



Provider access policy statement

	Version 3.0
Approved by Education & Standards	Spring 2022
Approved by Governing Body	Spring 2022
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Statutory/non-statutory	Statutory
Website	Yes
Key Individual	Head of Careers /Head of Upper school

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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 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 see the career plan below and speak to the Head of Career Mrs Sonila Brami to identify the most suitable opportunity for you.

	Autumn term	Spring term	Summer term
Year 7	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
Year 8	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
Year 9	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
Year 10	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
Year 11	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* 2022-2023

*Subject to confirmation of dates

	Half Term 1	Half Term 2	Half Term 3	Half Term 4	Half Term 5	Half Term 6
Year 7	<p>All about me transition to secondary school</p> <ul style="list-style-type: none"> • Communication • Listening • Staying positive • Leadership • Presenting • Creativity <p>British Values</p> <ul style="list-style-type: none"> • Y7 Career/ Job of the week <p>SBR assembly intro to careers</p>	<p>Community Project Kingswood</p> <ul style="list-style-type: none"> • Team work • Resilience • Y7 Career/ Job of the week 	<p>Introduction to Unifrog</p> <ul style="list-style-type: none"> • What's your dream job? • What are employability skills? • Y7 Career/ Job of the week 	<p>Life Beyond School</p> <ul style="list-style-type: none"> • Careers and Your future • Financial Education • What is your community? • Safer schools day <p>National Careers week: whole week of events</p> <p>Take my child to work day</p>	<p>Learning to Learn</p> <ul style="list-style-type: none"> • A2L • Revision skills • Active listening • Y7 Career/Job of the week 	<p>Careers and your future</p> <ul style="list-style-type: none"> • Transition point in your life • Smart Targets • Finding Careers Information • Career Management • Character Traits & Skills • Personal Skills & Qualities • Careers and Your future <p>Y7 Job of the week</p>

Year 8

My skills my interests

SBR assembly intro to careers

- Careers aspirations and Your future
- Communication
- Resilience
- Kindness

Aspirations talks external and internal

Y 8 Job of the week

Introduction to Unifrog

Personal Skills & Qualities

- Identifying interests
- Skills for life
- Careers terminology
- University vs apprenticeships

Careers Fair

Y8 Job Week

Our future self-Revision Skills-Why?

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

Careers talks by staff /external

Y8 Job Week

World of Work Make Money, Make Sense - Finance

- Career Terminology
- Option process planning for my future
- Exploring Careers
- Decisions about Y9 curriculum
- Option Subjects
- Qualifications and Pathways
- Enterprise Project
- Banking
- Borrowing 1
- Borrowing 2
- Budgeting
- Debt
- Bills

Y8 Job of the Week

National Careers week: whole week of events

Unifrog

Self-employment

Self-employment as an option

Being your own boss - laws, finance, loans

Y8 Job Week

Wellbeing

Bush craft Trip

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

Y8 Job Week

Year 9

Introduction to Unifrog

Assembly SBR Head of Career intro to careers /Aiming high

- Options Choices
- Different Qualifications
- Subject Library - videos
- BTECS/T-Levels

Job of the Week

Next Steps

- Aiming High assemblies
- GCSEs - Choices,
- Choices Case studies and
- Types of Jobs
- Bright Ideas inspiration talks

Job of the week Week

Future planning

- CVs
- Maximising your potential
- Writing a personal statement
- Competency based questions
- Subjects' library
- Armed Forces
- ASK Apprenticeship Talk
- Post-16 intentions
- LMI

*Y9 Careers Day
Job of the Week*

Revision Skills

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

National Careers week: whole week of events

Job of the Week

Wellbeing

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

Job of the Week

Understanding the workplace (Careers Y9)

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

Job of the Week

Year 10

Aiming High

- Revisit Personality Profile
- Identifying careers options
- Post-16 pathways and intentions assemblies
- Welcome evenings to upper school aspirations and next steps
- Interview preparation
- CV writing
- LMI

Job of the week

Unifrog introduction

SBR assembly intro to careers

Work Experience

- Good vs Bad assembly
- Work Experience and planning interactions with employers
- WEXP/Volunteering

Choices Post-16

- A-Level Choices
- Apprenticeships - busting myths
- University the big debate
- Employment Rights for young people
- BTECs busting myths

Post-16 Evening

Future Proofing Revision Skills

- What is a CV?
 - Inputting information
 - Favourites
 - Making Applications
 - Work Experience and planning interactions with employers
 - WEXP/Volunteering
- Work Experience/
Reflection**

Careers Fair

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

- Getting motivated
- Trigger words
- Memory Journey
- Mind mapping

Talks and Visitors

- Colleges
- Apprenticeship
- HE
- 6th Forms
- Getting into medicine
- Getting into Law
- Getting into Civil Engineering

Talks and Visitors

- Armed Forces
- NHS
- Engineering
- College Talks

Year 11

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