



**Careers Department
Policy
for
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 purposes 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.**

Student entitlement

Students in years 8-13 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 evenings, 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 Mrs J Dukes, Head of Careers

Telephone: **01423 818534** Email: j.dukes@staidans.co.uk

Opportunities for access

We employ three professionally qualified careers advisers who provide impartial personal careers guidance appointments. A student can request an appointment at any time by emailing: careersstaff@staidans.co.uk , parents and guardians are welcome to attend.

We also employ a business liaison manager who works with the careers department to establish links with employers and coordinates and promotes work experience opportunities. Mrs Farrar can be contacted by emailing: m.farrar@staidans.co.uk

There are a number of events, integrated into the school careers programme, which include opportunities for providers to come into school to speak to pupils and/or their parents.

Please speak to Mrs Dukes, our careers lead to identify the most suitable opportunity for you j.dukes@staidans.co.uk

The school policy on safeguarding (*see school website*) sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make Constance Green Hall, 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 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 main school reception, this will then be displayed and used in within the careers department.