



**Careers Education, Information,
Advice and Guidance and
Employability
Provider Access Policy**

Headteacher: Ms C Senior

Chair of Governors: Mr S Fitz-Gerald

| | Date | Name | Signature |
|---------------|--------------------|--------------------|-----------|
| Policy Date | October 2024 | | |
| Review Date | October 2025 | | |
| Review Period | Annually | | |
| Lead Person | AHT, KS5 | Kim Brewer | |
| Prepared by | AHT, KS5 | Kim Brewer | |
| Verified by | Headteacher | Carrie Senior | |
| Approved by | Chair of Governors | Stuart Fitz-Gerald | |

Blackfen School for Girls

This policy sets out the school’s arrangements for managing the access of providers to students 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 obligation under Section 42B of the Education Act 1997.

Student Entitlement

- All students in years 7-13 are entitled: to find out about technical education qualifications and apprenticeship opportunities, as part of a 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.

Management of provider access requests

A provider wishing to request access should contact:
 Mrs Kellie Smith, Careers Adviser
 Email: ksm@blackfen.bexley.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 students and/or parents/carers. This includes the following (not an exhaustive list as we regularly host providers on an ad hoc basis).

Please contact the careers department to identify an appropriate opportunity to conduct a visit. Whilst every effort will be made to support providers accessing Blackfen School for Girls students, the school will reserve the right to withdraw this opportunity, especially if the school decides the student entitlement criteria above are not being met.

Careers Programme for Years 7-13

| Year | Autumn Term | Spring Term | Summer Term |
|------|---|--|---|
| 7 | | <ul style="list-style-type: none"> • Careers Fair | |
| 8 | <ul style="list-style-type: none"> • Guest Speakers - Opportunities for students to encounter employers and further and higher education providers | <ul style="list-style-type: none"> • Careers Fair • Careers Day • Unifrog – careers software programme • STEM activity session: external providers | <ul style="list-style-type: none"> • Discover Days – a selection of vocational based workshops delivered by outside agencies • Parent Evening |
| 9 | <ul style="list-style-type: none"> • Guest Speakers - Opportunities for students to encounter employers and further and higher education providers | <ul style="list-style-type: none"> • Careers Fair • 1-2-1 career sessions with Prospects Careers Adviser for SEND, LAC, FSM & PP students. • Year 9 Options Evening | <ul style="list-style-type: none"> • Discover Days – a selection of vocational based workshops delivered by outside agencies |

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| | | <ul style="list-style-type: none"> • Year 9 parent Evening • Unifrog - careers software programme | <ul style="list-style-type: none"> • Introduction to Work Experience |
| 10 | <ul style="list-style-type: none"> • Careers Adviser supports students in finding work experience placements • Lunchtime career sessions • Parent Information Evening | <ul style="list-style-type: none"> • Careers Fair • Lunchtime careers sessions • Parent Evening | <ul style="list-style-type: none"> • Small group sessions with Prospects Careers Adviser -post-16 choices • 1-2-1 career sessions with Prospects Careers Adviser for SEND, LAC, FSM & Pupil Premium students. • Unifrog - careers software programme • Work Experience Preparation Session • 1-week work experience placement |
| 11 | <ul style="list-style-type: none"> • Work Experience Debriefing session • Post-16 Open Evening • Group meetings with Head of 6th form • 1-2-1 career sessions with Prospects Careers Adviser to explore post-16 choices and career pathways offered to all year 11 | <ul style="list-style-type: none"> • Careers Fair • Intensive job and apprenticeship search activities. • Activities arranged as part of National Apprenticeship Week. • Follow up meetings with Head of 6th Form • Sixth Form taster programme • Sixth Form subject selection meetings with LT • Parent Evening | <ul style="list-style-type: none"> • Apprenticeship talk by ASK • Prospects Careers Adviser to provide tailored support where needed |

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| 12 | <ul style="list-style-type: none"> • 'Next Steps' workshop day: • UCAS/apprenticeship information • Parent Information • Evening • Assembly programme • Tutor activities • Unifrog launch | <ul style="list-style-type: none"> • Careers Fair • University Information Evening • UCAS convention • National Apprenticeship week activities • PSHE introduction to UCAS and apprenticeships PSHE Interviews and assessment centres Unifrog updates • Work experience: one week | <ul style="list-style-type: none"> • UCAS workshop • Unifrog interactions • Apprenticeship mock interviews |
| 13 | <ul style="list-style-type: none"> • Parent Information Evening • UCAS workshop • University Open Days and taster courses | <ul style="list-style-type: none"> • Careers Fair • Individual meetings with external careers (as required) • National apprenticeship week activities • Opportunities Team used to notify of apprenticeship opportunities | <ul style="list-style-type: none"> • Prospects Careers Adviser to provide tailored support where needed |

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 Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students before school, break time, lunchtime and after school.