



Provider access policy statement

	Version 4.0
Approved by Education & Standards	Spring 2023
Approved by Governing Body	Spring 2023
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Statutory/non-statutory	Statutory
Website?	Yes
Key Individual	Head of Careers /Head of Upper school

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1) Rationale

High quality careers education and guidance is pivotal to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications

2) Commitment

The Archer Academy is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The Archer Academy is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The Archer Academy endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

3) 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.

The Archer Academy policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

4) 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.

5) Student entitlement

The Archer Academy fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will endeavour to comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. The programme of careers related opportunities in each year group, some of which dovetail with the pastoral/lifelong learning curriculum, have been carefully designed to support students' journey at each stage of their secondary education. Encounters will take place throughout the year in workshops, different events, as part of the assembly programme for each year group, Form Time/Lifelong learning programme, National Apprenticeship Week and National Careers Week.

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.

6) Management of provider access requests

6.1 Procedure

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager (Sonila Brami/ Richard Gillo) this is based on current good practice guidelines by the Department for Education.

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: sbrami@thearcheracademy.org.uk marked for the attention of the lead staff indicated above.

6.2 Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The Archer Academy is committed to encouraging all students to make decisions about their future based on impartial information.

6.3 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.

6.4 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. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

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.

6.5 Live/Virtual encounters

The Archer Academy will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

6.6 Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

7) 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

8) 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.

9) Opportunities for access

A number of events, integrated into our Careers and Lifelong learning programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Please see the proposed plans 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 Job of the week	Life skills- What's your dream job? What are employability skills? Job of the week	Life Skills – Assembly and tutor group opportunities Character Traits & Skills Personal Skills & Qualities Careers and Your future, Job of the week
Year 8	Life Skills – Assembly and tutor group opportunities. Job of the week	Life Skills – Assembly and tutor group opportunities Year 9 Options Event Job of the week	Life Skills – Assembly and tutor group opportunities. Job of the week
Year 9	Life Skills – Assembly and tutor group opportunities Parents Evening Job of the week	Life Skills – Assembly and tutor group opportunities Key Stage 4 Options Event Parents Evening Job of the week	Life Skills – Assembly and tutor group opportunities Careers Fair – with stalls from providers. Parents Evening Job of the week
Year 10	Life Skills – Assembly and tutor group opportunities Parents Evening Job of the week	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 Job of the week	Life Skills – Assembly and tutor group opportunities Parents Evening Higher Education taster sessions at Woodhouse College and other institutions Job of the week
Year 11	Life Skills – Assembly and tutor group opportunities Parents Evening Post 16 Assembly – Next Steps Parents Evening Job of the week	Life Skills – Assembly and tutor group opportunities Small group sessions: future education, Parents Evening -Core Subjects Evening Vocational Curriculum Evening Job of the week	Life Skills – Assembly and tutor group opportunities Parents Evening Job of the week

Careers and Personal Development Programme*

*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 style="text-align: center;">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 Job of the week 	<p style="text-align: center;">Community Project Kingswood</p> <ul style="list-style-type: none"> • Team work • Resilience • Y7 Job of the week 	<p style="text-align: center;">Introduction to Morrisby</p> <ul style="list-style-type: none"> • What's your dream job? • What are employability skills? • Y7 Job of the week 	<p style="text-align: center;">Life Beyond School</p> <ul style="list-style-type: none"> • Careers and Your future • Financial Education • What is your community? • Safer schools day <p style="text-align: center;">National Careers week: whole week of events</p> <p>Take my child to work day</p>	<p style="text-align: center;">Learning to Learn</p> <ul style="list-style-type: none"> • A2L • Revision skills • Active listening • Y7 Job of the week 	<p style="text-align: center;">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 style="text-align: center;">Y7 Job of the week</p>

Year 8

<p>My skills my interests</p> <p>SBR assembly intro to careers</p> <ul style="list-style-type: none"> • Careers aspirations and Your future • Communication • Resilience • Kindness <p>Aspirations talks external and internal</p> <p>Y 8 Job of the week</p>	<p>Personal Skills & Qualities</p> <ul style="list-style-type: none"> • Identifying interests • Skills for life • Careers terminology • University vs apprenticeships <p>Careers Fair</p> <p>Y8 Job Week</p>	<p>Our future self-Revision Skills-Why?</p> <ul style="list-style-type: none"> • Revision good vs bad • Revision style 3 mind mapping • Numeracy - where's the maths? • Post-16 choices • GCSEs - choices, choices <p>Careers talks by staff /external</p> <p>Y8 Job Week</p>	<p>World of Work</p> <p>Make Money, Make Sense - Finance</p> <ul style="list-style-type: none"> • 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 <p>Y8 Job of the Week</p> <p>National Careers week: whole week of events</p>	<p>Unifrog</p> <p>Self-employment</p> <p>Self-employment as an option</p> <p>Being your own boss - laws, finance, loans</p> <p>Y8 Job Week</p>	<p>Wellbeing</p> <p>Bush craft Trip</p> <ul style="list-style-type: none"> • Resilience • Team work • Time management • Innovative and creative thinking • Presenting • Your skills, your team, Your future • Independence <p>Y8 Job Week</p>
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Year 9

Introduction to Unifrog/Fast Tomato

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

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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Please speak to the Head of Career Mrs Sonila Brami to identify the most suitable opportunity for you.

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