**St Martins School**

**CAREERS PROVIDER ACCESS POLICY – 2020**

**Review Framework**

The policy should be reviewed **every two years** (or sooner in the event of revised legislation or guidance

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|  | **Date** |
| This policy was created in: | September 2018 |
| This issue was revised and released in: | October 2020 |
| It was ratified by the Governing Body on: | **December 2020** |

Department of Education - Careers Strategy: Making the most of everyone's skills and talents.

Department of Education - Careers guidance and access for education and training providers (Statutory guidance for

governing bodies, school leaders and school staff).

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Introduction

This policy statement 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 approved technical education or training offers including apprenticeships. This complies with the school's legal obligations under Section 42B of the Education Act 1997. It also details the arrangements in place for all our students to gain valuable knowledge, skills and experience for life after school.

Student entitlement

* The governors must prepare a policy statement setting out the circumstances in which education and training providers will be given access to pupils, and to ensure that this is followed. The governors must publish the policy statement and any revised statement.

Students *in years 8-11 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:

Hannah Weaver Email: [reception@stmartins3-16.org](mailto:reception@stmartins3-16.org)

Tel: 01691 776500

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. Please speak to Hannah Weaver, Careers Lead, to identify the most suitable opportunity for you to visit St Martins School.

During restrictions due to Covid – 19, these opportunities will be ‘virtual’.

Premises and facilities

St Martins School will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. St Martins 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 Lead. If a provider requires access to IT equipment to assist their presentation, the provider will need to contact school in advance of their visit to secure their requests (5 working days).

During restrictions due to Covid – 19, these opportunities will be ‘virtual’.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Main Reception. Depending on the target audience, the literature will be made available to students via the Hub. The Hub is available to all students at lunch and break times.