



WELLSWAY  
SCHOOL

# Careers - Provider Access Policy

For review by: Assistant Principal with strategic responsibility for CEIAG

Approved by: SLT

Date of last review: December 2022

Date of next review: December 2024

## Rationale

This policy statement sets out the school's arrangements for managing the access of providers to students 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.
- Section 72 of the Education and Skills Act 2008.
- Careers strategy: making the most of everyone's skills and talents - December 2017.

## Student entitlement

All students in years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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.

For students of compulsory school age, these opportunities are mandatory and there will be a minimum of two during each of Year 7 - 9, Year 10 - 11, and Year 12 - 13.

These will be scheduled within the school day and the provider will be given adequate time to, as a minimum:

- Share information about the provider and the approved technical education qualifications or apprenticeships they offer;
- Explain the variety of careers routes their options could lead to;
- Provide a description of what learning or training with the provider is like;
- Provide an opportunity for students to meet with the providers, ask questions and gain a 'career-focussed' experience.

## Management of provider access requests

Any provider wishing to request access should contact:

Mrs Ann Millard  
Careers Co-ordinator  
[careers@wellswayschool.com](mailto:careers@wellswayschool.com)  
0117 986 4751 (extension 1296)

## 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 students and/ or their parents/ carers.

The six mandatory provider encounters required by law are highlighted in **bold**.

| Year      | Autumn Term  | Spring Term   | Summer Term   |
|-----------|--|---|---|
| <b>7</b>  | Employer visits to school  | <b>National Careers Week</b>  | Employer visits to school<br><b>Careers focus PSHE</b><br><b>CEIAG assembly</b>   |
| <b>8</b>  | Employer visits to school<br>CEIAG assembly/ workshop/<br>speaker opportunities        | Employer visits to school<br><b>National Careers Week</b><br>CEIAG assembly/ workshop/<br>speaker opportunities | Employer visits to school<br><b>Careers focus PSHE</b><br><b>CEIAG assembly/ workshop/</b><br>speaker opportunities   |
| <b>9</b>  | Employer visits to school<br>CEIAG assembly/ workshop/<br>speaker opportunities        | Employer visits to school<br><b>National Careers Week</b><br>CEIAG assembly/ workshop/<br>speaker opportunities | <b>Careers focus PSHE</b><br><b>CEIAG assembly/ workshop/</b><br>speaker opportunities  |
| <b>10</b> | Employer visits to school<br>CEIAG assembly/ workshop/<br>speaker opportunities        | Employer visits to school<br><b>National Careers Week</b><br>CEIAG assembly/ workshop/<br>speaker opportunities | Employer visits to school<br><b>Careers focus PSHE</b><br><b>CEIAG assembly /workshop/</b><br>speaker opportunities<br>Work Experience OR <b>Careers</b><br><b>Fair</b> |
| <b>11</b> | Employer visits to school<br><b>CEIAG assembly/ workshop/</b><br>speaker opportunities | Employer visits to school<br><b>National Careers Week</b><br>CEIAG assembly/ workshop/<br>speaker opportunities | Employer visits to school<br><b>CEIAG assembly/ workshop/</b><br>speaker opportunities  |
| <b>12</b> | Employer visits to school<br>CEIAG assembly/ workshop/<br>speaker opportunities        | Employer visits to school<br><b>National Careers Week</b><br>CEIAG assembly/ workshop/<br>speaker opportunities | Employer visits to school<br><b>CEIAG assembly /careers</b><br><b>focused PSHE/workshop/</b><br>speaker opportunities   |
| <b>13</b> | Employer visits to school<br>CEIAG assembly/ workshop/<br>speaker opportunities        | Employer visits to school<br><b>National Careers Week</b><br>CEIAG assembly/ workshop/<br>speaker opportunities | Employer visits to school<br>CEIAG assembly/ workshop/<br>speaker opportunities   |

Any provider wishing to identify opportunities to work with us should contact our Careers Co-ordinator as above.

## Premises and facilities

The school will make the main 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 AV and other specialist equipment to support provider presentations.

Meaningful online events are also a welcomed option.

Events will be discussed and agreed in advance of the visit, and all events will be coordinated with the Careers Co-ordinator or a member of the careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Hub, which is managed by the Careers Co-ordinator. The Careers Hub is available to all students at lunch and break times from Monday to Thursday.

## Monitoring, Evaluation and Review

The Assistant Principal (with strategic responsibility for CEIAG) monitors, evaluates and reviews this policy through analysis of practice and dialogue with stakeholders, and will present any amendments to SLT for approval no later than December 2024.