

Kingsbrook School

'A unique service for unique young people'

Careers Procedure

Kingsbrook School

Southburgh
Thetford
Norfolk IP25 7TJ

31st August 2025
Review 30th August 2026

Intent:

The information set out in this Careers procedure describes each student's entitlement at Kingsbrook School which is regularly updated to reflect and keep abreast of changing trends. The aim set is to ensure all students in secondary school receive a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.

Careers Education and Guidance at Kingsbrook School is seen as an entitlement for all students. This is embedded within the PSHE and Citizenship curriculum and standalone careers and education information guidance lessons. Every student will receive high-quality career guidance to make informed decisions about their future. Each student in years 10 and 11 will receive Individual Advice and Guidance from an Independent CIAG provided by Beacon East. All students will follow a combination of ASDAN Employability/Work Skills/Vocational Preparation programmes or award.

As per the provider access legislation (PAL) Kingsbrook School will provide at least six encounters for all students throughout Years 8-13. The encounters must include the following:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers.
- Information about the careers to which those technical education qualifications or apprenticeships might lead.
- A description of what learning or training with the provider is like.
- Responses to questions from the students about the provider or approved technical education qualifications and apprenticeships.

The encounters across the year groups will be as follows:

- Two encounters for students during the first key phase (Year 8 and 9) that are mandatory for all students to attend, to take place any time during Year 8 or between the 1st of September and the 28th of February during Year 9.
- Two encounters for students during the second key phase (Year 10 and 11) that are mandatory for all students to attend, to take place any time during Year 10 or between the 1st of September and the 28th of February during Year 11.
- Two encounters for students during the third key phase (Year 12 and 13) that are mandatory for all students to attend, to take place any time during Year 12 or between the 1st of September and the 28th of February during Year 13.

To ensure the student's encounters are of high quality and are meaningful; the PAL legislation stipulates a set of minimum information that as a school we ask the provider to give students during each encounter. Please refer to appendix 1.

Kingsbrook School's Careers Lead: Rute Ferreira

The role of the Careers Lead within Kingsbrook School is vital to ensure we are providing each student with a high-quality provision. The Careers Lead is responsible for maintaining the careers areas where up to date information, college prospectuses, further education opportunities and career information is kept.

The Careers Lead works alongside the CIAG and supports students with their CIAG visits.

The Careers Lead measures the quality of our Careers provision through the Gatsby Benchmarks and addresses any areas for further development. **The Careers Lead will identify training needs across the staff team upon the implementation of the Careers programme and address gaps in knowledge or misconceptions.**

The Careers Lead is responsible for supporting students to make college applications for the next phase of their education journey and will work effectively with named colleges to provide a transition plan for the student to support a successful transition from Kingsbrook School to college.

Implementation:

	Curriculum Content		
Term	Autumn	Spring	Summer
Year 7	Understanding businesses and business terminology.	Finance and Business.	Understanding shares, profits and losses.
Year 8	Enterprise and the evaluation of a successful business.	The role of the CIAG and the recruitment process.	Understanding a CV and career portfolios. Research Further Education Opportunities.
Year 9	Apprenticeships and workplace learning. Preparing for an interview.	The job market and job advertisements. Exploring work experience opportunities and vocational taster courses.	Study of a local business and enterprise challenge. Understanding setting up your own business and being self-employed.
Year 10	Career Self-Development	Career Exploration.	Career Management
Year 11	Considering Further/Higher Education	Considering Apprenticeships.	Preparing for the Workplace.

The Careers Curriculum will provide:

- An awareness of the range of career opportunities that are available. As well as studies of jobs and job families.
- Students with the opportunity to explore continuing academic and vocational education, and in training.
- Students will also gain an understanding of local industry, and the patterns of work in the local area and the area in which they live.
- An understanding of the job market and how to apply for jobs to include CV and portfolio writing and how to conduct yourself in a job interview.
- An understanding of the financial aspects of a business and the difference between being employed and self-employed.

Further Career Provision:

Self-awareness combined with opportunity awareness should help students make sensible choices about their transition post 16.

- A pathway plan will be created as part of each student's EHCP review process to support and guide students through the next stage of their education, looking to appropriate educational and training based upon their aspirational career.
- Careers advice and transition plans will be created to ensure that all parties involved (parent/carers/local authority) to include are aware of the career plans and educational/training pathways that are in place.
- External and independent careers guidance and support is sourced for all students alongside internal support in developing a greater understanding into career and education pathways. This will be delivered in a number of ways, which include but are not limited to:
 - Pathway Plan meetings.
 - 1:1 meeting to explore career and further education pathways.
 - Visits to local businesses and colleges.
 - Planned curriculum delivery.

The Role of the Independent Careers Advice and Guidance Advisor:

Every student is offered independent careers advice and guidance from Kingsbrook School's CIAG. This service is provided by Beacon East. Visit for Years 10 and 11 will equate to six times per academic year and will meet students on a 1-1 basis, with Kingsbrook staff supporting if it is in the students' best interests to do so. An action plan will be created by the CIAG providing the required steps and suitable courses to enable each student to achieve their chosen course and/or career path.

Work Experience Opportunities:

Where available and suitable to the needs of the student, appropriate work experience is available to Year 10 and Year 11 students. A range of potential placements discussed with students and an agreed placement is implemented.

Work experience is valued by the school because it introduces students to the disciplines and expectations of the workplace, and it provides an insight into how companies are organised and how they operate.

Vocational College Courses:

Where available and suitable, Year 10 and 11 students can access local colleges to attend college courses. Due to the variety and distance of counties that our students come from, as much is done to facilitate this within the school's local colleges but courses more local to the student are also sourced.

Those students who attend vocational college courses can access:

- Short term taster courses.
- Courses to accredited level.

Impact:

Throughout the Careers curriculum, progress will be tracked through the learning modules and 'I Can' statements via the weekly learning targets process as per Kingsbrook School's marking procedure. Each student in Years 7 and 11 will be set a weekly careers learning target.

By the end of Year 11 the Careers Curriculum will have developed within students an understanding of:

- Businesses and business terminology.
- The financial aspects of owning a business to include shares.
- The variety of jobs and array of job families within the employment industry.
- The recruitment process.
- Further education opportunities.
- The contrast between being employed and self-employed.
- Preparing for the workplace.

By the end of Year 11, students will have a secure knowledge in the above areas thus enabling students to leave Kingsbrook School with a clear plan as to further education options that are aligned to their aspirational career. Students will enter further education and the workplace with confidence, skills and knowledge to be able to apply, competently interview and present themselves to a future employer and to be able to maintain their position at both their chosen college course and their career.

Career Provision Post 16:

In years 12 and 13 students will follow the ASDAN Towards Independence Programme that offers opportunities to develop a student's skills for working life.

Students will be offered work experience opportunities and such as year 11's they will work with Kingsbrook School's Careers Lead to apply for college courses and will be supported with transition visits to their new education placement post Kingsbrook School.

Year 12 and 13 students will also receive six CIAG visits per academic year.