



# Careers Guidance and Provider Access for Education and Training Providers Policy

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## Document provenance

This policy was approved as follows –

Approver: Executive Leadership Team

Date: November 2021

Next Reviewal:

Date: November 2023

*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every two years. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

Executive Leadership Team Owner: National Director for Education

### Policy purpose and summary

E-A CT is committed to working in partnership with stakeholders and communities to raise aspirations, achieve excellence and open doors for all pupils.

This policy sets out what the trust will do to ensure that each pupil receives excellent information, advice and guidance to inform pupils about the options available to them once they have left an academy. In doing so, we hope to ensure that pupils' make the right choices for them, and the risk of them becoming Not in Education, Employment or Training (NEET) is reduced as much as possible.

### Summary of changes at last review:

- Changes reflect new DfE guidance for Career guidance and access for education and training providers, July 2021
- Reference to the use of the Careers Enterprise Company to support provision
- Inclusion of E-ACT careers framework

### Related Policies or guidance

- Provider access policy

# Careers Guidance and Access for Education and Training Providers Policy

## 1. Introduction and purpose

- 1.1. In line with our trust vision and values, we are committed to work in partnership with our stakeholders and communities to raise aspirations, achieve excellence and open doors for all our pupils. We believe firmly in social inclusion and in widening access and opportunity for all. Central to this is ensuring academic and vocational excellence, in order to achieve great outcomes that support social mobility and freedom of choice. Across our all our academies, we aspire to do the very best for every pupil, regardless of their background or ability.
- 1.2. We believe it is vital that every pupil has a good understanding of all the technical, vocational and academic routes available to them once they have left one of our academies. Good careers information, advice and guidance will help young people to raise their aspirations and capitalise on the opportunities available to them.

## 2. Scope

- 2.1. This policy will apply to all E-ACT Academies.

## 3. Legislation and regulation

- 3.1. This policy takes due account of the following documents and statutory provisions:
  - [DfE Careers guidance and access for education and training providers, July 2021](#)
  - [Sections 42A1, 42B, 45 and 45A of the Education Act 1997](#)
  - [Section 72 of the Education and Skills Act 2008](#)
  - [Schedule 4 \(15\) of the School Information \(England\) Regulations 2008](#)
  - Section 42A of the Education Act 1997 requires that all registered pupils at the academy are provided with independent careers guidance from year 8 (12-13-year olds) to year 13 (17-18-year olds).

## 4. Policy statement

- 4.1. Good careers guidance widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and understanding to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.
- 4.2. Through our careers guidance programmes in each academy we aim to:
  - support inclusion, challenge stereotyping and promote equality of opportunity;
  - support successful transitions, including at post-11, post-16 and post-18;
  - enable pupils to understand the world of work and how the nature of work is changing over time;
  - provide meaningful experiences and interactions with employers of all types for all pupils;
  - help pupils to develop the research skills to find out about options and opportunities available to them;
  - enable pupils to develop the skills, attitudes and qualities to make a successful transition into employment, training or further education;
  - encourage participation in future learning, including further and higher education

- and apprenticeships;
  - raise achievement, including by increasing motivation and providing relevant contexts for applying and developing learning;
  - provide additional support for those groups at risk of being NEET
- 4.3. In each academy, our leadership teams place a high priority on developing and providing high quality careers guidance with a designated member of staff allocated to lead on careers provision (including the training of all staff on careers guidance). There is a strong focus on successfully weaving our provision for careers guidance throughout the curriculum. We do not prescribe the form that careers guidance programmes should take in each academy. Instead, we encourage academy leaders to take responsibility for developing and implementing their own programmes which best fit the needs of their pupils and communities. However, as a trust: we provide a framework to support leaders develop their provision; we identify examples of effective practice and use these to shape and inform our national strategy.

## 5. [Website Requirements](#)

- 5.1. For the current academic year, every secondary or all-through Academy must publish information about its careers programme on its website. This information will relate to the statutory delivery of careers guidance to year 8 to 13 pupils in accordance with Section 42A of the Education Act 1997, however, there is an expectation that this will include year 7 pupils. The Academy website will cover the following information:
- the name, email address and telephone number of the academy's Careers Leader;
  - a summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme;
  - how the Academy measures and evaluates the impact of the careers programme on pupils;
  - the date of the Academy's next review of the information published;
  - destination data (see below).
- 5.2. All academies will publish information on the destinations of their pupils on their website, for example the percentage of pupils who go on to sixth form, sixth form college, further education college or an apprenticeship after key stage 4, and employment, an apprenticeship or higher education institution after 16-18 study. This will allow parents and others to see the kinds of destinations that pupils at the academy have progressed on to.

