

# Provider Access Policy Statement

## SMESTOW ACADEMY



Written: September 2024      Review: September 2025  
Review led by: A Heilbronn

### 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 7 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: A Heilbronn (Assistant Headteacher & Careers Lead)

Telephone: 01902 539500

Email: [postbox@smestowacademy.co.uk](mailto: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 2024-2025 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: <https://matrixacademytrust.co.uk/wp-content/uploads/2023/07/Child-Safeguarding-PolicyV22.pdf>

#### **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: <https://matrixacademytrust.co.uk/wp-content/uploads/2023/07/Child-Safeguarding-PolicyV22.pdf>
- Data Protection Policy: <https://matrixacademytrust.co.uk/wp-content/uploads/2023/07/Matrix-Academy-Trust-Data-Protection-Policy.pdf>
- Privacy Notice

### **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by A Heilbronn.

This policy will be reviewed by I Chamberlain (Headteacher) and A Heilbronn (Assistant Headteacher & Careers Lead)

## **Smestow Academy Careers Plan 2024-2025**

Careers Lead: Ms A Heilbronn, 01902 539500 [postbox@smestowacademy.co.uk](mailto:postbox@smestowacademy.co.uk)

At Smestow Academy we work in partnership with a range of employers and education providers to offer a supportive and motivational careers programme for everyone. We aim to give every pupil to best chance at progressing onto their chosen career pathway, through a range of careers events that showcase the full range of options available, and by helping pupils to navigate that choice with well-informed, up-to-date and impartial advice and guidance.

We offer careers activities to meet individual needs and allow our pupils to broaden their horizons by meeting new and inspiring people who help us to bring together a careers programme that raises aspirations, challenges stereotypical thinking and promotes equality and diversity.

We take a whole school approach to careers education, with careers support being embedded into the whole school curriculum and alongside our personal development programme. The careers programme at Smestow Academy strives to transcend helping pupils to figure out what their next steps should be; it helps pupils to recognise their own strengths and interests and to continually develop the essential employability and life skills to make successful applications to their chosen pathways. Our approach and extra/super-curricular opportunities help pupils to see the value in everything they do and empowers them to thrive in the workplace.

Smestow Academy is committed to achieving wider recognition for its excellent work within careers. We want to go further than simply helping our own pupils, and are building strong partnerships with local schools to share best practice.

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**

- The careers programme is structured and updated by the Careers Leader and a designated member of the Senior Leadership Team. It is published and included on the school's website.
- The programme is evaluated with feedback from all stakeholders.
- A framework for the planning, monitoring, review and delivery of the careers programme will be reviewed annually, using the quality standard for Careers Education and Guidance.
- Smestow Academy will measure and assess the impact of its own careers programme using the Gatsby Benchmarks and the Compass+ Tracker tool, as well as using our own internal evaluations, including the opinions of providers, pupils, staff and parents/carers.
- Funding is allocated annually in the context of whole school priorities and particular needs for Careers Education, Information and Guidance.

### **Benchmark 2: Learning from careers and labour market information**

- Labour Market Information (LMI) is included in the careers programme and additional knowledge is provided by the Careers Adviser and Careers Lead.
- Parents/Carers and pupils can keep up to date with information about Labour Market Information by reading the careers section on the school website.
- The Careers Adviser provides independent careers guidance, including LMI to all Year 11 pupils and identified groups.

- LMI information will be shared with parents at all Parents' Evening events.
- LMI updates will be shared with staff annually at a CPD session.
- LMI will be shared in an engaging way with all pupils through assemblies and as part of the personal development programme
- Visiting employers and speakers will share their experience of the labour market.

