

# Policy statement on provider access for careers

## St Paul's Catholic College: Provider Access Policy

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### Student entitlement

Students in years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To 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 Rachael Garvey, Director of Careers.

Telephone: 01932 704146; Email: [rgarvey@st-pauls.surrey.sch.uk](mailto:rgarvey@st-pauls.surrey.sch.uk)

#### Opportunities for access

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

An example can be seen below

	Autumn Term	Spring Term	Summer Term
Year 7	Assembly	Assembly	Assembly eg Corporate jobs
Year 8	Assembly	Assembly	Assembly eg Corporate jobs

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 9</b>	Assembly eg NHS Careers	Assembly	Assembly
<b>Year 10</b>	Careers Fair – work experience preparation sessions	Assembly	Assembly eg WEX & Life experience
<b>Year 11</b>	Assembly	Assembly	
<b>Year 12</b>	Small group sessions: future education, training and employment options	Small group sessions: future education, training and employment options	Careers Fair & WEX
<b>Year 13</b>	Small group sessions: future education, training and employment options	Small group sessions: future education, training and employment options	

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

## **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, 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 Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Section of the library, which is managed by the school librarian. The library is available to all students at lunch and break times.

## **Approval and review**

Approved by Governors at Quality of Education Committee on 16 November 2022

Next review: November 2023