

Bromley Trust Academy

Careers Education Information and Guidance Provider Access Policy

Responsible post holder	Executive Headteacher
Approved by Governors on	September 2018
Next Review	September 2019

Introduction

From 2 January 2018 schools and academies must provide technical education and apprenticeship providers with access to students in years 8 to 13. This is a requirement of the Education Act 1997 (as amended by the [Technical and Further Education Act 2017](#))

This policy statement sets out the school's arrangements for managing the access of providers to students at the schools 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.

Student entitlement

All students in years 8-13 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 events, 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

A provider wishing to request access should contact:

Mrs Michelle Graydon, Careers Leader
 Telephone: 01689 821205
 Email: michelle.graydon@bromleybeaconacademy.org.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 their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 7	Community tea	Marketing and Media Working in the public sector	Enterprise week
Year 8	Community Tea	Meeting the Employers	Enterprise week
Year 9	Enterprise Activities What's the Point?	Workplace visits What's the point?	Careers Week
Year 10	Work Experience	1:1 meeting with the Careers Adviser	Enabling Enterprise
Year 11	Visit to Skills London Tour of LSEC	1:1 Careers Interviews Introduction to NCS	Preparing for the future Experience days at LSEC NCS applications

Year 12	CV Writing skills Interview skills	UCAS – Higher Education exhibition Excel Centre	Mock Interviews Supported Internships
Year 13	Work Experience	Enterprise events	Preparing for the future

Please speak to our Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school Reception, which will then be distributed to the most appropriate place within the setting so students can access at an appropriate time.