

# Careers Education, Information & Advice: Provider Access Policy

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**Policy Statement on Provider Access**

**The English Martyrs School and Sixth Form College**

## **1. Introduction:**

This policy statement sets out the Bishop Hogarth Catholic Education Trust's arrangements and therefore the arrangements for individual academies 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 and the Skills and Post-16 Education Act 2022 we have a duty to provide pupils in Years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

### **1.1 Vision:**

The Bishop Hogarth Education Trust is committed to raising aspirations and maximising the benefits for every student in the development of a whole Trust approach to CEIAG by providing a planned programme of activities both in and outside of the curriculum, which includes work related learning opportunities.

Bishop Hogarth Education Trust is committed to ensuring the following outcomes for our students:

- All students are empowered to plan and manage their own futures including preparation for work and to become economically independent.
- All students are able to make informed choices through the provision of impartial and independent advice and guidance.
- All students are motivated and inspired to achieve and are not limited by prevailing stereotypes and attitudes.

## **2. Student entitlement**

### **2.1 Pupils in Years 8 to 13 are entitled to:**

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

All pupils in Years 8 to 13 will receive at least six encounters with accredited providers of technical education and apprenticeships. These encounters will be divided accordingly:

- During the first key phase (Year 8 to Year 9) all pupils must attend two mandatory sessions by accredited providers
- During the second key phase (Year 10 and 11) all pupils must attend two mandatory sessions by accredited providers
- During the third key phase (Year 12 and Year 13) there will two sessions by accredited providers – these will be optional for pupils to attend

## 2.2 Meaningful provider encounters:

A meaningful encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students by working closely with the providers prior to the visit to ensure a reasonable amount of time is prepared and that the following information is shared as a minimum:

- 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 students from the provider)
- Answer questions from students

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement for our students.

## 3. Provider Access

3.1 A provider wishing to request access should contact **Katherine Mincher, Careers Lead (kmincher@ems.bhcet.org.uk)** directly at the academy. The academy will then work with providers to identify the most effective opportunity for them to share information about education and training opportunities.

## 4. Opportunities to provide access

4.1 **The English Martyrs School and Sixth Form College** has a comprehensive careers programme for all pupils in the academy. This programme provides several opportunities for providers to access pupils and their parents.

These include, but not limited to:

- Assemblies to a specific year group or mix of year groups
- Talks to smaller groups of students
- Stands at careers fairs
- Mock Interviews, employability workshops, and sessions with all types of Post-16 education and training providers including but not limited to local colleges, sixth forms, universities and apprenticeship providers.
- Mentoring work with small groups of students.
- Involvement in extra-curricular activities such as clubs, trips, events, etc.
- Work experience placements.

Throughout the academic year key careers focus areas include, but are not limited to:	
Year 8	<ul style="list-style-type: none"><li>• Exploring careers with Unifrog</li><li>• Employer and post-16 provider visits and talks including NHS and BAE systems.</li></ul>

	<ul style="list-style-type: none"> <li>• Higher Education assembly and visits from York University Shine Programme</li> <li>• STEM events including the Big Project</li> <li>• Access to drop-in 1-to-1 careers guidance and group sessions</li> <li>• PD careers modules: Skills in the workplace and Understanding and managing debt</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Exploring careers with Unifrog</li> <li>• Employer and post 16 provider visits and talks including Vocational pathways</li> <li>• Higher Education assemblies events and visits</li> <li>• Year 9 options process assembly and parents evenings with qualified careers advisors available to speak to at options evening</li> <li>• STEM and enterprise events</li> <li>• Access to drop-ins 1-to-1 careers guidance and group sessions</li> <li>• PD careers modules: Introduction to Higher education, mortgages, interest rates and inflation</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Exploring careers with Unifrog</li> <li>• Employer and post 16 provider visits from local providers and talks including vocational pathways</li> <li>• Year 10 parents evenings, information evening and work experience evening and post-16 choices</li> <li>• EMS6 open evenings and taster days</li> <li>• Visit to Hartelpool College of Further Education</li> <li>• STEM including The Big Project and events widening participation events</li> <li>• Duke of Edinburgh application and completion</li> <li>• Access to drop-in 1-to-1 careers guidance and group sessions</li> <li>• External and virtual Work experience opportunities in 'Discovery week'</li> <li>• Mock interviews, Alumni presentation, money and budgeting guidance, enterprise and team building events</li> <li>• Timetabled access to annual Careers Fair</li> <li>• PD careers modules: Self-marketing and employer engagement and CVs, post 16 choices and Work experience</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• One to one careers interviews: timetabled 30 minute appointments with Mrs Russell or Mrs Scaife our qualified careers advisors.</li> <li>• Employer and post 16 provider visits from local providers and talks including vocational pathways and LMI</li> <li>• EMS6 open evenings, assemblies and taster days</li> <li>• Lunch time workshops: CVs, college and apprenticeship applications</li> <li>• Unifrog career platform exploring careers</li> <li>• Year 11 parents and information evenings with qualified careers advisors available to speak to</li> <li>• Timetabled access to annual Careers Fair</li> <li>• Apprenticeship application support and open days at local providers</li> <li>• PD careers modules: Self marketing, application and interview processes</li> </ul>
<b>Year 12 and 13</b>	

