Passmores Academy Provider Access Policy
(Appendix A of Careers Policy)

Introduction

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

Student entitlement

All students in years 7-11 are entitled:

- to find out about technical education qualifications and apprenticeship 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 careers events, assemblies, and Parent Information Evenings;
- to understand how to make applications for the full range of academic and technical courses.

Management of Provider Access

Procedure

A provider wishing to request access should contact our Careers Co-ordinator

Tammy Bassett

t.bassett@passmoresacademy.com

01279 770800

The request will be dependent on the availability of students, teachers and resources.

The table below (p.2) shows what we offer:

Opportunities for access

Several 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	Essex Road Safety session	Careers Lessons: Dream Futures	Careers Lessons: Obstacles to dreams and pathways to success Careers Day The Riot Act road safety
Year 8	Careers lessons – Transferable skills Fire service visit – fire safety	Careers Lessons: Employability skills	Careers Lessons: Problem solving/ Teamwork Careers Day Upfront Theatre
Year 9	College taster day Careers guidance options	Careers lessons learning about LMI Evening for KS4 Options	Careers Lessons University Trips Harlow Schools Careers Fair Work shadowing day
Year 10	Post-16 Careers Fair Careers lessons preparation for CV workshop day Mock Application Day Rising Futures	Mock Interviews Rising Futures Work Experience	Motivational Speaker University Trips Rising Futures Passmores Careers Fair Employer mentoring
Year 11	Post-16 Careers Fair Careers lessons in preparation for post 16 option choices Assemblies – Post 16, Apprenticeships, 6th Forms, etc	Mentoring during registration Apprenticeship talks	Employer mentoring Passmores Careers Fair Collingwood – Road safety

Please speak to our Careers Co-ordinator to identify the most suitable opportunity for you.

Premises and Facilities

The school will make the assembly hall, classrooms and private meeting rooms, available for discussions between the provider and students, as appropriate to the activity. There will be occasion when events are held off-site, such as the Post-16 Information Evening. The school will also make available audio-visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Co-ordinator 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 our Careers Adviser Julie Kay. Mrs Kay is available to all students before school, break, lunch and after school.

Approval and review

Approved by Local Governing Body: 10th May 2022

Next review date: May 2024