



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

Head Teacher: Mr M Brown

Chair of Governors: Mr S Fitz-Gerald

	Date	Name	Signature
Policy Date	October 2023		
Review Date	October 2024		
Review Period	Annually		
Lead Person	AHT, KS5	Kim Brewer	
Prepared by	AHT, KS5	Kim Brewer	
Verified by	Head Teacher	Matthew Brown	
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 8-13 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 and Work Experience Co-ordinator

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.

Year	Autumn Term	Spring Term	Summer Term
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 Challenge Day• Presentation by Prospects Careers Advisor• New Kudos – careers software programme• STEM activity session: external providers• Careers Forum	<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">• Small group sessions with Prospects Careers Advisor• 1-2-1 career sessions with Prospects Careers Advisor for SEND, LAC, FSM & PP students.• Year 9 Options Evening• Year 9 parent Evening	<ul style="list-style-type: none">• Discover Days - a selection of vocational based workshops delivered by outside agencies• Introduction to work experience

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		<ul style="list-style-type: none"> New Kudos - careers software programme Careers Forum 	
10	<ul style="list-style-type: none"> Careers Co-ordinator supports students in finding work experience placements Lunchtime career sessions Parent Information Evening 	<ul style="list-style-type: none"> Parent Evening Lunchtime careers sessions Careers Forum 	<ul style="list-style-type: none"> Small group sessions with Prospects Careers Advisor - post-16 choices 1-2-1 career sessions with Prospects Careers Advisor for SEND, LAC, FSM & Pupil Premium students. Work Experience Challenge Day New Kudos - careers software programme Rah Rah Theatre Company - WexFactor Rah Rah Theatre – Communication Workshop 2 week work experience placement
11	<ul style="list-style-type: none"> Work Experience Debriefing session Post-16 Open Evening Group meetings with transition co-ordinator 1-2-1 career sessions with Prospects Careers Advisor to explore post-16 choices and career pathways offered to all year 11 	<ul style="list-style-type: none"> Intensive job and apprenticeship search activities. Activities arranged as part of National Apprenticeship Week. Follow up meetings with transition co-ordinator Sixth Form taster programme Sixth Form subject selection meetings with LT Careers Forum Parent Evening 	<ul style="list-style-type: none"> Apprenticeship talk by transition co-ordinator 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 Skills for London careers/apprenticeship exhibition Assembly programme 	<ul style="list-style-type: none"> University Information Evening UCAS convention Careers Forum Top universities conference Careers workshop Day Work experience: one week 	<ul style="list-style-type: none"> Sussex university Trip University Open days and taster course UCAS workshop Level 2 students 1 to 1 meetings with outside provider (council) Unifrog introduction

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	<ul style="list-style-type: none"> • Tutor activities • NCS • Micro-Tyco 	<ul style="list-style-type: none"> • Parents evening • Level 2 students: apprenticeship provider presentation • Level 2 students 1 to 1 meetings with transition co-ordinator 	
13	<ul style="list-style-type: none"> • Parent Information Evening • Skills for London careers/apprenticeship exhibition • UCAS workshop • Transition co-ordinator talk about apprenticeships • University Open Days and taster courses • Parents evening • External apprenticeship providers run 'drop in sessions' (PWC) 	<ul style="list-style-type: none"> • Careers Forum • Individual meetings with transition co-ordinator • Website – 'live' apprenticeship opportunities • External apprenticeship providers run 'drop in sessions' 	

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.