### **Benchmark 3: Addressing the needs of each pupil**

- The careers programme actively seeks to challenge stereotypical thinking and to raise aspirations. The Careers Pupil Entitlement outlines these aims. This is reinforced through all careers opportunities including in careers assemblies and as part of the personal development programme.
- Smestow Academy will keep accurate records of each pupil's career experiences using our own internal systems and Compass+. This will be supported by staff recording and reviewing their activities and communicating this to the Careers Leader.
- Destinations are collated by the Careers Lead, with the support of the Careers Adviser, who reports these to the local authority.
- A developing Alumni Network helps to foster greater links with our former pupils and allows us to track their long-term destinations. It also brings about new opportunities for our pupils to gain career advice, enriching the delivery of our careers programme.
- The Careers Adviser offers guidance and support to SEND pupils, and liaises with the Careers Lead and the SENDCO where appropriate.
- The Careers Lead will track career aspirations of individual pupils from Year 7-13; this helps to provide personalised advice for pupils. The careers destination spreadsheet is updated annually. The information is also used to identify pupils for the most relevant talks/workshops/visits.
- The Careers Adviser keeps accurate records of individual careers advice, and these are shared with pupils.
- Pupils in all year groups will be given the opportunity to identify different career routes. All pupils have information from the full range of providers, including apprenticeships, universities, colleges, training providers, gap year and voluntary organisations and local employers.
- Pupils who meet widening participation criteria for university admission (including Pupil Premium) are actively encouraged and supported to take part in university access schemes, such as summer schools.
- Year 11 pupils meet with the Careers Adviser to discuss their career plans and to confirm a destination for the end of Year 11.
- Year 13 students get individual support and meetings with the Sixth Form pastoral team when applying to university or apprenticeships. These includes in depth advice and support completing and checking applications and personal statements.
- Pupils also have the opportunity to become a Careers Champion.

### **Benchmark 4: Linking curriculum learning to careers**

- Employability and enterprise skills are embedded with the curriculum and developed in all lessons. These develop skills which will encourage pupils to become more effective workers, within a wider range of careers.
- Form tutors teach the allocated careers lessons as part of the form time programme and ongoing training needs are identified for planning and delivering the careers programme, within the personal development curriculum.
- The school supports national events and we take part in National Careers Week and National Apprenticeship Week, where pupils take part in relevant activities. Learning during all lessons will have a link to careers during these weeks.
- Staff are encouraged to link learning in lessons to careers and these are mapped through medium-term plans.

### **Benchmark 5: Encounters with employers and employees**

- Pupils will be provided with opportunities of mentoring, workplace visits, work experience, work shadowing, employer talks and projects.
- Where appropriate, we will arrange visits for pupils to local businesses. This will assist pupils in making an informed decision about their future career.

- Pupils have access to a wider variety of external speakers from local and national employers, professional organisations and Alumni.
- Careers Fairs, assemblies and other events allow all pupils the chance to engage with local employers.
- Greater links with our Alumni will allow pupils to engage with a wider range of career professionals.
- We will continue to develop partnerships with local employers and apprenticeship providers.
- Smestow Academy will work closely with Careers and Enterprise Company to engage with their programmes and create new opportunities for our pupils. The school works in partnership with the Enterprise Adviser Network.

#### **Benchmark 6: Experience of workplaces**

- Year 12 students take part in a work experience placement organised by themselves (with school staff support if needed).
- Year 9 pupils have the opportunity to take part in 'Take Your Child to Work Day', where they spend a day shadowing a parent, family member or family friend at work.
- Pupils can learn about work during careers presentation and events in school given by parents, alumni, apprentices and employers.
- Where possible, trips to employers will be organised. Pupils will be targeted using the careers aspirations database or opportunities will be advertised for pupils to register.

#### **Benchmark 7: Encounters with further and higher education**

- The annual Careers Fair allows each pupil to have a meaningful encounter with learning providers, including sixth form, colleges, local employers, apprenticeship providers, training providers, voluntary schemes and gap year organisations.
- By the end of Year 13, all students will have experienced at least two visits to universities.
- Sixth Form students are encouraged to attend summer schools, open days and university workshops.
- The tutor programme and assemblies outline all of the various options available to pupils including T levels, apprenticeships, traineeships and technical qualifications.

#### **Benchmark 8: Personal guidance**

- Every pupil will receive at least one careers guidance interview by a fully qualified careers adviser, by the end of Year 11, and another in the Sixth Form.
- Pupils at Smestow Academy will be supported either as individuals or in groups. This may be face-to-face or virtually where needed.
- The Careers Adviser will provide additional targeted independent careers guidance to identified pupils in all year groups.
- The Careers Adviser will work to standards required by the CDI Code of Ethics.
- Application support for the various pathways available will be provided to all pupils who need it.
- Independent face-to-face careers guidance, where it is the most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds, looked after children or those who have special educational needs, learning difficulties or disabilities, will be provided when appropriate.
- Smestow Academy will work closely with the Local Authority through the provision of SEND support services: preparing for adulthood.
- Access to an impartial Careers Adviser is available on request to all pupils and parents/carers.
- Sixth Form students get additional guidance and support from the Careers Lead and the Sixth Form pastoral team, when applying to university or apprenticeships. These includes in depth advice and support completing and checking applications and personal statements.
- A record of Year 11 pupils' Intended Destinations is monitored by the Careers Adviser to target advice at those in most need. This information is also fed back to the Careers Lead and Senior Leadership so that future planning can be considered.

