Careers Education, Information, Advice and Guidance

Policy Statement - Provider Access

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 7 to 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.

Management of provider access requests

Procedure

A provider wishing to request access should contact:

- Susan Boreham, susan.boreham@castleviewschool.co.uk
- Laura Mechem, laura.mechem@castleviewschool.co.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils or their parents or carers:

	Year 7	Year 8	Year 9	Year 10	Year 11
Autumn Term	**Personal development** • Employability skills	**Personal development** • Overview of post-16 choices. Apprenticeships, T-levels & traineeships, Level 3 courses and university. **Independent Career Talk** • Ambulance Service – Paramedics (NHS)	**Personal development** • Option choices, post-16 choices, university life. **Independent Career Talk** • Amazon Engineers (Virtual)	**Personal development** • The world of work **Workplace Visit** • Capital Group Finance (TF) **Post-16 Talks** • ASK apprenticeship	**Personal development** • Overview of post-16 choices. Apprenticeships, T-levels & traineeships, Level 3 courses and university. **Form Time Post-16 Programme** **Post-16 Talks** • ASK apprenticeship; Writtle College; USP College; Appleton school; Belfairs Academy; King John School **Career lunching time drop ins (ongoing)** • NHS; Home Office; Department for Transport
Spring Term	**Careers week activities** • TF career directory at the start of each lesson • Achievement points related to employability skills • Careers notice boards • Independent careers advice from a series of guest speakers	**Careers week activities** • TF career directory at the start of each lesson • Achievement points related to employability skills • Careers notice boards • Independent careers advice from a series of guest speakers	**Careers week activities** • TF career directory at the start of each lesson • Achievement points related to employability skills • Careers notice boards • Independent careers advice from a series of guest speakers • *Post-16 talks from colleges*	**Careers week activities** • TF career directory at the start of each lesson • Achievement points related to employability skills • Careers notice boards • Independent careers advice from a series of guest speakers • *CV skills with a focus on employability skills* **Mock Interview Day**	**Careers week activities** • TF career directory at the start of each lesson • Achievement points related to employability skills • Careers notice boards • Independent careers advice from a series of guest speakers • *Targeted Post 16 parental meeting* **Independent Career Talk** • Navy
Summer Term	**Personal development** • Step booklet level 1 • Gatsby benchmark target: 2, 3, 8 **Independent Career Talk** • TBC • Small group workshop with independent guest speaker	**Personal development** • Step booklet level 2 **Independent Career Talk** • TBC • Small group workshop with independent guest speaker	**Personal development** • Step booklet level 3 **Educational Careers Visit** • Essex University	**Personal development** Step booklet level 3 **Independent Career Talk** • Navy (Catering) **Educational Careers Visit** • Work experience	**Exam season**

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

Premises and facilities

The school will make the Celebration 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 audio visual 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 Education, Information, Advise and Guidance section of the school library. This is available to all students at lunch and break times.

Approval and review

Approved by Governors at Curriculum and Standards Committee: September 2023

Next Review: September 2024

Signed:

Headteacher

Mr. S. Durkin