## 6. Support and Benchmarking Careers Information

- 6.1. Each academy in the trust will use the [Gatsby Charitable Foundation's Benchmarks](#) to develop, evaluate and improve their careers guidance provision. These are not a statutory framework, but by adopting them we believe that our academies will be better placed to provide [high-quality careers guidance](#) which also meets our legal duties.
- 6.2. The government's expectation is that academies fulfill the Gatsby Benchmarks. All of our academies will be at least in line with these expectations in implementing the Gatsby Benchmarks as part of their careers provision.
- 6.3. As a trust we expect our academies to engage with the Careers and Enterprise Company to support and develop their local provision with secondary academies establishing strong links to their local hubs, careers coordinators and advisors.
- 6.4. As a trust we will also make use of '[Compass](#)', which is an online self-evaluation tool for academies to use to assess how their careers support compares against the Gatsby Benchmarks and the national average (with eligible academies able to opt to use 'Compass+'). Academies

can baseline themselves using this tool, consider the opportunities to improve their careers programme based on the results and track their progress against the Gatsby Benchmarks over time.

## **7. Support for Vulnerable and Disadvantaged Young People**

7.1. As a trust, we recognise the benefits of good careers guidance for our vulnerable and disadvantaged pupils in particular. Academies will work with a wide range of stakeholders, including local authorities and children's social care, to identify young people who are in need of additional and/or targeted support or who are at risk of not participating post-16. This includes young people with particular vulnerabilities or who are receiving support to safeguard them and promote their welfare, such as Children in Need (including those who are on child protection plans or who are looked after). It also includes young people with additional needs, such as special educational needs and disabilities, or those who may leave care between the ages of 16 and 18.

7.2. Academy leaders will work with young people and other professionals to decide how pupils can be referred for support drawn from a range of education and training support services available locally. This may require multi-agency working with other professionals involved in supporting the young person, such as social workers.

### **7.3. Pupils attending Alternative Provision (AP)**

7.3.1 Pupils in AP are often some of the most vulnerable in education. We recognise that these pupils will often require targeted and personalised support to help them achieve their full potential. All our academies have high aspirations for these pupils, some of whom may lack confidence and need encouragement to broaden their horizons. They will help pupils to explore career options, and understand the variety of pathways into work including degrees, traineeships and apprenticeships.

### **7.4. Looked After Children (LAC)**

7.4.1 Looked after children and previously looked after children, and care leavers may need particularly strong support to ensure high levels of ambition and successful transition to post-16 education or training. The designated careers lead in each academy will engage with the school's designated teacher for looked after and previously looked after children to:

- ensure they know which pupils are in care or who are care leavers;
- understand their additional support needs;
- ensure that, for looked after children, their personal education plan can help inform careers advice.

### **7.5. Pupils with SEND**

7.5.1 As a Trust, we strongly believe that the overwhelming majority of young people with SEND, including those with high levels of needs, are capable of sustainable paid employment with the right preparation and support.

7.5.2 To support our ambitions for every pupil with SEND, the Careers Leader in each academy will work closely with the Special Educational Needs Coordinator (SENCo) and with other teachers and professionals in the school to identify the guidance needs of all pupils with SEND and ensure personalised support is made available. This may include helping pupils with SEND to understand different career pathways, and

enabling them to gain the skills, knowledge and experience they require to achieve their career goals.

## **8. Curriculum**

- 8.1. At E-ACT, we believe the curriculum in every academy should offer excellent opportunities for developing the knowledge and skills that employers need. Teachers can be powerful role models to attract pupils towards their subject and the careers that flow from it. All our academies will work towards weaving careers education and guidance in to subjects across the curriculum, including PSHE.
- All our academies, including our primary academies, will ensure that all pupils understand that good maths skills are an essential aspect of the workplace or further training and education. Studying maths and science can often lead to a wide range of career choices.
  - Our academies will aim to ensure that, by the age of 14, every pupil is exposed to the world of work. This should ideally include meeting a range of professionals from occupations which require maths and science qualifications, as well as highlighting the importance of maths to all jobs.
  - We also believe that our academies should ensure that pupils have access to a knowledge rich and ambitious academic, technical and vocational curriculum, including through the EBacc.

