



# St Paul's Way Trust School

## Provider Access Policy (Careers)

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<b>Title:</b>	<b>Provider Access Policy (Careers)</b>
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## Policy Aim and Ethos

This policy statement sets out St Paul's Way Trust School's arrangements for managing the access of providers to pupils at the school for the purpose 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. This policy exists as an extension of St Paul's Way Trust School's **Careers Education Information Advice and Guidance (CEIAG) Policy**.

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

## Pupil Entitlement

All pupils 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;
  - Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
  - Understand how to make applications for the full range of academic and technical courses.
- Management of provider access requests

## Opportunities for Access

A number of events, integrated into St Paul's Way Trust School's careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

<b>Year Group Focus</b>	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b> Introduction to Careers	✓ Assemblies	✓ Assemblies	✓ Assemblies
<b>Year 8</b> Exploring Careers	✓ Assemblies	✓ Assemblies	✓ Science Summer School (STEM) ✓ Curriculum Enhancement Day (Pathways) ✓ Assemblies
<b>Year 9</b> Pathways and Opportunities	✓ Pathways Focus ✓ Assemblies	✓ Assemblies ✓ Parent's Evening	✓ Science Summer School (STEM) ✓ Curriculum Enhancement Day (Pathways) ✓ Assemblies
<b>Year 10</b> Understanding the World of Work	✓ Assemblies	✓ Parent's Evening ✓ Assemblies	✓ Work Experience ✓ Mock Interviews ✓ Science Summer School (STEM) ✓ Curriculum Enhancement Day (Pathways) ✓ Assemblies
<b>Year 11</b> Post-16 Destinations	✓ Post-16 Advice and Guidance ✓ Mock Interviews ✓ Assemblies	✓ Post-16 Advice and Guidance ✓ Parent's Evening ✓ Assemblies	✓ Post-16 Advice and Guidance ✓ Assemblies
<b>Year 12</b> Exploring Post-18 Options	✓ Assemblies	✓ Work Experience ✓ Parent's Evening ✓ Assemblies	✓ Science Summer School (STEM) ✓ Curriculum Enhancement Day (Pathways) ✓ Assemblies
<b>Year 13</b> Post-18/Higher Education	✓ Post-18 Advice & Guidance ✓ Mock Interviews ✓ Assemblies	✓ Post-18 Advice and Guidance ✓ Mock Interviews ✓ Parent's Evening ✓ Assemblies	✓ Post-18 Advice and Guidance ✓ Assemblies

A provider wishing to request access should contact:

**Kawtar El Ouaraini, Careers Education and Guidance Manager**

**Telephone: 0207 987 1883 ext. 131**

**Email: [kawtarelouaraini@spwt.net](mailto:kawtarelouaraini@spwt.net)**

A brief description of some of our opportunities for access are provided below:

<b>Event/Programme</b>	<b>Calendar</b>	<b>Description</b>
<b>Assemblies</b>	Half-Termly	Assembly dates for provider access are overseen and coordinated by the SLT member with management responsibilities for the CEIAG provision. The coordination of the themes for these assemblies is a responsibility of the CEIAG Manager, in collaboration with the Higher Education Coordinator. Please see below the assembly schedule.*
<b>Science Summer School</b>	July <i>(Flying Start)</i>	Hosted by Professor Brian Cox OBE, Science Summer School offers students with an exciting and unique opportunity to explore the world of STEAM (Science, Technology, Engineering, Arts, and Mathematics) through TED-style talks by leading scientists and practical workshops. Students in Years 8, 9, 10, 11 and 13 will participate in either Science Summer School or Curriculum Enhancement Day.
<b>Curriculum Enhancement Day</b>	July <i>(Flying Start)</i>	A variety of exciting trips are planned for students across the school. These trips are designed to get students to reflect on their future and, therefore, will visit a university and/or an organisation for an introduction to higher education and/or employment. Please note, students in Years 8, 9, 10, 11 and 13 will participate in either Science Summer School or Curriculum Enhancement Day.
<b>Work Experience</b>	Nov – Year 10 (X) Feb – Year 12 Jun – Year 10 (Y)	As part of St Paul’s Way Trust School’s robust career programme, and in line with Gatsby Benchmark 6, all students will take part in work experience in both Year 10 and Year 12. Our students have previously gained placements at: Morgan Stanley, NHS, Queen Mary University of London and Bank of America. Students are supported in their work experience journey by industry experts and corporate volunteers.
<b>Mock Interviews</b>	Ad-Hoc	At St Paul’s Way Trust School, we understand the importance of preparing our students for the demands of working life. Many students are invited to interviews when applying to sixth form/college/university and the vast majority of students will be invited to a job interview in the future. Therefore, we invite employers and business volunteers into the school to hold one-to-one or group interviews resembling a real interview.

