



Broadway Academy Trust Policies

Our Children. Our Community. Believe it can be done!

Careers Provider Access Policy

Approved by: Deep Academics Committee

Approved: **May 2024**

Next review date: **May 2025**



Contents

	Section	Page
1	Introduction	2
2	Student entitlement	2
3	Management of provider access requests	2
4	Premises and facilities	4
5	Complaints	4

Policy statement on Provider Access

1. Introduction

This policy statement sets out Broadway Academy Trust's arrangements for managing the access of providers to students at the Academy for the purposes of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

2. Student entitlement

2.1 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.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies, group discussions and taster events.
- Understand how to make applications for the full range of academic and technical courses.

2.2 For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

2.3 These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

Meaningful provider encounters

2.4 One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that can provide live online engagement with our pupils

3. Management of provider access requests Procedure

3.1 A provider wishing to request access should contact the Assistant Headteacher over Careers on 0121 566 4334 or e-mail enquiry@broadway-academy.co.uk

Opportunities for access

- 3.2 The Academy offers the six provider encounters by law along with several additional events, integrated into the Academy careers programme. We offer providers an opportunity to come into the Academy to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 7	<i>Alumni assembly</i>	<i>Careers Assembly- Agriculture Armed forces STEM Roadshow</i>	<i>Careers Assembly- Business Big Bang trip</i>
Year 8	<i>Careers Fair T-Level encounter-UCB Virtual workplace tour-GP surgery</i>	<i>Life skills – tutor group opportunities Medical Mavericks-health sector Armed forces STEM Roadshow Royal Navy event</i>	<i>Life skills – tutor group opportunities Keele University trip</i>
Year 9	<i>Careers Fair Envision</i>	<i>KS4 options assembly and evening Royal Navy event Medical Mavericks- sports sector University trip Envision Business Safari- Apprenticeships Girls STEM event</i>	<i>No encounters – legislation requires encounters to take place by 28 February</i>
Year 10	<i>T-Level encounter- UCB Careers Fair Life Skills – work experience preparation sessions Apprenticeship Fair</i>	<i>PAL Live Event- Apprenticeships/T Levels Mock Assessment Centre- Apprenticeships Mock interviews launch assembly. Mock interview event with providers and employers CV workshops</i>	<i>Technical/vocational tasters at local college/s or training providers University of Birmingham Summer School Festival of Apprenticeships event 1 to 1 careers interview SEND input-journey planning, parent workshops</i>
Year 11	<i>Careers Fair Post 16 apprenticeships assembly Life Skills – assembly on opportunities at 16 1 to 1 careers interview Post 16 applications SEND input-journey planning, parent workshops</i>	<i>Further Education & Apprenticeship Application Support Sessions Post 16 evening Post 16 taster sessions Post 16 interviews NCS launch University trip SEND input-journey planning, parent workshops</i>	<i>No encounters – legislation requires encounters to take place by 28 February Confirmation of post-16 education and training destinations for all pupils</i>
Year 12	<i>Careers Fair Post 18 assembly – with higher and degree apprenticeship providers</i>	<i>Small group sessions: future education, training and employment options Meetings with 6th form team/tutors</i>	<i>Technical/vocational tasters at local college/s, training providers Aston University trip</i>

	Autumn Term	Spring Term	Summer Term
		<i>What Career/What Uni Live trip UK University and Apprenticeship Fair Student finance input</i>	
Year 13	<i>Workshops – HE and higher apprenticeship applications Post 18 assembly – with higher and degree apprenticeship providers</i>	<i>Meetings with 6th form team/tutors Student finance input National School and College Leaver Festival</i>	<i>No encounters – legislation requires encounters to take place by 28 February Confirmation of post-18 education and training destinations for all pupils</i>

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

4. Premises and facilities

- 4.1 The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy will also make available suitable IT support and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor or a member of their team.
- 4.2 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 Academy librarian. The Resource Centre is available to all students at lunch and break times.

5. Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk