

# Wellington School



Honesty

Community

Excellence

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## Careers Provider Access Policy

**Updated:** July 2024

**Review Date:** July 2026



# Wellington School



***Policy Title***

**Careers Provider Access Policy**

## ***Summary of Contents***

This document outlines the school's arrangements for managing the access of education and training providers.

<b><i>Date of Update</i></b>	<b>July 2024</b>
<b><i>Review Date</i></b>	<b>July 2026</b>
<b><i>Status</i></b>	<b>Statutory</b>
<b><i>Member of SLT Responsible</i></b>	<b>C Holt</b>

# Careers Provider Access Policy

## 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.

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 8 to 13 at Wellington School 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

Our commitment to CEIAG at Wellington School means that provision begins in Year 7.

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Chris Holt, Assistant Headteacher and Careers Lead.

Telephone: 0161 928 4157

Email: [cholt@wellington.trafford.sch.uk](mailto:cholt@wellington.trafford.sch.uk)

### 4.2 Opportunities for access

At Wellington School there are many enrichment activities, co-curricular activities and visits linked to careers education. The table below is by no means a comprehensive list of events, however, those listed will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
<b>Year 7</b>	Dragon's Den Enterprise Challenge		Project In A Day
<b>Year 8</b>		Assembly and tutor group opportunities - employability skills	
<b>Year 9</b>	Assembly and tutor group opportunities - employability skills	Careers Carousel Key Stage 4 options event	
<b>Year 10</b>	Assembly and tutor group opportunities - employability skills		Enterprise Challenge Event Practice Interviews
<b>Year 11</b>	Careers Fair  Financial Awareness Day		
<b>Year 12</b>	Assembly and small group opportunities - employability skills	Life Skills Day Apprenticeship awareness event	Professional work placements
<b>Year 13</b>	Life Skills Day Assembly and small group opportunities - employability skills	Assembly and small group opportunities - employability skills	

Please speak to Chris Holt, Assistant Headteacher, to identify the most suitable opportunity for you.

Wellington School is also a member of the Enterprise Advisor Network for Greater Manchester. We are currently without an Enterprise Advisor.

### 4.3 Granting and refusing access

Access to students, the school and parents/carers is at the discretion of Mr C. Holt, Mr S. Beeley (Headteacher) and the Governing body.

#### **4.4 Safeguarding**

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.

#### **4.5 Premises and facilities**

When granted access to Wellington School:

- Accommodation suitable for the needs of use will be provided. In general, large scale events such as Careers Fair, Careers Carousel and assemblies take place in the Vale Hall and/or Adshead Hall. For smaller scale events we will provide boardroom or classroom access. For small meetings, our dedicated Careers Office is available. In all cases, electric points, digital screens and PCs can be provided.
- It is essential that Mr Holt is made aware of any requests for rooms and ICT equipment at least one week prior to visits. All requests must be made by email and are not guaranteed until receipt of email.
- Providers are more than welcome to leave prospectuses, flyers and literature for students' use. Please alert us as to whether this should be added to our careers library or distributed to students/carers.

### **5. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Chris Holt, Assistant Headteacher and Careers Lead.

This policy will be reviewed by Chris Holt, Assistant Headteacher, bi-annually. At every review, the policy will be approved by Gareth Clements, Careers Link Governor, and Stuart Beeley, Headteacher.