	<ul style="list-style-type: none"> <li>• One to one careers interviews; timetabled 30 minute appointments with Mrs Scaife our qualified careers advisor and additional drop in sessions available on request</li> <li>• Weekly sessions including guest speakers from industry, employers, Higher Education, Finance and apprenticeship providers</li> <li>• Two+ university visits including Durham, Newcastle and Northumbria</li> <li>• Visit to National Apprenticeship show</li> <li>• Student finance guidance</li> <li>• Widening participation schemes</li> <li>• UCAS Convention</li> <li>• Extended Project Qualification</li> <li>• Oxbridge Residential</li> <li>• Year 12 Work Experience</li> <li>• Timetabled access to annual Careers Fair</li> <li>• Alumni support and advice provided</li> <li>• Year 12 and 13 Parents and information evenings with qualified careers advisors available to speak to</li> </ul>
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Please speak directly to the careers lead in the academy to identify the most suitable opportunity for you.

4.2 In previous terms and academic years, the academy has invited the following providers to speak to pupils and have been represented at our annual careers fair:

*Further education and technical providers including; Hartlepool College of Further Education, Hartlepool Sixth Form College, Northern School of Art, East Durham College, Middlesbrough College, Stockton Riverside College, Ask Apprenticeships, Learning Curve Group.*

*Higher education providers including Durham University, Teesside University, Sunderland University, Newcastle University, Northumbria University, York University, Oxford University.*

*Employers and training providers including; The NHS, EDF energy, Thirteen Group, Hartlepool Borough Council, Caterpillar, Cleveland Police, RAF, Royal Navy and Royal Army.*

Last year, our Year 11 pupils moved on to a range of providers in the local area after finishing at the academy including;

*English Martyrs Sixth Form College, Hartlepool College of Further Education, Hartlepool Sixth Form College, East Durham College, Stockton Riverside College, Middlesbrough College, Learning Curve Group*

Last year, our Year 13 pupils moved on to a range of providers after finishing at the academy.

*84% of students went on to study at a Higher Education Provider including Durham, Keele Leeds, Liverpool, Newcastle, Northern School of Art, Northumbria, Sunderland, York and Teesside Universities*

*4% progressed onto Higher Level Apprenticeship programmes, 12% into employment or continued with further education programmes.*

4.3 Whilst external providers are working in The English Martyrs School and Sixth Form College they will operate according to (and be subject to) the academy's policies and procedures, for example with regards to safeguarding, child protection and safety. The provider should ensure they are aware of academy's related policies prior to visiting the academy.

**The English Martyrs School and Sixth Form College** would welcome providers that clearly communicate the following information.

- Types of qualification including, but not limited to, A-Levels, Vocational awards, technical awards including T-Levels, apprenticeships, and degrees.
- Routes into employment, continued education or training
- Raising awareness of career sectors and expanding pupils knowledge of the local labour market
- Broadening aspirations
- Providing real world expectation and knowledge of the world of work and employability skills
- Support in applications including but not limited to course, apprenticeship, university and employment applications
- Additional support for transitions into Further Education, Higher Education, Apprenticeships, other training opportunities and employment. This can include financial, emotional and practical support for more vulnerable students.

4.4 **The English Martyrs School and Sixth Form College** will not work with providers who present any information above in a biased manner that does not support pupils gaining accurate insight for their career development.

## 5 Facilities and Premises

5.1 Once the academy has accepted a provider, we will make the academy hall, classrooms and private meeting rooms available (wherever possible) to host discussions between providers and pupils. We will also make presentation equipment, such as ICT board, available to providers.

Arrangements will be discussed in advance between our career's leader and a nominated member of the provider's team.

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the academy librarian at the academy library.

## 6 Complaints

6.1 If you have a complaint relating to the academy's provider access arrangements, you can raise it in line with the academy's Complaints Procedures Policy by emailing [admin@ems.bhcet.org.uk](mailto:admin@ems.bhcet.org.uk) or you can contact The Careers and Enterprise Company directly on [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk).