## **9. Engaging with employers, employees and workplaces**

- 9.1. All our academies will help pupils gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant for employment.
- 9.2. Academies will engage with local employers, businesses and professional networks to ensure real-world connections with employers lie at the heart of their careers programmes. Visiting speakers might include junior employees, or apprentices, particularly alumni, with whom pupils can readily identify. Often, individual academies will have Academy Ambassadors who can provide or facilitate such real- world connections. Our academies will always seek to build and develop these links between academy staff and Academy Ambassadors.
- 9.3. Every year pupils will participate in at least one meaningful encounter with an employer – this means at least one encounter each year from years 1 to 13. Different encounters will work for different academies and pupils, but in practice this could include, for example:
- Links established through Academy Ambassadors, for example, through Ambassadors with business, enterprise and training interests, or networks;
  - alumni activity;
  - business games and enterprise competitions;
  - careers fairs;
  - employer encounters with parents;
  - employer involvement in the curriculum;
  - employer mentoring;
  - employer talks;
  - mock interviews;
  - CV workshops;
  - mock assessment centres;
  - careers carousels;
  - Virtual experiences.

- 9.4 All our secondary academies will ensure that pupils get first-hand experience of the workplace. This work experience gives pupils a more realistic idea of the expectations and realities of the workplace. This is particularly valuable for pupils from disadvantaged backgrounds who may not have access to a diverse range of role models.
- 9.5 Academies will ensure that by the age of 16, every pupil has at least one experience of a workplace, and (where appropriate) one further such experience by the age of 18.

## **10 Sixth Forms**

- 10.1 [All our academies with sixth-forms will provide a 16-19 study programme that meets the statutory requirements.](#) All pupils funded through the 16 to 19 funding methodology will be enrolled on a study programme, which typically combines qualifications and non-academic activities which is tailored to each pupil's prior attainment and career goals.
- 10.2 All study programmes will have a core aim. This will be tailored to the needs of the individual and typically include a substantial qualification (academic or technical) or preparation for employment.
- 10.3 All study programmes will include work experience and non-qualification activities, which complement the other elements of the programme and support the pupil to progress to further or higher education (HE) or to employment.
- 10.4 Academies will make clear to pupils that if they do not achieve a grade 4 or better in GCSE maths and English by the end of key stage 4 they will be required to continue working towards this aim as part of their 16-19 study programme.
- 10.5 All study programmes in our academies will follow the following principles and will provide:
- pupils with a structured and challenging learning programme that supports their development and progression in line with their career plans.
  - substantial qualifications that stretch pupils and prepare them for education at the next level or for employment;
  - here pupils have not yet achieved a GCSE grade 4;
  - work experience to give pupils the opportunity to develop their career choices and to apply their skills in real working conditions;
  - other non-qualification activity to develop pupils' character, broader skills, attitudes and confidence, and to support progression.

## **11 Further and higher education**

- 11.1 We believe it is important that young people realise that all of their educational choices have implications for their longer-term career. Our academies will encourage young people to consider what career options different educational choices open up and may close down.
- 11.2 As part of their careers guidance programmes, academies will encourage pupils to use information tools such as websites and apps which display information about opportunities.

## **12 Access to providers of technical education and apprenticeships**

- 12.1 We believe that all our pupils should have access to impartial careers guidance, including information about other providers and courses which they may choose. As a result, all our academies will always inform pupils about approved technical education qualifications and apprenticeships.

- 12.2 Our secondary academies will allow colleges and training providers access to every student in Years 8 to 13 to discuss the non-academic routes that are available to them.
- 12.3 Our academies will provide opportunities for information from, and visits by, a range of providers both locally and further afield. This could include, but not be limited to information about:
- A level courses;
  - Applied General courses;
  - Apprenticeships and technical options;
  - T-levels;
  - Further Education Colleges;
  - Studio Schools;
  - University Technical Colleges;
  - A range of providers of apprenticeships and technical options.
- 12.4 Our academies will also provide opportunities for the following providers to meet with pupils:
- sixth forms, including colleges
  - tertiary colleges
  - higher education institutions.

