



CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE PROVIDER ACCESS POLICY

2020-2021

VERSION AND DATE		ACTIONS/NOTES
1.0	January 2019	Policy updated
2.0	September 2019	Policy updated
3.0	May 2020	Policy Reviewed and Updated
Reviewed:		May 2020
Review Frequency:		Annually
Next Review		May2021
Signature of Headteacher:		Signature of Chair of Local Governing Body:
		

Contents

1.	Introduction	3
2.	Pupil Entitlement	3
3.	Management of Provider Access Requests	3
4.	Opportunities for Access	3
5.	Policy Review	5

1. 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 and the Baker Clause amendment to the Technical and Further Education Act 2017.

2. PUPIL ENTITLEMENT

All pupils in years 8-11 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, group discussions, sessions within lessons and external visits
- to understand how to make applications for the full range of academic and technical courses.

3. MANAGEMENT OF PROVIDER ACCESS REQUESTS

Procedure

A provider wishing to request access should contact:

Name: S. Whittington (Assistant Headteacher/ Careers Lead) or V. Ford (Careers Advisor)

Telephone: 0161 972 2988 *3049

Email: careers@deantrustardwick.co.uk

4. 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:

Year Group	Term 1 (Autumn)	Term 2 (Spring)	Term 3 (Summer)
7	CEIAG lessons delivered through the year. Lunchtime employer talks	CEIAG lessons delivered through the year. Careers Week activities Lunchtime employer talks	CEIAG lessons delivered through the year. Lunchtime employer talks

8	<p>CEIAG lessons delivered through the year.</p> <p>Lunchtime employer talks</p> <p>Workplace visits</p>	<p>CEIAG lessons delivered through the year.</p> <p>Careers Week activities</p> <p>Lunchtime employer talks</p> <p>Workplace Visits</p>	<p>CEIAG lessons delivered through the year.</p> <p>Lunchtime employer talks</p>
9	<p>Assemblies on themes of decision making and future planning</p> <p>CEIAG lessons delivered through the year.</p> <p>Meet an employer lunches/breakfasts</p>	<p>Options Evening and Assemblies: Event for providers of post-16 education, apprenticeships and training</p> <p>CEIAG lessons delivered through the year.</p> <p>Careers Week activities</p> <p>Meet an employer lunches/breakfasts</p>	<p>Careers advisor 1-1 meetings</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>CEIAG lessons delivered through the year.</p> <p>Meet an employer lunches/breakfasts</p>
10	<p>Year 10 GCSE Welcome Evening</p> <p>Parents Evening: Event for providers of post 16 education, apprenticeships and training.</p> <p>Post-16 focussed assemblies</p> <p>External visits to employer events</p> <p>Careers advisor 1-1 meetings</p> <p>CEIAG lessons delivered through the year.</p> <p>Meet an employer lunches/breakfasts</p>	<p>Post- mock exam re-focus and goal setting day.</p> <p>Apprenticeships and Training Providers Event</p> <p>Mock Interview Day</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Careers advisor 1-1 meetings</p> <p>CEIAG lessons delivered through the year.</p> <p>Meet an employer lunches/breakfasts</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Sixth Form and College A-Level/ Vocational taster days</p> <p>Careers advisor 1-1 meetings</p> <p>CEIAG lessons delivered through the year.</p> <p>Meet an employer lunches/breakfasts</p>

11	<p>Year 11 GCSE Welcome Evening</p> <p>Higher Education Information Assemblies</p> <p>Application Drop-ins</p> <p>Follow up Careers advisor 1-1 meetings as required</p> <p>Meet an employer lunches/breakfasts</p>	<p>Form Time programme: Preparing for transition</p> <p>Apprenticeships and Training Providers Event</p> <p>Application Drop ins</p> <p>Follow up Careers advisor 1-1 meetings as required</p> <p>Meet an employer lunches/breakfasts</p>	<p>Follow up Careers advisor 1-1 meetings as required</p> <p>Results' Day</p>
-----------	---	---	---

5. POLICY REVIEW

The policy will be reviewed on an annual basis. If new guidance becomes available it may be necessary to review this policy at an earlier date.