



# Careers Provider Access Policy

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**Approved by:**

Mohammed Ummar  
Azam -Chair of  
Governors

**Reviewed by:**

Laura Webb - Governor

**Last reviewed:**

August 2023

**Next review:**

August 2024

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## 1. Aims

This policy statement aims to set 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 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

## 2. Statutory requirements

The Baker clause came into effect on the 2nd January 2018 and requires every school to publish a policy with details of:

- What providers need to do to request access
- The rules for granting and refusing access
- What providers can expect once granted access

Schools need to ensure ALL pupils can access the information provided; it is not acceptable to limit access to certain sections of cohorts e.g. only pupils with lower predicted grades to go to apprenticeship presentations. It is also expected that by 2020 pupils will have access to 1 encounter per year in years 7-13 – some to be STEM.

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in aged 12 and above (or at least 10 and a half if being educated with senior pupils) 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 5 to 11 at Excellence Girls 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

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access to students should contact Rebecca Nixon, the school's Careers Lead:

- Telephone: 01782 390807
- Email: [careers@excellencegirlsacademy.co.uk](mailto:careers@excellencegirlsacademy.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:

	Term 1	Term 2	Term 3
<b>Year 5-8</b>	Careers workshop	Careers week  Assembly and small group opportunities - employability skills	Focus on local college/s training providers
<b>Year 9</b>	Assembly and small group opportunities - future education, training and employment options	Careers week  Key Stage 4 options event for students and their parents/carers	Focus on local college/s training providers
<b>Year 10</b>	Sessions on preparing for work experience	Careers week  Networking event with providers and employers	Post-16 options event for pupils and parents/carers
<b>Year 11</b>	Assembly on post-16 options	Careers week  Sessions on post-16 interviews	Sessions on post-16 transition

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

### 4.3 Granting and refusing access

Access to students will be granted or refused at the discretion of the Headteacher.

### 4.4 Safeguarding

Our safeguarding/child protection 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.

### 4.5 Premises and facilities

The school will make the main hall and/or classrooms available for discussions between the provider and pupils, as appropriate to the activity.

The school will also make available use of computers, projectors and other AV or equipment as requested to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of the SLT.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead who will evaluate its suitability before adding it to the School's careers resource area. This careers resource area is available to all pupils at lunch and break times and before and after school.

## 5. Monitoring arrangements

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

This document will be reviewed every year but may be reviewed and updated more frequently if necessary.  
It will be reviewed by the Governing Body and approved by the Chair of Governors at every review.

## **6. Links to other policies**

This policy is linked to the following:

- Child Protection and Safeguarding Policy
- Curriculum Policy
- PSHEE Strategy