

# Careers Guidance - Provider Access Policy

## Ark Charter Academy

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.

### 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.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact Mrs Ollie Riches, Careers Lead, 023 9282 4204

#### 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:

- KS4 Careers Fair (early Autumn) – stalls for local colleges, universities, apprenticeship and independent training providers and employers. We particularly welcome a wide variety of employers at these events.
- Enrichment Days (Autumn, Winter and Spring terms; all students; across all subjects) – workshops and talks from colleges, universities, apprenticeship and independent training providers, employers and employees.

- STEM Weeks (Winter, Spring and Summer terms; all year groups) – opportunity for STEM ambassadors to deliver a more focussed workshop/presentation
- Careers Weeks (Autumn, Winter, Spring and Summer terms; all year groups) – assemblies, workshops and talks from colleges, universities, apprenticeship and independent training providers, employers and employees.
- Careers Module in PSHE (25-minute slot in the mornings; Y9-11) – CV writing, application forms, employability skills, finance, careers in the curriculum, real world encounters, inspirational stories.

Please speak to our Careers Lead, Mrs Ollie Riches to identify the most suitable opportunity for you.

### **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 Lead.

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 Careers Lead. The resource centre is available to all students at lunch and break times.

### **Approval and review**

Approved on 05.09.2019 by the Principal

Next review: 05.09.2020

Signed: Ms E Morey