\*Provider access will be granted for assemblies provided that there is still availability. Assemblies last for either 10 minutes (09:00 – 09:10) or 15 minutes (12:50 – 13:05 or 13:35 – 13:50).

The weekly schedule for assemblies, including year groups, is outlined below:

<b>Year Group</b>	<b>Day</b>	<b>Time</b>
Year 7	Friday	09:00 – 09:10
Year 8	Thursday	12:50 – 13:05
Year 9	Tuesday	09:00 – 09:10
Year 10	Wednesday	09:00 – 09:10
Year 11	Monday	09:00 – 09:10
Year 12	Thursday	09:00 – 09:10
Year 13	Thursday	09:00 – 09:10

The provider access dates for the 2019-20 academic year are outlined below:

<b>Week Commencing</b>	<b>Theme</b>	<b>Years Available</b>
16/09/2018	Introduction to CEIAG	All
18/11/2018	Higher Education	All
20/01/2019	Apprenticeships	All
02/03/2019	Open	All
04/05/2019	Open	Year 7 – Year 10 & Year 12
15/06/2019	Open	Year 7 – Year 10 & Year 12

Dates for additional access for ad hoc workshops and events are coordinated by the CEIAG Manager, in collaboration with year teams and faculties.

### **Premises and Facilities**

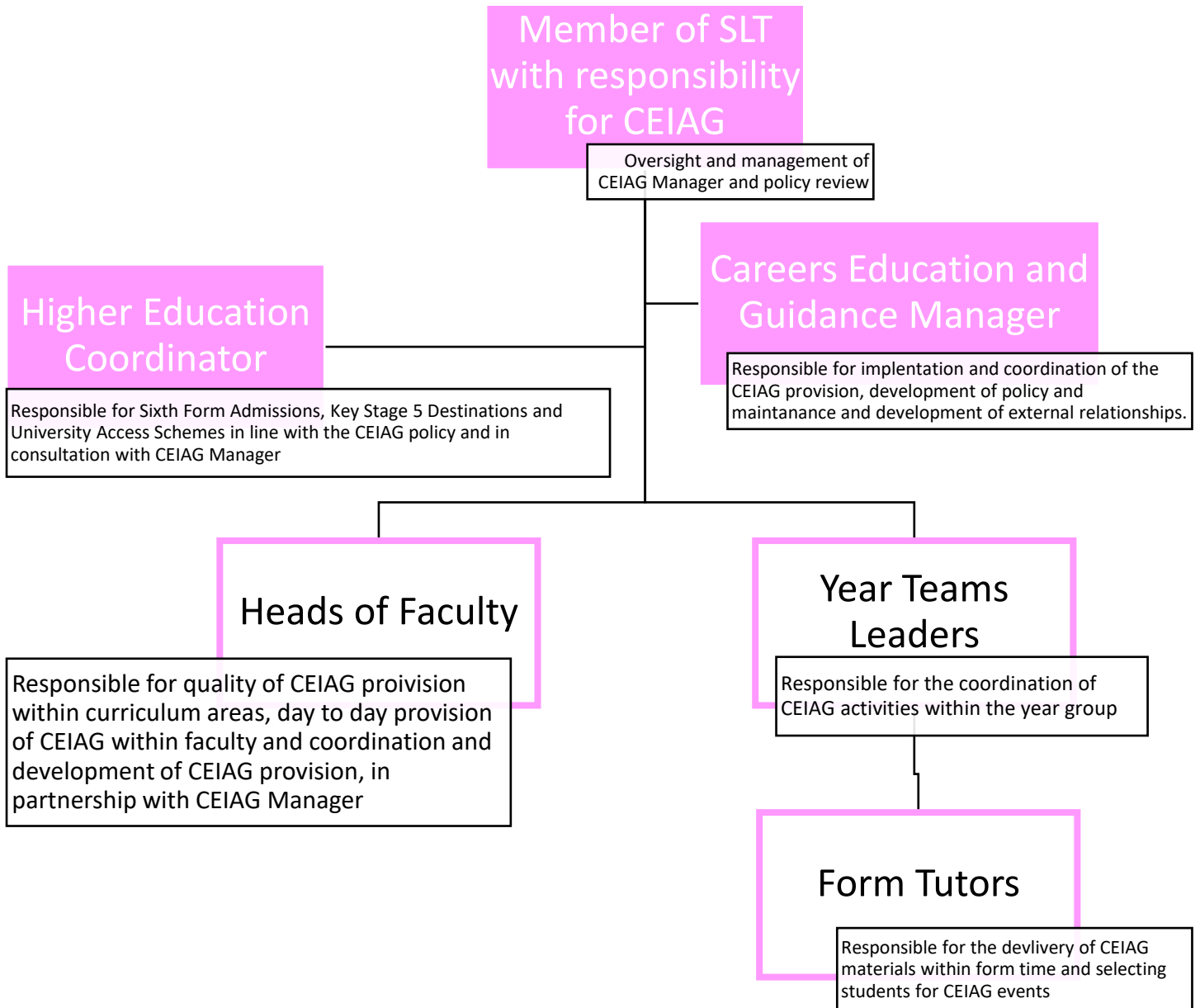
All assemblies take place in St Paul's Way Trust School's Willoughby Theatre, which has a seating capacity of 240. This room provides access to a projector and a sound system.

For events or workshops, please discuss room requirements with the CEIAG Manager. All rooms have access to a projector and sound system. The capacity of rooms varies from 10 students to 70 students. Providers must adhere to the school's safeguarding procedures at all times while working with the school.

To book an ad hoc event or workshop, please contact the CEIAG Manager at least 8 weeks before the proposed date of the event.

