	Summer Term	Explore possibilities Create opportunities	2, 3, 4, 5, 7
	Careers Week Activities	Students take part in a range of activities aimed to aspire students and to develop their knowledge of the range of careers available to them.	Spring Term	Grow throughout life Explore possibilities See the big picture	2,3,4,5
	National apprenticeship week assembly	Assembly promoting the apprenticeship pathway.	Spring Term	Explore possibilities Manage Career	7
	Power of Events	Assembly by 'The power of events' highlighting the range of careers in the events industry.	Autumn Term	Explore possibilities Create opportunities	5
	Paris Warr	Alumni talk by Paris Warr about her career in HR and recruitment	Autumn Term	Create opportunities	2, 4, 5
	Unifrog virtual university fair	Virtual fair where students heard about a range of topics including student finance and accommodation.	Autumn Term	Grow throughout life Explore possibilities	3, 7
	UK university and apprenticeship search event	Students attended the fair at Tottenham Hotspur stadium and spoke to a range of employers, apprenticeship providers and apprentices	Autumn Term	Explore opportunities Create opportunities	2, 3, 5, 7
	Careers in Law	Camilla Haggith presented to the Law society about her career in Law and the opportunities available to students	Autumn Term	Explore opportunities Create opportunities	2, 3, 5
	Personal Guidance Meetings	Meeting with a Level 6 qualified careers adviser to discuss next steps	Autumn/Spring Term	Grow throughout life Explore possibilities	2, 8
	Visit to University of Hertfordshire	Attend the University of Hertfordshire open day event	Summer Term	Explore possibilities Create opportunities	4, 7
	Sky Apprenticeships Talk	Talk from Lauren Christy from Sky studios. Outlined the apprenticeships available, how to apply and the benefits.	Autumn Term	Explore possibilities Create opportunities	2, 3, 4, 5

	Event	What	When	Links to the CDI framework 2021	Links to the Gatsby Benchmarks
1 3	Form time programme	Students have the opportunity to explore different careers options through the Unifrog platform. Focusing on career pathways.	All year	Grow throughout life Explore possibilities	2, 3, 4
	Sixth Form Aspiration Evening	Presentation to students and parents on the range of post 18 options including apprenticeships and university.	Autumn Term	Grow throughout life	3, 7
	Whole school careers fair	Students visit the whole school careers fair and engage with employers, HE providers, FE providers, apprenticeship providers.	Summer Term	Explore possibilities Create opportunities	2, 3, 4, 5, 7
	Careers Week Activities	Students take part in a range of activities aimed to inspire students and to develop their knowledge of the range of careers available to them.	Spring Term	Grow throughout life Explore possibilities See the big picture	2, 3, 4, 5
	National apprenticeship week assembly	Assembly promoting the apprenticeship pathway.	Spring Term	Explore possibilities Manage Career	7
	Power of Events	Assembly by 'The power of events' highlighting the range of careers in the events industry.	Autumn Term	Explore possibilities Create opportunities	5
	Personal Statement Support	1-2-1 personal statement support with Alison Moore from University of Hertfordshire.	Autumn Term	Grow throughout life Explore possibilities	2, 8
	Unifrog virtual university fair	Virtual fair where students heard about a range of topics including student finance and accommodation.	Autumn Term	Grow throughout life Explore possibilities	3, 7
	UK university and apprenticeship search event	Students attended the fair at Tottenham Hotspur stadium and spoke to a range of employers, apprenticeship providers and apprentices	Autumn Term	Explore opportunities Create opportunities	2, 3, 5, 7
	Careers in Law	Camilla Haggith presented to the Law society about her career in Law and the opportunities available to students	Autumn Term	Explore opportunities Create opportunities	2, 3, 5
	HE provider presentation	Presentation from HE provider explaining the opportunities at their university (Brunel)	Autumn Term	Explore opportunities Create opportunities	3, 7
	Diverse Futures Assembly	Outlining career and training opportunities	Autumn Term	Explore opportunities Create opportunities	2, 3, 5

Westfield Academy: Provider Access Policy Statement

Rationale

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

Westfield Academy is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. This complies with the school's legal obligations under section 42B of the Education Act 1997. Westfield Academy is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Westfield Academy endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

Westfield Academy policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Student Entitlement

Westfield Academy fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. Students will encounter a minimum of two encounters during the 'first key phase' (year 8 to 9), two encounters in 'second key phase' (year 10 to 11) and a further two encounters in the 'third key phase' (year 12 to 13). This will be through a range of delivery including but not limited to assemblies, work visits, employer encounters and workshops.

We are committed to providing meaningful encounters to all students. One encounter is defined as one meeting/session between students and one provider. Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students. Virtual

encounters can be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Development

This policy has been developed and is reviewed annually by the Careers Lead Coordinator and Line Manager based on current good practice guidelines by the Department for Education.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Westfield Academy is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to Careers Lead Coordinator. Simon David may be contacted by telephone or email, srd@westfield.academy, Tel 01923 231560.

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that The Westfield Academy is arranging.

Access to students may be granted/refused based on but not exclusively to the following reasons:

- The needs of the students
- The availability of curriculum time
- Timing of request in line with school calendar
- Timing of the school day
- Nature of the request
- Number of requests received and suitability for our students
- Quality of previous interactions with our students

All decisions on granting access to providers will be made by the Deputy Head in charge of Personal Development.

Details of premises or facilities to be provided to a person who is given access

Westfield Academy will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager.

Complaints Procedure

Any complaints about this policy should be raised to HR, email: hr@westfield.academy

Monitoring review and evaluation

The Policy is monitored and evaluated annually via the Senior Leadership Team and Careers Lead.

Policy Coordinator: Chris Chalk

Policy Reviewed: September 2026

Appendix PAL – Encounters that satisfy the provider access legislation. These make up a part of our careers programme.

The school offers the six provider encounters required by law (marked in bold text and a number of additional events. These events will vary slightly each year.

	Ongoing	Autumn Term	Spring Term	Summer Term
Year 7	- Assemblies - Tutor Group opportunities - Small group Experiences of the workplace - Visiting speaker talks - Form Time Career Lessons (6 lesson programme) - Careers Google Classroom (Sixth form students only) - Careers based societies (Sixth form Students only)	Employer encounter 'Power of events'		
Year 8			'Share your story' Learning about Apprenticeships from Apprentices (Bowmer & Kirkland)	Take your Child to Work Day Career Fair @ Westfield Academy
Year 9			GCSE Options Process Presentation from University of Hertfordshire 'Share your story' Learning about Apprenticeships from Apprentices (British Airways)	Career Fair @ Westfield Academy
Year 10			'Share your story' Learning about Apprenticeships from Apprentices (Costain)	Solveway Apprenticeship ITP Presentation Presentation from West Herts College Career Fair @ Westfield Academy

Year 11		‘Share your story’ Learning about Apprenticeships from Apprentices (Sky)	A Level Options Process	Work Experience Week
Year 12		Ask Apprenticeship Presentation ‘What is a degree Apprenticeship’ ‘Share your story’ Learning about Apprenticeships from Apprentices (Sky)		Trip to University of Hertfordshire Parent Information Evening: What are degree apprenticeships? Career Fair @ Westfield Academy
Year 13		Ask Apprenticeship Presentation ‘What is a degree Apprenticeship’ UCAS process	‘Share your story’ Learning about Apprenticeships from Apprentices (Costain)	