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A Hewitt	Careers Coordinator
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YES	YES
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M Hockham (Principal)	25/09/23
<b>A paper copy of this document is filed alphabetically under:</b>	<b>An electronic copy of this document can be found at:</b>
12. Curriculum	SharePoint> Information Sharing> Policies & Guidance>12. Curriculum

This policy was created from a model policy (reviewed 16/01/2023) from



It is Approved by **forbessolicitors.**

Within this policy, the term school is taken to include Academies.

## 1. Aims

This policy statement aims to set out The Woodlands 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

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access pupils in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 as described below.

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](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#)

This policy shows how our Academy complies with these requirements.

We are committed to providing meaningful encounters to all pupils as described below. In our Academy this may include live, online engagement.

(1 encounter is defined as 1 meeting/session between pupils and 1 provider.)

### **The 6 encounters schools must offer to all pupils in years 8 to 13**

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
  - All pupils must attend
  - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
  - All pupils must attend
  - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- *\*2 encounters for pupils during the 'third key phase' (year 12 or 13)*
  - *Pupils can choose to attend*
  - *Encounters can take place any time during year 12, and between 1 September and 28 February during year 13*

*\*Please note, we do not have year 12 and 13 students in the Academy.*

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours will not count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

The careers programme will allow for all students to have meaningful encounters with providers during their time at Woodlands Academy. These will be held through a series of planned events for each year group. This will include:

- Scarborough STEM week
- 'Opportunities for all' Virtual Careers Workshop
- Work experience visits / preparation sessions
- Christmas and Summer Fair Enterprise
- 'My Skills, My Future' workshop
- National Careers Week
- Careers Assemblies with Careers Lead

### 3. Student entitlement

All pupils in years 8 to 11 at The Woodlands 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 e.g. through activities and events such as options events, assemblies and taster events
- 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 our Careers Education Co-ordinator

Telephone: 01723 373260

Email: via [woodlands@horizonstrust.org.uk](mailto:woodlands@horizonstrust.org.uk) (mark the email as FAO Careers Education Co-ordinator)

## 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Careers Assembly with Careers Lead  Christmas Fair Enterprise	National Careers Week	Sumer Fair Enterprise
YEAR 9	Careers Assembly with Careers Lead  Christmas Fair Enterprise	National Careers Week  My Skills my Future – Workshop	<b>No encounters – encounters must have taken place by 28 February</b>  Summer Fair Enterprise
YEAR 10	Scarborough STEM week  Opportunities for all' Virtual Careers Workshop  Christmas Fair Enterprise	National Careers Week  Careers Assembly with Careers Lead	My Skills my Future – Workshop  Work experience preparation sessions  Summer Fair Enterprise
YEAR 11	Scarborough STEM week  Opportunities for all' Virtual Careers Workshop  Christmas Fair Enterprise	National Careers Week  Careers Assembly with Careers Lead  Christmas Fair Enterprise	<b>No encounters – encounters must have taken place by 28 February</b>  Confirmation of post-16 education and training destinations for all pupils

Please speak to our Careers Education Co-ordinator to identify the most suitable opportunity for you.

## 4.3 Granting access

Access will be given for providers to attend during school assemblies, timetabled Careers lessons, and Careers events that Woodlands Academy is arranging. Students may also travel to visit another provider; organised in partnership with Woodlands Academy.

## 4.4 Safeguarding

The Academy policy on safeguarding, which can be found on our website, sets out our approach to allowing visitors into the Academy to talk to our students. It includes our procedures for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

## 4.5 Premises and facilities

Once a visit is agreed, the Academy will provide appropriate facilities and equipment to support the provider, where available. Sessions can be held in different venues according to the number of pupils and the requirements of the provider. We are happy to discuss the accommodation of any extra equipment that providers may wish to bring into the Academy in order to showcase what they do.

## 5. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

- [Kingsmill School](#) (Driffield, East Yorkshire)
- [Welburn Hall](#) (Kirbymoorside, North Yorkshire)
- [Springhead School](#) (Scarborough, North Yorkshire)
- [Personalised Learning College](#) (Scarborough, North Yorkshire)

## 6. Complaints

Any complaints related to provider access can be raised following the school complaints procedure which can be found on our web-site or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 7. Links to other policies

This policy should be read in conjunction with our policy on Safeguarding & Child Protection which can be accessed via our website.