### **13 Personal guidance and Parent/Carer Involvement**

- 13.1 Every pupil will have opportunities for personal guidance interviews with a qualified careers adviser whenever significant study or career choices are being made. The Government's expectation is that every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18. Each academy will integrate this guidance within the pastoral system and this will be clearly connected with the wider careers programme.
- 13.2 We believe that parental awareness of each academy's careers programme is essential. Parents and Carers are kept informed via each academy's website, parent consultation sessions, regular newsletters and social media. The contact details of the Careers Leaders are on the Academy website. Each academy will also seek to develop the role of its Academy Ambassadors to support careers programmes.

### **14 Equality and Inclusion**

- 14.1 We are fully committed to ensuring that our academies will not do anything that might limit the ability of pupils to attend any part of a careers programme. This will include making sure that invitations to events are made available to all pupils.

### **15 Responsibilities**

- 15.1 The following responsibilities apply in relation to this policy:
- National Director of Education – Overall responsibility for compliance with this policy by the Trust
  - REDs – Overall responsibility for compliance at a regional level
  - Headteachers – Overall compliance with this policy by the academies

### **16 Evaluating the quality and impact of provision for careers guidance Monitoring, compliance and impact.**







# Provider Access Policy Statement

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## Document provenance

This policy was approved by Trustees as follows –

Approver: Education Committee

Date of Approval: December 2022

Executive Leadership Team (ELT) Owner:

Date of Review: June 2023

National Director of Secondary

*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every year. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

## Purpose of this policy

This policy sets our Trust-wide statement to ensure that each secondary academy provides Year 8 to Year 13 pupils with their entitlement to hear from a range of education and training providers about approved technical education qualifications and apprenticeships.

Each academy will use this overarching policy statement to set out how external providers can work with our academies to have access to talk to and work with our Year 8 to Year 13 pupils. Each E-ACT secondary academy will publish their respective Provider Access Request access statements so that external providers know who to contact and how to work with our academies.

The information in this document supersedes the provider access statement and number of meaningful encounters in our current careers guidance.

## **Provider Access Statement**

### **1. Introduction and purpose**

- 1.1. The provider access legislation introduced in January 2018 requires all maintained schools and academies to publish a policy statement setting out opportunities for providers of technical education and apprenticeships to access year 8-13 pupils, and to make sure the statement is followed.
- 1.2. This policy statement sets out the Trust's position in meeting our statutory duty and guides each academy in establishing their arrangements for managing access of providers to pupils for the purposes of giving them information about the provider's education or training offer.
- 1.3. The policy statement includes:
  - an explanation of how the school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships, including the times at which access is to be given;
  - any procedural requirements in relation to requests for access e.g., the main point of contact at the school to whom requests should be directed;
  - grounds for granting and refusing requests for access e.g., details of timetabled careers lessons, assemblies or careers events which providers may attend; and should include the safeguarding policy; and
  - details of premises or facilities to be provided to a person who is given access e.g., rooms and resources to be made available in support of a provider visit. The policy statement should also include:
    - how the school will work with each visiting provider;
    - a list of providers that have previously been invited into the school;
    - if the school accepts live online encounters;
    - destinations of previous pupils; and
    - information about how a provider can raise a complaint and the procedure that will be followed.

### **2. Scope**

- 2.1. This policy applies to all E-ACT secondary academies and to any provider wishing to request access (See Appendix 1).

### **3. Legislation and regulation**

- 3.1. This policy complies with our legal obligations under Section 42B1 Section 42B and 45A of the Education Act 1997, as amended by The Skills and Post-16 Education Act 2022.
- 3.2. Each secondary academy will publish on their academy website their Provider Access Request statement so that external providers know who to contact and how to work with our academies. On each academy website this will also be linked to detailed information about the careers' education and guidance programme delivered by each academy for every eligible year group.

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2017/19/section/2>

## 4. Pupil entitlement

4.1. E-ACT secondary academies must ensure that there is provision for different providers of approved technical education qualifications and apprenticeships to visit the academy and talk to all pupils in Years 8 to Year 13. We want E-ACT pupils to understand and learn about the many different qualifications and training courses available to them in pursuing a wide range of career routes and options for their future training and education needs.

