

Provider Access Policy Statement

SMESTOW ACADEMY



Review Date: April 2023
Review led by: J Roberts

1. Aims

This policy statement sets out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their options.

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

2. Statutory requirements

Schools 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.

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

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

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in Years 7 to 13 at Smestow School 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

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact S Evans, Careers Leader.

Telephone: 01902 539500

Email: postbox@smestowacademy.co.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. These are detailed in our Career Plan 2022-2023 document in the appendix of this document and published on our website. Please speak to our Careers Leader to identify the most suitable opportunity for you.

4.3 Granting and refusing access

We will always try to grant access wherever possible but may refuse based on the following criteria. Please note this list is not exhaustive and each request will be considered on a case-by-case basis.

- Nature of the request from provider
- The needs of the students
- The needs of the curriculum
- Number of requests received from provider
- Number of requests received for a particular cohort of students
- Timing of the academic day
- Availability in our calendar
- Quality of previous interactions with our students
- Failure to pass safeguarding checks
- Safety of our pupils, staff and visitors (especially in relation to the coronavirus pandemic).

4.4 Safeguarding

Our Child Safeguarding 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. [Updated-September-2022-Final-Matrix-Child-Safeguarding-PolicyV12-no-red-Smestow-Addendum56.pdf \(smestowacademy.co.uk\)](#)

4.5 Premises and facilities

Depending on the nature of the session, providers will have access to presentation rooms or classrooms with audio/visual equipment, projectors or interactive whiteboards. Organisation of these facilities will take place when you contact the Careers Leader about your proposed session. Providers can leave materials such as prospectuses for the students to read but we kindly ask that this is agreed with the Careers Leader first. Such materials will be assessed for their suitability.

5. Links to other policies

This policy links to the following school policies, all of which can be accessed at these links:

- Careers Policy:
- Child Safeguarding Policy: [Updated-September-2022-Final-Matrix-Child-Safeguarding-PolicyV12-no-red-Smestow-Addendum56.pdf \(smestowacademy.co.uk\)](#)
- Data Protection Policy: [Matrix-Data-Protection-Policy-June-2022.pdf \(matrixacademytrust.co.uk\)](#)
- Privacy Notice: Trust/Smestow link to be added

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by S Evans, Careers Leader.

This policy will be reviewed by J Roberts, Assistant Headteacher and I Chamberlain, Headteacher.

Smestow Academy Careers Plan 2022-2023

Careers Lead: Miss S Evans, 01902 539500 postbox@smestowacademy.co.uk

At Smestow Academy our aim is to provide pupils with the knowledge, skills and opportunities to become curious, well-rounded and highly employable young people. High quality careers education and guidance is crucial in achieving this. We aim to take a whole school approach to careers education with the programme delivered throughout Years 7-13. We work in partnership with a range of employers and education providers to offer an inspiring, supportive and motivational careers programme for all.

We have high aspirations for all our pupils at Smestow Academy. We aim to give every pupil the best chance at progressing onto their chosen career pathway, through an exciting range of careers events that showcase the full range of options available. We know picking a career path can be challenging so we support pupils to navigate that choice with well-informed, up-to-date and impartial advice and guidance.

We aim to provide regular and impartial information through our tutor time careers programme so pupils can make an informed choice about how to get on to their chosen career path. We want all our pupils to have the key knowledge, skills and values to enable them to thrive in employment. Our programme aims to support pupils to recognise their own strengths and interests and where possible, we offer career opportunities that are tailored to our pupils' career goals.

Below is the plan for our Careers Programme, mapped to the 8 Gatsby Benchmarks of Good Careers Guidance (<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>).

Benchmark 1: A stable careers programme

- Smestow Academy will measure and assess the impact of its own careers programme using the Gatsby Benchmarks and the Compass+ tool, as well as using our own internal tracking systems. We regularly evaluate our programme using opinions of providers, pupils, staff and parents.
- The Senior Leadership Team support the careers programme, with the Careers Leader being line managed by a member of the Senior Leadership Team to promote and champion the programme in weekly leadership meetings.
- Resources have been allocated to enhance the careers activities we can provide.
- A dedicated area of the school's website details useful and up-to-date information for use by pupils, parents and teachers.
- Our Provider Access Policy is also published on our website for the benefit of employers and educational establishments.

Benchmark 2: Learning from careers and labour market information

- Pupils will be informed of updated LMI information through their PSHE lessons, annually through assemblies and in their individual careers interviews.
- LMI is included in careers displays in school.
- Staff will be kept up-to-date in annual CPD careers sessions.
- Employers visiting the school and trips to providers help to contribute to the delivery of LMI information.
- LMI information will be disseminated to parents at key pathway evenings and through the school's website.

