



Inspiring excellence

# Policy statement on provider access for careers advice and guidance.

## Wymondham High Academy: Provider Access Policy

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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 obligations under Section 42B of the Education Act 1997.

### Student entitlement

**Students in years 7 – 13 are entitled:**

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

### Management of provider access requests

#### Procedure

A provider wishing to request access should **contact Mrs Evette Sharpe, Careers Leader**

**Telephone: - 01953 713153 Email: [sharpee@wh-at.net](mailto:sharpee@wh-at.net)**

#### 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 pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	<p>PSHE Lessons</p> <p>Introduction to Careers and Self Awareness</p>	<p>PSHE Lessons</p> <p>Goal Setting and Role Models</p> <p>Drop - down day</p> <p>Enterprise Challenge Event</p> <p>British Science Week</p> <p>World Book Day</p>	<p>PSHE Lessons</p> <p>Assemblies</p> <p>Form Time opportunities</p>
<b>Year 8</b>	<p>PSHE Lessons -</p> <p>Y8 Options Evening for parents and students</p>	<p>National Careers Week of Activities</p> <p>PSHE Programme</p> <p>Lessons on Options process and tutor group opportunities</p> <p>British Science Week</p> <p>World Book Day</p>	<p>Visiting speakers</p> <p>Stereotyping and Resilience Assemblies –</p> <p>Form time opportunities</p>
<b>Year 9</b>	<p>PSHE Lessons</p> <p>Targeted lessons on Employability Skills and different Qualification levels</p> <p>Targeted Group sessions on LMI and Work Experience</p>	<p>PSHE Programme</p> <p>National Careers of Week Activities - visiting speakers.</p> <p>Information Assemblies</p>	<p>PSHE Programme</p> <p>Lessons Finance</p> <p>Banking and budgeting – assemblies</p> <p>Form Time opportunities</p>
<b>Year 10</b>	<p>Post 16 Information Assemblies</p>	<p>National Careers Week of activities</p> <p>Apprenticeship Evening for parents and students</p>	<p>Futures Fair Event</p> <p>Employer led Workshops - July</p> <p>Information Assemblies</p> <p>Form time opportunities</p>
<b>Year 11</b>	<p>Information Assemblies</p> <p>Post 16 Options Talks</p> <p>Lunch time drop in sessions from post 16 providers-</p> <p>Introduction to Sixth Form assemblies</p>	<p>National Careers Week of activities</p> <p>Employer lead mock interview sessions</p> <p>Higher Education Summer School Assemblies</p> <p>Apprenticeship Evening</p>	<p>.</p>

	Autumn Term	Spring Term	Summer Term
	Higher Education Assemblies		
<b>Year 12</b>	Information Assemblies Careers Talks Sessions (visiting speakers) Friday Futures (non-uni & apprenticeship drop-in sessions)	Post 18 Option Talks (Enrichment Programme) National Careers Week British Science Week linking science subjects to STEM Careers Apprenticeship Evening-Feb	Annual Futures Fair event Employer led workshops Higher Education sessions – visiting speakers for HE institutions .
<b>Year 13</b>	Careers Talks Sessions (visiting speakers) Post 18 Options Assemblies Employer lead interview practice for Med/Vet/Dental Friday Futures (non-uni & apprenticeship drop in sessions)	Careers Talks sessions (visiting speakers) National Careers Week of Activities Apprenticeships Workshops Friday Futures (Non-uni & Apprenticeship drop in sessions)	

Please speak to our named Careers Leader Mrs Evette Sharpe to identify the most suitable opportunity for you. The Academy's policy on safeguarding sets out the approach to allowing providers into school as visitors to talk to our students. The safeguarding policy is available on the Academy's website.

### 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 at lunch and break times.

## Approval and review

Approved September 2018 by Governors at Curriculum and Standards Committee

Next review: 2020

Signed: *[name]* Chair of Governors

Principal Mr Jonathan Rockey