4.2. Academies will ensure access to at least six encounters:

- **Two encounters for pupils during the ‘first key phase’ (year 8 or 9) that are mandatory for all pupils to attend**
- **Two encounters for pupils during the ‘second key phase’ (year 10 or 11) that are mandatory for all pupils to attend**
- **Two encounters for pupils during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend**

**This will give pupils the opportunity:**

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers education programme, providing 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, talks, workshops, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

4.3 All six encounters will happen for a reasonable period of time during the standard school day.

4.4 Provider encounters that take place outside of school hours, for example parents evenings, will not count towards fulfilment of the legal requirement for six provider encounters, but will provide these complementary experiences for pupils and their parents.

4.5 Academies will work with providers to provide information to pupils that, as a minimum, includes:

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers,
- information about the careers to which those technical education qualifications or apprenticeships might lead,
- a description of what learning or training with the provider is like,
- responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

4.6 The Academy websites will also be updated to give details of the encounters and this will be communicated to parents.

## **Meaningful provider encounters and Management of Provider Access Requests**

4.7 One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist.

### 4.8 Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Oldham Sixth Form College
- Oldham College
- Hopwood Hall
- Manchester College
- Blue Coat School
- Rochdale Sixth Form
- Ask Apprenticeships
- North Chadderton School
- Crompton House School

### Destinations of our pupils

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

- Oldham Sixth Form College
- Oldham College
- Hopwood Hall
- Manchester College
- Blue Coat School
- Rochdale Sixth Form
- Ask Apprenticeships
- North Chadderton School
- Crompton House School

### 4.9 Management of provider access requests

A provider wishing to request access should contact Amanda Jacob, Assistant Head teacher, contact email: [Amanda.jacob@rca.e-act.org.uk](mailto:Amanda.jacob@rca.e-act.org.uk)

4.10 The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you. The Headteacher and senior leadership team will ensure that using the details set out in Appendix 1 and the academy Provider Access Request statement, that providers understand fully what is required and how to set out their request.

4.11 To support Headteachers and senior leaders in the efficient and effective running of the academy, the Trust requests that contact with the academy is made as far ahead as possible, to give time for the academy to consider the access request and plan for a potential visit.

4.12 The Trust wishes to encourage as many providers as possible to meet and work with our Year 8 to Year 13 pupils and annually each academy will schedule events for pupils and parents, but as much advance notice as possible is very helpful.

4.13 In considering requests, Headteachers, senior leaders and leaders for careers education will review:

- How the request supports the programme of planned careers education and guidance for the targeted pupil group and the focus and appropriateness of proposed content;
- How the timing of the request can be included in the schedule of events for other careers events, assemblies, visits by other providers and employers;
- The timing of the request in relation to mock exams, final exams and moderation days, and other events already scheduled annually;
- Whether this is a return visit to the academy by the provider and the overall quality and impact previous visits had for groups of pupils;
- Availability of academy staff to support the visit;
- The availability and appropriateness of the academy accommodation to meet the needs of the request.

4.14 If a request cannot be accommodated by the academy, the academy will contact the provider and explain reasons why. If the request is suitable but the timing proposed is not practical within the current programme, the then the academy will work with the provider to determine an alternative date.

4.15 Any concerns or complaints, should be addressed to the Headteacher via the Academy office. Please access the Complaints Policy via our website on information on how to raise a non-parental complaint.

## **5. Opportunities for access**

5.1. As well as requesting to meet with particular Year 8 to Year 13 groups of pupils, providers may also wish to attend the specific careers events held at each academy annually.

5.2. These events provide good opportunity for providers to come into the academy to work on the careers programme and support pupils and parents.

5.3. Each secondary academy will publish an overview of the careers events per term on the academy website (Appendix 2).

## **6. Premises and facilities**

6.1. The academy will make the main hall, classrooms, and as necessary smaller meeting rooms available for discussions between the provider and pupils, as appropriate to the activity.

6.2. The academy will also make available Audio Visual (AV) and other specialist equipment to support provider presentations. This will all be discussed and

agreed in advance of the visit with the respective academy leader for careers education and guidance or a member of their team. Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

6.3. Visitors to academy buildings will be required to adhere to our safeguarding procedures in the academy.

6.4. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the leaders and careers education team in the academy.