Benchmark 3: Addressing the needs of each pupil

- Our Careers Programme is designed to support our pupils into the career pathway of their choice. Each student will have tailored advice and support at key transition points.
- We aim to raise the aspirations of all of our pupils, encouraging them to consider a range of pathways at post 16 that will help them to access Higher Education, Higher Apprenticeships and Degree Apprenticeships at post 18.
- We challenge career stereotypes through our PSHE programmes and setting examples through our visiting employers.
- The school keeps an accurate record of all of our pupils' careers experiences and uses this to tailor and target future support. We also use Compass to help our pupils access a record of these experiences.
- A detailed database with all pupils' career aspirations allows us to carefully target our invites for careers activities but most are open to all who choose to sign up.

- Our Alumni Network is growing so that we can track the destinations of our pupils and use this to inform and evaluate our careers programme.
- Our SEND pupils receive targeted support from our Careers Adviser.

Benchmark 4: Linking curriculum learning to careers

- We aim for a whole school approach to careers where careers staff, teachers and pastoral staff help to support our pupils as they navigate their career pathways.
- Each department has a dedicated careers display.
- Subject departments are encouraged to develop links with local employers and universities and use these to create new opportunities for pupils within lessons or for educational visits to workplaces or higher education providers.
- An annual CPD session for all teaching staff will be introduced to support staff on how to deliver careers through the curriculum.
- Each year group has a series of PSHE lessons dedicated to Careers, which are tailored to the different stages of their career learning.
- We aim to provide as many opportunities as possible for pupils such as trips, speakers and activities.

Benchmark 5: Encounters with employers and employees

- We have built up a network of local employers, many of whom regularly return to support the school each year.
- All pupils attend our annual Careers Fair where they meet a range of employers.
- We aim to provide our pupils with opportunities to take part in events with employers throughout the year
- We are currently building an Alumni Network which allows us to create a variety of encounters for our pupils and enriches the delivery of our careers programme.
- Designated SEN pupils attend a special Speed Networking event with a range of employers.
- Year 10 will have a dedicated Employer Insight assembly, CV preparation sessions in RSHE and mock interviews.
- Year 11 will have mock interviews with the support of some employers.
- Sixth Form students will take part in a Networking Event with our Alumni.

Benchmark 6: Experience of workplaces

- Year 12 pupils take part in a full week of work experience.
- Year 9 pupils have the opportunity to take part in Take Your Child to Work Day.

- Any pupil who wishes to gain voluntary work is also encouraged and supported to do this in their spare time.
- Our structured placements include preparatory assemblies with our career lead to ensure that pupils get the most out of the experience.
- We value the opportunity for our pupils to not only experience the workplace through work experience but also to develop essential confidence, communication, perseverance and resilience skills when trying to source these placements.
- Year 7 and 8 pupils take on the job role of Duty Monitor for a day in school, supporting their head of house/house PA.
- Year 11 and 12 pupils are encouraged to take part in sessions with our EA from Higgs, which includes valuable voluntary work placements and scholarships.
- Pupils have many opportunities to take on leading roles within school that give them a taste of a working dynamic e.g. Prefects, School Council, Form captain

Benchmark 7: Encounters with further and higher education

- The school has built up contacts with a full range of local and national providers and uses these contacts to help inform our pupils of all of the options available to them. This is done through a range of activities both on and off site.
- All pupils attend our annual Careers Fair with a full range of options presented: universities, colleges, apprenticeships, employment, training providers, technical education providers etc.
- We have visits from universities and take every sixth form student on at least 1 university visit. Our aim is to provide a university experience for all Year groups.
- Personal development sessions and assemblies help pupils to explore all of their options.
- Parents are kept informed at Progress Evening events.
- Year 12 pupils are also encouraged to attend Open Days in the summer term and are granted authorised absences to allow for this.
- Year 11 pupils take part in contingency careers sessions to help them make their final crucial decisions. This includes advice session from the range of options ahead of them and a taster day at either the Sixth Form or a local College.
- Year 12 pupils attend higher education fairs to reach an even wider range of university and apprenticeship providers.
- Summer Schools are also advertised and encouraged amongst our Year 12 pupils.
- Pupils in Year 11 and 12 are also encouraged to take part in events with our partners, which includes a university taster experience.
- Year 9 pupils and parents are given up-to-date information as part of their Pathways Programme when selecting GCSE options. We also deliver an annual Year 9 options evening for parents.

Benchmark 8: Personal guidance

- Every pupil will have had at least one interview with our Careers Adviser by the end of Year 11. Every pupil has an Action Plan.
- Every student will have had at least one appointment with our Careers Leader in Year 13. Students receive extensive tailored UCAS and Apprenticeship application support. We plan to offer mock Interviews, including group interviews and assessment centre scenarios with our Assistant Head of Sixth Form.
- These sessions often occur much more than once and are impartial and conducted by staff.
- Every pupil has the opportunity to book a Careers Interview on request.
- Targeted careers interviews take place for those with the most need and requests from pastoral staff, tutors and teachers are also prioritised.