



Academy@Worden

Careers Policy Statement

Academy@Worden: 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 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.

Pupil entitlement

All pupils 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

Procedure

A provider wishing to request access should contact *Mrs Rachel Blackledge, PSHE and Careers Coordinator*

Telephone: 01772 421021; Email: blackledger@wordenacademy.co.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 pupils and/or their parents/carers: Please speak to our PSHE and Careers Coordinator to identify the most suitable opportunity for you.

January 2018

	Autumn Term	Spring Term	Summer Term
Year 8	PSHE day	PSHE day	PSHE day Self-refer to Careers Advisor Careers Assembly
Year 9	PSHE day G&T experiences at Runshaw College Self-refer to Careers Advisor	PSHE day G&T experiences at Runshaw College Careers Assembly Options assemblies and Options booklet including UTC information Careers Fair Options Evening	PSHE day G&T experiences at Runshaw College
Year 10	Runshaw College lunch time drop-in session following college Open Evening Careers Assembly	Careers Fair Self-refer to Careers Advisor Parents Evening which colleges attend	Runshaw College assembly and Sampling Day Preston's College assembly and Sampling Day Cardinal Newman College assembly and Sampling Day Work Related Learning week Work Experience Week
Year 11	Runshaw College Assembly Blackburn College Assembly Preston's College Assembly Cardinal Newman Assembly Careers Assembly Promotion of college Open Days Runshaw College lunch time drop-in session following college Open Evening Careers Day Parent's Evening which colleges attend One-to-one interviews with Careers Advisor (Acton plan provided)	Runshaw College interviews Careers Fair	

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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 PSHE and Careers Coordinator 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 Careers Advisor. The Resource Centre is available to all students at appropriate times.

Approval and review

DRAFT

Approved January 2018 by Governors at Pupil, Learning and Curriculum Committee

Next review: *January 2019*

Signed: *Mr M Woodall* Chair of Governors

Mr C Catherall Headteacher