



# Provider access policy statement

	<b>Version 3.0</b>
Approved by Education & Standards	Spring 2022
Approved by Governing Body	Spring 2022
Review Date	Spring 2023
Statutory/non-statutory	Statutory
Website?	Yes
Key Individual	Head of Careers /Head of Upper school

## Contents

1. Aims.....	3
2. Statutory requirements.....	3
3. Student entitlement .....	3
4. Management of provider access requests.....	3
5. Links to other policies.....	4
6. Monitoring arrangements .....	4
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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

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. As an 11 to 16 school, provision at the Archer Academy is focused on meeting the requirements of young people in years 8 to 11.

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 7 to 11 at the Archer 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 should contact the Head of Upper School Mr Richard Gillo or the **Head of Careers Mrs Sonila Brami**

Telephone: 020 8365 4011

Email: [office@thearcheracademy.org.uk](mailto:office@thearcheracademy.org.uk) marked for the attention of the lead staff indicated above.

### 4.2 Safeguarding

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students. Visitors will be provided with an information guide on arrival at the school.

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.

### **4.3 Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students and/or parents, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Assistant Headteacher or Lead Teacher for Employability/Head of Year.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school. The Head of Career /Head of Year will ensure that students have access to these materials at suitable times and upon request.

## **5. Links to other policies**

This policy links to:

- Safeguarding/child protection policy
- Curriculum policy
- Equality & Diversity Policy
- Special Educational Needs and Disability Policy
- Careers Education Policy

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Mr Gillo the Head of Upper School.

This policy will be reviewed by the Education and Standards Committee annually. At every review, the policy will be approved by the governing body and the Headteacher.

## 7. Opportunities for access

A number of events, integrated into our Careers and PSHE programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Please speak to the Head of Career Mrs Sonila Brami to identify the most suitable opportunity for you.

	Autumn term	Spring term	Summer term
<b>Year 7</b>	Life Skills – Assembly and Tutor Group opportunities	Life skills- What's your dream job? What are employability skills? Y7 Job of the week	Life Skills – Assembly and tutor group opportunities Character Traits & Skills Personal Skills & Qualities Careers and Your future
<b>Year 8</b>	Life Skills – Assembly and tutor group opportunities	Life Skills – Assembly and tutor group opportunities Year 9 Options Event	Life Skills – Assembly and tutor group opportunities
<b>Year 9</b>	Life Skills – Assembly and tutor group opportunities Parents Evening	Life Skills – Assembly and tutor group opportunities Key Stage 4 Options Event Parents Evening	Life Skills – Assembly and tutor group opportunities Careers Fair – with stalls from providers. Parents Evening
<b>Year 10</b>	Life Skills – Assembly and tutor group opportunities Parents Evening	Life Skills – Assembly and tutor group opportunities Careers Fair Workshops (Next Steps / CV Writing / Interview Skills) Work Experience – one week Parents Evening Core Subjects Evening Vocational Curriculum evening	Life Skills – Assembly and tutor group opportunities Parents Evening Higher Education taster sessions at Woodhouse College and other institutions
<b>Year 11</b>	Life Skills – Assembly and tutor group opportunities Parents Evening Post 16 Assembly – Next Steps Parents Evening	Life Skills – Assembly and tutor group opportunities Small group sessions: future education, Parents Evening -Core Subjects Evening Vocational Curriculum Evening	Life Skills – Assembly and tutor group opportunities Parents Evening



## Careers and Personal Development Programme\* 2021-2022

\*Subject to confirmation of dates

	Half Term 1	Half Term 2	Half Term 3	Half Term 4	Half Term 5	Half Term 6
<b>Year 7</b>	<p style="text-align: center;"><b>All about me</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Listening</li> <li>• Staying positive</li> <li>• Leadership</li> <li>• Presenting</li> <li>• Creativity</li> </ul>	<p style="text-align: center;"><b>Introduction to Morrisby</b></p> <p style="text-align: center;"><b>Enterprise Skills &amp; Project</b></p>	<p style="text-align: center;"><b>Introduction to Morrisby</b></p> <ul style="list-style-type: none"> <li>• What's your dream job?</li> <li>• What are employability skills?</li> <li>• Y7 Job of the week</li> </ul>	<p style="text-align: center;"><b>Life Beyond School</b></p> <ul style="list-style-type: none"> <li>• Transition point in your life</li> <li>• Careers and Your future</li> <li>• Financial Education</li> <li>• What is your community?</li> </ul> <p style="text-align: center;"><b>National Careers week :whole week of events</b></p>	<p style="text-align: center;"><b>Learning to Learn</b></p> <ul style="list-style-type: none"> <li>• A2L</li> <li>• Revision skills</li> <li>• Active listening</li> </ul>	<p style="text-align: center;"><b>Careers and your future</b></p> <ul style="list-style-type: none"> <li>• Smart Targets</li> <li>• Finding Careers Information</li> <li>• Career Management</li> <li>• Character Traits &amp; Skills</li> <li>• Personal Skills &amp; Qualities</li> <li>• Careers and Your future</li> </ul>

# Year 8

## Make Money, Make Sense - Finance

- Banking
- Borrowing 1
- Borrowing 2
- Budgeting
- Debt
- Bills

## Introduction to Morrisby

- Identifying interests
- Skills for
- Your skills, your team, your future
- Careers terminology
- University vs apprenticeships

## Revision Skills- Why?

- Revision good vs bad
- Revision style 3 mind mapping
- Numeracy - where's the maths?
- Post-16 choices
- GCSEs - choices, choices

