

**Bromley Trust Academy**

**Careers Education Information and Guidance  
Provider Access Policy**

Awaiting Governor Approval

Responsible post holder	Headteacher
Approved by Governors on	January 2023
Next Review	October 2023

## **Introduction**

From 2 January 2018 schools and academies must provide technical education and apprenticeship providers with access to pupils in years 8 to 13. This is a requirement of the Education Act 1997 (as amended by the [Technical and Further Education Act 2017](#)).

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the schools 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 7-13 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 options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

**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.**

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**

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 are able to provide live online engagement with our pupils.

### **Previous providers**

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- LSEC
- DWP Jobcentre Plus
- ASK Apprenticeships
- University of Greenwich
- Kingston University
- London Careers Hub

### **Destinations of our pupils**

Last year our year 11 pupils moved to a range of providers in the local area after school:

- London South East College
- Croydon College
- Capel Manor
- Lincoln College
- Ashford College
- Southwark College
- Lambeth College
- Clapham College
- Westminster Kingsway College
- Fashion Retail Academy
- London College of Beauty Therapy
- Bullers Wood School
- Apprenticeship

### **Management of provider access requests**

A provider wishing to request access should contact;

Mrs Michelle Graydon, Careers Leader

Telephone: 07957 731166 Email: michelle.graydon@bromleybeacon.lseat.org.uk

### **Opportunities for access**

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

	<b>Autumn term</b>	<b>Spring Term</b>	<b>Summer term</b>
KS1 (Years 1 & 2)	Community afternoon Circle Time	Community afternoon Circle Time Lab in a Lorry	Enabling Enterprise
KS2 (Years 3,4,5 & 6)	Community afternoon Circle Time Enabling Enterprise	Community afternoon Circle Time Lab in a Lorry	Enabling Enterprise
Year 7	Careers Tutor Time Activities <b>Strengths and Skills</b> Careers stalls at ARD	Careers Tutor Time Activities <b>Lab in A Lorry</b> Careers stalls at ARD	Careers Tutor Time Activities
Year 8	Careers Tutor Time Activities <b>Strengths and Skills</b> Careers stalls at ARD	Careers Tutor Time Activities <b>Lab in a Lorry</b> Careers stalls at ARD	Careers Tutor Time Activities
Year 9	Options – what next for years 10 & 11 Careers stalls at ARD	Careers Tutor Time Activities <b>Lab in a Lorry</b> Careers stalls at ARD	Careers Tutor Time Activities <b>Dragons Den</b>
Year 10	Careers Tutor Time Activities Employability Skills Careers stalls at ARD	Careers Tutor Time Activities Employability Skills <b>Work Experience</b> Careers stalls at ARD	Careers Tutor Time Activities Employability Skills
Year 11	Careers Tutor Time Activities <b>1:1 Careers Interviews</b> <b>Visit to Skills London</b> <b>Tour of LSEC</b> Careers stalls at ARD	Careers Tutor Time Activities <b>CV Writing workshop</b> Careers stalls at ARD	Careers Tutor Time Activities

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

### **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 Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Reception, which will then be distributed to the most appropriate place within the setting so pupils can access at an appropriate time.