

Careers Education, Information, Advice and Guidance

Provider Access Policy

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.

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.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11). For students in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students.

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 listed via the school website.

We are always open to suggestions, so please do contact should any suitable opportunity arise.

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

Management of provider access request Procedure

A provider wishing to request access should contact Jonathan Howard, Careers and Personal Development Coordinator, Telephone: 020 8985 5150 ext 2137 Email:

jonathanhoward@cardinalpole.co.uk

Monitoring and Evaluation

Providers are expected to comply with monitoring and evaluation procedures as outlined by the CEIAG Lead. These will typically come in the form of a short paper pre- and post-evaluation for students to complete, though this may be adapted for different provisions,

e.g. IT-based sessions may have evaluations recorded online.

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.

Policy Review

This policy will be reviewed annually. The next review of the policy will be January 2027.