## World of Work

- Career Terminology
- Information Treasure Hunt
- Exploring Careers
- Decisions about Y9 curriculum
- Option Subjects
- Qualifications and Pathways

*Y8 Job Week*

**National Careers week :whole week of events**

## Morrisby

Enterprise Project

Self-employment

Self-employment as an option

Being your own boss - laws, finance, loans

*Y8 Job Week*

## Wellbeing

- Resilience
- Time management
- Innovative and creative thinking
- Presenting
- Your skills, your team, Your future
- Independence



# Year 9

## Morrisby

- Options Choices
- Different Qualifications
- Subject Library - videos
- BTECS/T-Levels
- Post-16 intentions
- LMI

## Next Steps

- Aiming High assemblies
- GCSEs - Choices,
- Choices Case studies and
- Types of Jobs

## Future planning

- CVs
- Maximising your potential
- Writing a personal statement
- Competency based questions
- Subjects' library
- Armed Forces
- ASK Apprenticeship Talk

*Y9 Careers Day*

## Revision Skills

- Using time effectively
- Getting motivated
- Revision Styles
- Revision good vs bad
- Revision timetables

**National Careers week :whole week of events**

## Understanding the workplace (Careers Y9 )

- World of Work
- Case studies and Types of Jobs
- Jobs & Opportunities
- Occupation classifications
- Business Structures
- Work hierarchy
- What is enterprise?
- Job Videos
- Speakers/Employers
- Mypath
- Post-16 Option

## Wellbeing

- Resilience
- Time management
- Innovative and creative thinking
- Presenting
- Your skills, your team, Your future
- Independence
- Introduction to work experience

# Year 10

<p><b>Morrisby introduction</b></p> <ul style="list-style-type: none"> <li>• Revisit Personality Profile</li> <li>• Identifying careers options</li> <li>• Post-16 pathways and intentions assemblies</li> <li>• Welcome evenings to upper school aspirations and next steps</li> <li>• Interview preparation</li> <li>• CV writing</li> <li>• LMI</li> </ul> <p><i>Job of the week</i></p>	<p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>• Good vs Bad assembly</li> <li>• Work Experience and planning interactions with employers</li> <li>• WEXP/Volunteering</li> </ul>	<p><b>Choices Post-16</b></p> <ul style="list-style-type: none"> <li>• A-Level Choices</li> <li>• Apprenticeships - busting myths</li> <li>• University the big debate</li> <li>• Employment Rights for young people</li> <li>• BTECs busting myths</li> </ul> <p><i>Post-16 Evening</i></p>	<p><b>Future Proofing Revision Skills</b></p> <ul style="list-style-type: none"> <li>• What is a CV?</li> <li>• Inputting information</li> <li>• Favourites</li> <li>• Making Applications</li> <li>• Work Experience and planning interactions with employers</li> <li>• WEXP/Volunteering</li> </ul> <p><b>Work Experience/ Reflection</b></p> <p><i>Careers Fair</i></p> <p><b>National Careers week: whole week of events</b></p> <ul style="list-style-type: none"> <li>• Getting motivated</li> <li>• Trigger words</li> <li>• Memory Journey</li> <li>• Mind mapping</li> </ul>	<p><b>Talks and Visitors</b></p> <ul style="list-style-type: none"> <li>• Colleges</li> <li>• Apprenticeship</li> <li>• HE</li> <li>• 6th Forms</li> <li>• Getting into medicine</li> <li>• Getting into Law</li> <li>• Getting into Civil Engineering</li> </ul>	<p><b>Talks and Visitors</b></p> <ul style="list-style-type: none"> <li>• Armed Forces</li> <li>• NHS</li> <li>• Engineering</li> <li>• College Talks</li> </ul>
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# Year 11

<p><b>Talks and Visitors</b></p> <p><b>Post 16 Opportunities</b></p> <ul style="list-style-type: none"> <li>• Talks</li> <li>• College1</li> <li>• College 2</li> <li>• Apprenticeships/T-Levels</li> <li>• Sport</li> <li>• Armed Forces</li> <li>• Progress Applications</li> <li>• CEIAG Weekly bulletin</li> </ul> <p><i>App'ship Talk</i></p> <p><i>Post-16 Evening</i></p> <p><i>Parents Info Event</i></p>	<p><b>Life beyond year 11 Ready to Leave?</b></p> <ul style="list-style-type: none"> <li>• CVs and covering letters</li> <li>• Personal Statement</li> <li>• Applications</li> <li>• CEIAG Weekly bulletin</li> <li>• CVs and covering letters</li> <li>• Preparing for interviews</li> <li>• How to contact employers</li> <li>• CEIAG Monthly bulletin</li> </ul>	<p><b>Choices Post-16</b></p> <ul style="list-style-type: none"> <li>• A-Level Choices</li> <li>• Apprenticeships - busting myths</li> <li>• University the big debate</li> <li>• Employment Rights for young people</li> <li>• BTECs busting myths</li> <li>• Applications</li> <li>• CEIAG Monthly bulletin.</li> </ul> <p><i>Vocational Curriculum evening</i></p>	<p><b>Revision Skill</b></p> <ul style="list-style-type: none"> <li>• Getting motivated</li> <li>• Trigger words</li> <li>• Memory Journey</li> <li>• Mind mapping</li> <li>• Using time effectively</li> <li>• Good vs Bad</li> <li>• Revision Timetable</li> <li>• CEIAG Monthly bulletin.</li> </ul> <p><b>National Careers week :whole week of events</b></p>		
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Please speak to the Head of Career Mrs Sonila Brami to identify the most suitable opportunity for you.

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