



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

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Chair of Governors: Mr W Stone

	Date	Name	Signature
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Blackfen School for Girls

At Blackfen we aim to provide all pupils from year 8 to 13 with meaningful opportunities to explore a wide range of future options.

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils 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 provider who is given access

As a school we aim to:

- Develop knowledge and awareness among our pupils of all career pathways available to them, including technical qualifications and apprenticeships
- Support pupils in learning more about opportunities for education and training outside of school, before they make crucial choices about their future options
- Reduce drop-out from courses and avoid the risk of pupils becoming NEET (not in education, employment or training)

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 provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in:

- Section 42B of the [Education Act 1997](#)
- [Education and Skills Act 2008](#)
- [The School Information \(England\) Regulations 2008](#)
- The [Skills and Post-16 Education Act 2022](#)
- Guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#)

This policy shows how our school complies with these requirements.

All pupils in years 8 to 13 at Blackfen are entitled to:

- Find out about further education training, 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 the careers fair, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses
- Have a minimum of 6 encounters with providers

These encounters must happen for a reasonable period of time during the standard school day.

As a school we can provide complementary experiences but encounters outside of school hours won't count towards these requirements.

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Access to providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. We are committed to encouraging all pupils to make decisions about their future based on impartial information.

Meaningful encounters with providers

Our school is committed to providing meaning encounters for all pupils.

A meaningful encounter:

- Is where the pupil can explore what it is like to learn, develop and succeed in that environment
- Involves meeting both staff and learners/trainees
- Has a clear purpose
- Is underpinned by learning outcomes that are appropriate to the needs of the pupil
- Involves a 2-way interaction between the pupil and the provider
- Includes information about the provider, such as their recruitment and selection processes, the qualifications that provider offers and the careers these could lead to
- Describes what learning or training with the provider is like
- Is followed by opportunities for the pupil to reflect on the insights, knowledge or skills gained through the encounter

Procedure

A provider wishing to request access should contact the careers advisor at the school

As a school we ask each provider to provide the following information for our pupils:

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

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 advisor 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.

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Opportunities for encounters:

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 Year 9 parent Evening Unifrog - careers software programme 	<ul style="list-style-type: none"> Discover Days – a selection of vocational based workshops delivered by outside agencies 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

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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
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

Live online encounters

We will consider requests for live online encounters with providers, which may be broadcast into classrooms or the school assembly hall. We will need to carry out technology checks in advance to make sure systems are compatible.

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Granting and refusing provider access requests

Each access request will be considered on a case-by-case basis.

We will grant access requests where there is opportunity for a positive contribution to our careers programme.

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.

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 advisor 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.

Working with parents and carers

We aim to involve parents and carers in our careers programme and welcome your attendance at some encounters with providers in school. Opportunities for parental attendance will be communicated home via email.

If you would like to speak to the school about encounters with providers, please contact the careers advisor.

We also welcome feedback from parents and carers to help improve our offer of encounters with providers.