



Careers Provider Access Policy

22.1.2020

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Review Date	January 2021



St. Paul's Academy
Careers Provider Access Policy
January 2020

Provider Access Policy Statement

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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access;
- The grounds for granting and refusing requests for access;
- Details of premises or facilities to be provided to a person who is given access.

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in Years 7 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the Education Act 1997.

This policy statement shows how our school complies with these requirements.

3. Student entitlement

All students in Years 7 to 11 St. Paul's Academy are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point;
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships;
- Understand how to make applications for the full range of academic and technical courses.

4. Management of provider access requests:

A provider wishing to request access should contact the **Inclusion team**

Telephone: 020 8311 3868 ext 123

Email: office@stpauls.greenwich.sch.uk

Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

Year 7

Assembly slots related to careers, may include speakers from Post 16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers

Year 8

Assembly slots related to careers, may include speakers from Post 16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers

Year 9

Assembly slots related to careers, may include speakers from Post 16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers

Year 10

Year 10 Parents Evening, may include visitors from Post 16 Education/Apprenticeship Providers

Assembly slots related to careers, may include speakers from Post 16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers

Students to participate in a formal one to one mock interview through e.g. the Barclay Lifeskills - Employment and Skills Day or the Flying Start Mock Interviews, may include visits from Employers/Apprenticeship Providers

Year 11

Group Sessions led by a Careers Adviser on Apprenticeships for those who are seriously considering this as an option, may include visits from Apprenticeship Providers

Year 11 Parents Evening, may include visits from Post 16 Education/Apprenticeship Providers

Assembly slots related to careers, may include speakers from Post 16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers

Event TBC - Aimed at all year groups - The Careers Team is hoping for the academic year 2020/2021 to organise their own Careers Fair at SPA, one day in the autumn term on offer to all year groups 7 – 11. May include visitors from Post 16 Education/Higher Education/Apprenticeship Providers/Employers

Please speak to our Careers Team / Inclusion Team to identify the most suitable opportunity for you.

Granting and refusing access

The school will facilitate any reasonable request for external providers to speak to students. The school reserves the right to refuse access to a provider if there is an issue surrounding safeguarding, or is deemed to be unreasonable.

Safeguarding

Our Safeguarding & Child Protection Policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. You will be given a leaflet outlining expectations of visitors on arrival at the school. Copies of the safeguarding policy can be found on our website.

Access arrangements

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Resource area, which is part of the school library.

5. Links to other policies

This policy is in line with the school's policies on CEIAG and safeguarding.

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by the careers team, which is line managed by Áine Allen, Assistant Principal, Inclusion.

This policy will be reviewed annually.