



## **Careers Provider Access Policy**

### **Aims**

This policy statement aims to set out our Academy'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

### **Statutory Requirements**

Academies are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Academies 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 Academy complies with these requirements.

### **Student Entitlement**

It is part of the vision and mission of The East Manchester Academy that all students need a planned programme of activities to help them choose progression routes that are appropriate for them in order that they are able to manage their careers, sustain employability and achieve personal and economic wellbeing; thus, they are prepared for life in modern Britain. The East Manchester Academy recognises that it has a statutory duty to provide careers education and to give our students access to impartial careers information, education and guidance. It is committed to providing a planned programme of impartial careers education and information, advice and guidance for all learners in Years 7-11, in partnership with the agencies, educational establishments and employers and to providing extra support, as required, for vulnerable learners and those with additional needs.

All students in years 8 to 11 at The East Manchester Academy are entitled to:

- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- 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

- 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 Ms Cathy O'Donnell, Careers and Employability Lead. Ms O'Donnell will consult with Ms Stephanie Lonsdale, Assistant Headteacher - Student Support and Community Relations before granting access.

Telephone: 0161 230 8039

Email: [c.odonnell@temac.co.uk](mailto:c.odonnell@temac.co.uk)

## **Opportunities for Access**

A number of events, planned as part of our Personal Development programme, will offer providers an opportunity to come into the Academy to speak to students and/or their parents/carers. These include, but are not limited to;

- Careers speed networking and mock interview sessions
- Parents Evenings
- Options Evenings
- National Careers Week
- Post 16 Future Focus Evening
- College application sessions
- Apprenticeship sessions

We also have opportunities for partners to work with our students within the curriculum and opportunities for our students to visit different establishments. All students have a one-hour lesson of personal development a week and there is a careers unit as part of this for every year group. We encourage and actively seek links with external providers to complement this programme.

Ms O'Donnell, the Careers and Employability Lead, is employed by the Academy full time and all students have access to one to one personal guidance by the time they leave school. If you would like to share your information about the services and support you offer with our students, this can be distributed through our careers base and via the form time and personal development programmes.

## **Granting and Refusing Access**

Access to students will be granted during the planned events named above when arranged in advance or at other negotiated times pre-arranged with the Careers and Employability Lead and Assistant Headteacher. Access will be refused if not pre-arranged, at times that will be detrimental to learning or if safeguarding standards are not met.

## **Safeguarding**

Our safeguarding/child protection policy outlines the Academy's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

## **Premises and Facilities**

Once visits have been agreed, the Academy will work with the provider to ensure they have all the facilities required. As standard we have projectors in every room with audio facilities. We also have the opportunity to offer small rooms up to large spaces for bigger groups. Ms O'Donnell will co-ordinate the visit and resources.

We encourage providers to leave their prospectus and other career related material for the students to read. This can be delivered to reception for the attention of Ms O'Donnell and students can access these resources via the careers base. We also have various displays around the Academy promoting post 16 and 18 information, events and opportunities.

## **Links to other Policies**

- Safeguarding/child protection policy
- Careers policy
- Curriculum policy

## **Monitoring Arrangements**

The Academy's arrangements for managing the access of education and training providers to students is monitored by Ms Stephanie Lonsdale.

This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the IMB.

May 2021