## **7. Responsibilities**

7.1. The following responsibilities apply in relation to this policy:

- National Director of Secondary Education - is accountable for this policy and holding Regional Education Directors to account for ensuring that all secondary academies have published a full and comprehensive Provider Access Request statement;
- Regional Education Directors - responsible for ensuring each academy has in place a published Provider Access Request statement and checking these annually along with the published careers education programme information;
- Headteachers - are accountable in meeting statutory duties to provide a careers education programme for pupils, publishing the Provider Access Request statement each year and ensuring that careers leaders in the academy work with external providers in upholding this policy.
- Academy Careers Leads are responsible for ensuring that all aspects for the careers education guidance is in place.

## **8. Timing and content of provider encounters**

8.1 Academies will design and tailor the programme of provider encounters so that, as pupils progress through school years 8 to 13, they can build up a clear picture of technical education and apprenticeship opportunities available to them at different stages. This means taking account of the key stage 4, post-16 and post-18 options that each provider offers when deciding which year group(s) would benefit most from meeting a provider.

8.2 Recognising that providers often have multiple qualifications and courses to offer to young people at different ages, the legislation includes flexibility for Academies to arrange meetings with the same provider across more than one 'key phase'. For example, an Academy may invite an FE college to talk to pupils in the first key phase (year 8 to 9) about key stage 4 options and to talk to pupils in the second key phase (year 10 to 11) about post-16 options. However, within the same key phase, schools must always provide encounters with two different providers to meet the legal requirement. This means that an FE college talking to pupils multiple times across year 10 and 11 (the second key phase) would only count as one mandatory provider

encounter under the terms of the legal duty.

8.3 The Academy will not do anything which might limit the ability of pupils to attend Such as it restricts invitations to selected groups of pupils or hold events outside of normal school hours.

8.4 We will ensure that every provider gets the chance to present meaningfully to pupils and we will consider carefully the frequency and scale of encounters and work with providers to tailor them to the needs of pupils.

8.5 Persons acting on behalf of a provider may represent the provider, or accompany the provider, if they are particularly well placed to engage and inform pupils about the options available. For example, a University Technical College or an apprenticeship provider may ask to bring a key employer with them on a provider visit. We will consider such requests.

8.6 Schools and colleges will not require a Disclosure and Barring Service (DBS) check for a visitor who is in the school for a “one-off” visit. However, head teachers will decide on the appropriate level of supervision for the duration of the visit.

## **9. Approval and review**

9.1. This policy statement is approved by the Education Committee and then each year the Regional Education Director will review and approve academy Provider Access Request statement and supporting careers education and guidance programme published on the academy website.



**Appendix 1**

**Provider Access Request**

**Name of E-ACT Academy:**

**Address:**

**Headteacher:**

**Leader for Careers Education and Guidance:**

**Telephone:**

**Email:**

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**Provider Access Request**

**Name of provider:**

**Main point of contact:**

Please outline below which year group/s you would like to meet with in your request.  
Set out the aims and content proposed for your visit and any AV requirements.

Please include proposed date and length of session/visit.

Submit this form to the Leader for Careers Education and Guidance as above

## Appendix 2

### Careers programme of events - overview

**Name of E-ACT Academy:**

**Address:**

**Headteacher:**

**Leader for Careers Education and Guidance:**

**Academic year:**

	Term 1	Term 2	Term 3
<b>Year 7</b>	G5- Think Ahead Thursday Lunch Events G1- Weekly Life Skills activity G5 - #Lords Live	G5- Think Ahead Thursday Lunch Events G1- Weekly Life Skills activity G1 National Apprenticeship Week G1 National Careers Week	G5- Think Ahead Thursday Lunch Events G1- Weekly Life Skills activity
<b>Year 8</b>	G5- Think Ahead Thursday Lunch Events G1- Weekly Careers Focus during Aspire2be Sessions (See Pathway below) G5 - #Lords Live	G5- Think Ahead Thursday Lunch Events G1- Weekly Careers Focus during Aspire2be Session (See Pathway below) G1- Oldham Changing Horizons Event TBC G5 & G7- Visit to local Sixth Form Colleges G1 National Apprenticeship Week G1 National Careers Week	G5- Think Ahead Thursday Lunch Events G1- Weekly Careers Focus during Aspire2be Session (See Pathway below) G5 & G6- Careers Fayre G5 & G7- Visit to local Sixth Form Colleges G5- STEAM Events G1- World of Work- Life Skills Sessions
<b>Year 9</b>	G5- Think Ahead Thursday Lunch Events G1- Weekly Careers Focus during Aspire2be Sessions (See Pathway below)	G5- Think Ahead Thursday Lunch Events G1- Weekly Careers Focus during Aspire2be Sessions (See Pathway below)	G5- Think Ahead Thursday Lunch Events G1- Weekly Careers Focus during Aspire2be Session (See Pathway below)

