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Owner	CfBT Schools Trust	Next review due	January 2019
Issued	March 2018		

This policy applies to the whole of CfBT Schools Trust (CST), including all schools.

Introduction

The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

The independent careers guidance provided:

- Should be presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Should include information on the range of education or training options, including apprenticeships and technical education routes.
- Should be guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

This policy statement is based on the exemplar provided in *Careers guidance and access for education and training providers statutory guidance for governing bodies, school leaders and school staff*. DfE January 2018.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf

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.

This policy statement must be posted on the school website.

St Marks Church of England Academy: Provider access policy

Pupil entitlement

All pupils in years 8-13 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 and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Provider access requests procedure

A provider wishing to request access should contact:

Laurence Hampton, Vice Principal, 0208 648 6627, lhampton@stmarksacademy.org.uk

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. This will be integrated into a wider careers plan or strategy for the school.

Year group	CEIAG enrichment day	Coaching time	Other activities
7	Moonbase challenge – employability skills workshop	Employability skills, KUDOS online careers software.	
8	Options taster day. Visit to a university.	Employability skills, KUDOS online careers software.	
9	Visit to a university. Enterprise challenge	Employability skills, KUDOS online careers software.	
10	Work experience preparation day. (CV workshop, letter writing, practices phone calls, industry research)	Work experience applications. Use of KUDOS online careers software.	One to one careers interviews.
11	College applications day. Mock interviews with employers	Monitoring of intended destinations. College applications. Use	NEET prevention scheme (mentoring). One to one careers interviews.

	Sixth Form taster day	of KUDOS online careers software.	
12	Visit to a university		Work Experience. One to one careers interview.
13	UCAS applications day.		

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Granting and refusing access to providers

The school will consider all requests and will take into consideration the following aspects of each request when granting or refusing access to students:

- notice given for the request
- the potential quality of the presentation/event/activity,
- the ability to combine the event with other similar learning opportunities to minimise impact on learning,
- the potential disruption to the learning timetable
- parental permission to attend the event
- suitability of the event for the target audience

Safeguarding

The school and Cfbt Schools Trust are committed to keeping children safe and our Safeguarding and 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, which can be found on our school website.

Complaints

Complaints from providers will be dealt with under the school's Complaints and Concerns policy.

Premises and facilities

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 at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved by Trustees: March 2018

Next review: January 2019