If you are a provider who wishes to leave a copy of your prospectus or other relevant resources please discuss with the Careers Manager to make arrangements for a space in the Careers Library, which is managed by the Careers Manager and School Library Manager. The Careers Library is available to all students at lunch and break times.

## Appendix 1 – CEIAG Staffing Structure



## Appendix 2 – Gatsby Benchmarks

<b>Benchmark</b>	<b>Description</b>
<b>1. A stable careers programme</b>	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
<b>2. Learning from career and labour market information</b>	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
<b>3. Addressing the needs of each pupil</b>	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
<b>4. Linking curriculum learning to careers</b>	All teachers should link curriculum learning with careers up to and including the age of 14.
<b>5. Encounters with employers and employees</b>	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. Each student must have this opportunity at least once per academic year.
<b>6. Experiences of workplaces</b>	Every pupil will have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks. Students should complete one work experience placement in Year 10 and another in Year 12.
<b>7. Encounters with further and higher education</b>	All pupils should understand the full range of learning opportunities that are available to them, including academic and vocational routes and learning in schools, colleges and/or universities. Each student must have this opportunity at least once per academic year.
<b>8. Personal guidance</b>	Every pupil should have opportunities for guidance interviews with a careers adviser, provided they are trained to an appropriate level. Every student should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.