	Term 1	Term 2	Term 3
	<p>G3 &amp; G8- Careers &amp; Aspirations Assemblies</p> <p>G3, G5 &amp; G7- Careers Advisor/Post 16 providers present at parent parents evenings.</p> <p>G5 #Lords Live</p> <p>G3- Post 16 pathways evening</p>	<p>G3 &amp; G8- Careers &amp; Aspirations Assemblies</p> <p>G1 National Apprenticeship Week</p> <p>G1- Oldham Changing Horizons Event TBC</p> <p>G1 National Careers Week</p> <p>G3, G5 &amp; G7- Careers Advisor/Post 16 providers present at parent evenings.</p> <p>G5- Inspirational Women in Industry Event (Wilmott Dixon)</p> <p>G5 &amp; G7- Manchester College Option Talks</p> <p>G8- Careers Advisor Talks &amp; Assemblies</p> <p>G1 National Apprenticeship Week</p>	<p>G5 &amp; G6- Careers Fayre</p>
<b>Year 10</b>	<p>G5- Think Ahead Thursday Lunch Events</p> <p>G1- Weekly Careers Focus during Aspire2be Sessions (See Pathway below)</p> <p>G3 &amp; G8- Careers &amp; Aspirations Post 16 Pathways assemblies</p> <p>G5 #Lords Live</p> <p>G3- Post 16 pathways evening</p>	<p>G5- Think Ahead Thursday Lunch Events</p> <p>G1- Weekly Careers Focus during Aspire2be Session (See Pathway below)</p> <p>G5- Inspirational Women in Industry Event</p> <p>G7- University Visits TBC</p> <p>G8- Careers Advisor Talks &amp; Assemblies</p> <p>G8- 1:1 Careers Sessions and guidance</p> <p>G1 National Apprenticeship Week</p> <p>G1 National Careers Week</p>	<p>G5- Think Ahead Thursday Lunch Events</p> <p>G1- Weekly Careers Focus during Aspire2be Session (See Pathway below)</p> <p>G7- University Visits TBC</p> <p>G8- 1:1 Careers Sessions and guidance</p> <p>G5- Mock Interviews</p> <p>G2 &amp; G7- Manchester College LMI talks</p> <p>G5 &amp; G6- Career Fayre</p>

	Term 1	Term 2	Term 3
<b>Year 11</b>	<p>G5- Think Ahead Thursday Lunch Events</p> <p>G1- Weekly Careers Focus during Aspire2be Session (See Pathway below)</p> <p>G5 #Lords Live</p> <p>G8- 1:1 Careers Sessions and guidance</p> <p>G3 &amp; G8- Careers &amp; Aspirations Post 16 Pathways assemblies, providers present at Parents Evenings.</p> <p>G5 &amp; G7- Visits from post 16 providers in assemblies and Aspire2be time.</p> <p>G1- Clear focus on next steps, focus on CV writing (G3) and Post 16 pathways evening (G3)</p>	<p>G5- Think Ahead Thursday Lunch Events</p> <p>G1- Weekly Careers Focus during Aspire2be Session (See Pathway below)</p> <p>G8- 1:1 Careers Sessions and guidance</p> <p>G1 National Apprenticeship Week</p> <p>G1 National Careers Week</p>	<p>G5- Think Ahead Thursday Lunch Events</p> <p>G1- Weekly Careers Focus during Aspire2be Session (See Pathway below)</p> <p>G8- 1:1 Careers Sessions and guidance</p> <p>G5 &amp; G6- Careers Fayre</p>