



Careers Provider Access Policy and Careers Programme

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	September 2021	Craig Abbs	September 2022

Ratification

Role	Name	Signature	Date
Chair of Academy Council			
Head Teacher			

Details of Policy Updates

Date	Details

Rationale

This policy statement aims to set out Soundwell Academy's arrangements for managing the access of education and training providers to pupils 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

Statutory requirements

Academies are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

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

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our Academy complies with these requirements.

Pupil entitlement

All pupils in years 8 to 13 at Soundwell 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

Management of provider access requests

Procedure

A provider wishing to request access should contact Catherine Roberts

Email: Catherine.roberts@soundwell.learnmat.uk

Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into Soundwell Academy to speak to pupils and/or their parents/carers. We have parent/carers events, option evenings and are also able to cater for presenters in our weekly lesson timetable.

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

Granting and refusing access

When making enquires about accessing our pupils, please clearly identify or provide:

- Name of your establishment.
- Written material you will share with our pupils.

- Outline of your presentation and topics you will cover.
- The age group you would like to access.
- Copy of your organisation identification.

As per our Prevent Risk Assessment, we reserve the right to refuse access to our pupils if your opportunity and/or topics discussed contradict our school ethos or risk our pupil's wellbeing.

Safeguarding

Our safeguarding/child protection policy outlines the Academy's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Premises and facilities

In this section, you should explain:

- We have audio and visual equipment available in each classroom. Classes are approximately 9 students and we would recommend working with no more than 2 classes at a time. We can arrange a timetable of classes so you can present to your suggested age group.
- Please advise us in advance what facilities, how much time and any other requirements.

Links to other policies

For further guidance please refer to our:

- Safeguarding/child protection policy
- Curriculum policy
- Equal Opportunity Policy

Careers Programme

It is important that all pupils are fully supported and guided through the process of planning their futures. With an independent careers adviser and a programme of education, information, advice and guidance for all pupils from Years 7 -13 we believe our pupils are well prepared for their futures. All staff at Soundwell Academy play an active role in preparing them. We have a full programme of careers education that is delivered through the WoW curriculum, PHSE, special events, enrichment programmes, visits, trips and assemblies and also within subject areas and tutor time.

All pupils will:

- Develop a deeper understanding of themselves, their abilities and affinities
- Gain a greater knowledge of the range of opportunities open to them
- Take part in work related activities in and out of school
- Understand the labour market and the requirements and expectations of employers
- Learn to make decisions wisely about their future
- Be fully prepared to manage change and be fully supported through key transition periods
- Learn how to improve their own employability: how to find work, how to get work and how to progress their careers

We have a Work Experience Programme that is flexible to our pupil's needs and is arranged on an individual basis in line with each student's aspirations and abilities. We have an independent careers advisor who will meet with pupils individually to discuss aspirations, opportunities, entry requirements and help students apply for courses, jobs and apprenticeships.

All pupils can meet with their Tutors for individual advice about options, future choices, CV clinic, interview preparation, apprenticeship applications, and any other guidance they need. There is no restriction as to how many 1:1 guidance appointments they can have over their time in the school. We also welcome parent/carers to contact us for any advice or guidance they require.

Year 7

Next Step – Pupils are supported in their transition from primary school into secondary school and begin to learn more about themselves. During the year they start to understand the different types of careers, skills and qualifications needed.

Year 8

Exploring Work – Pupils explore the world of work gaining a greater understanding of employers expectations, employability skills and the labour market. Pupils will have an experience of work which will include a visit to a work place or professional visiting them in school.

Year 9

Preparation for GCSE Options – Pupils are given several lessons to prepare them for the decisions they need to make in Year 9. They learn more about how to make decisions wisely, understand more about the range and structure of their choices and are supported in this by 1:1 careers appointments. Options evening is an opportunity to discuss the courses with staff and their parents/carers.

Again, pupils will have an experience of work which will include a visit to a work place or professionals visiting them in school.

Year 10

Make it Work – Experiencing the world of work and employers' expectations is vital in moving towards employability. During Year 10 all pupils take part in a work relating learning experience working with employers from a range of sectors. The focus is on identifying and developing their employability skills. They are prepared for this with lessons during PHSE focusing on teamwork, communication and problem solving skills. They also have a follow up lesson to reflect on what they have learnt.

Again, pupils will have an experience of work which will include a visit to a work place or professionals visiting them in school. This may also an individual work experience programme in the community or within the school.

Year 11

Preparation for Progression – Pupils undergo a programme of education, information and guidance to help them make the vital decisions about their future. A series of PHSE lessons teaches them about effective decision making, explores their options and gives support in making their applications. It covers the full range of routes into their future including sixth form, FE College, apprenticeships and school leaver

programmes. This is supported by 1:1 careers interviews and a progression interview with a member of the Leadership Team.

Preparation for Employment – Over a series of PHSE lessons pupils will learn how to write an effective CV, develop the skills required for successful interview and then will have a mock interview with an employer.

College Visit: All pupils will be invited to visit local colleges and further education establishments to become familiar with the sites, courses and staff.

Again, pupils will have an experience of work which will include a visit to a work place or professionals visiting them in school. This may also be an individual work experience programme in the community or within the school.

All pupils have a leaving plan and will be supported to stay on for 6th form or gain entry into further education.

Sixth Form

Personal Statement Clinics: All pupils are given a great deal of support in writing their personal statement from staff across the school as well as the careers department. Regular and frequent personal statement clinics are held.

We continue to support pupils in preparation for employment, college visits and work experience. The careers advisor will work alongside pupils and parent/carers to identify several plans for each pupil.

Post leaving: Pupils will be supported and they are welcome to contact school for any extra support needed to continue their chosen pathway or change their direction if needed.

Monitoring of the Careers Programme Impact:

We monitor the transitions of our students and their long term successes. With this information we adapt our careers programme to ensure we are up to date with market trends in employment and further education.

We will adapt the careers programme to ensure we are following the action plan and our pupils have the highest quality career programme available to them.

Monitoring arrangements

The Academy's arrangements for managing the access of education and training providers to students is monitored by Catherine Roberts, Lead Teacher.

This policy will be reviewed by the Careers Leader annually. At every review, the policy will be approved by the Academy Councilors.