




Version and date		Action/notes
1.0	June 2018	Policy drafted and finalised
2.0	June 2019	Edits and updates made
3.0	June 2020	Edits and updates made
4.0	June 2021	Edits and updates made
5.0	June 2022	Edits and updates made
6.0	June 2023	Edits and updates made

**BROADOAK SCHOOL**

**CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE**

**PROVIDER ACCESS POLICY**

<b>Policy Reviewed:</b>	July 2023
<b>Policy Review Frequency:</b>	Annually
<b>Policy Holder:</b>	Mrs Lord
<b>Next Review:</b>	July 2024
<b>Signature of Chair / Vice-chair of Local Governing Body:</b> 	



## **Introduction**

Broadoak School is committed to the provision of an effective careers programme to support the positive outcomes of all pupils. Gatsby Benchmarks are evaluated on a termly basis in collaboration with the Careers and Enterprise Company as a measure of the provision.

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 7-11 are entitled:

- to find out about technical education qualifications and apprenticeship opportunities, as part of a careers program 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 receive impartial careers information, advice and guidance and be supported with their Key Stage transitions.
- to understand how to make applications for the full range of academic and technical courses.
- to have a meaningful encounter with an employer on 5 occasions throughout Year 7-11.

## **Management of provider access requests**

### **Procedure**

A provider wishing to request access should contact Mrs Sarah Lord, Careers Leader.

**Telephone:** 0161 776 1977

**Email:** [slord@broadoak.trafford.sch.uk](mailto:slord@broadoak.trafford.sch.uk)



**Opportunities for access**

A number of events, integrated into the school careers program, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>YEAR 7</b>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ World of Work themed Personal Development lessons.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ National Careers Week</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ Progress Evening</li> <li>▪ World of Work themed Personal Development lessons.</li> </ul>
<b>YEAR 8</b>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ National Careers Week</li> <li>▪ Speed Networking Event</li> <li>▪ World of Work themed Personal Development lessons.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ Progress Evening</li> </ul>



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<p><b>YEAR 9</b></p>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ National Careers Week</li> <li>▪ Pathways promotion and taster sessions.</li> <li>▪ Progress and Pathways Evening</li> <li>▪ Speed Networking Event</li> <li>▪ World of Work themed Personal Development lessons.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> </ul>
<p><b>YEAR 10</b></p>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ Careers Exhibition</li> <li>▪ Welcome to KS4 Evening</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ National Careers Week</li> <li>▪ Progress Evening</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ One week Work Experience placement</li> <li>▪ CV drafting</li> <li>▪ World of Work themed Personal Development lessons.</li> </ul>
<p><b>YEAR 11</b></p>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ Personal Statement drafting</li> <li>▪ Careers Exhibition</li> <li>▪ Welcome to Year 11 Evening</li> <li>▪ Mock Interview Event</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ National Careers Week</li> <li>▪ Progress Evening</li> <li>▪ Revision Launch Evening</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weekly lunchtime drop-ins</li> <li>▪ Assemblies</li> <li>▪ Subject specific trips and visits</li> <li>▪ Curriculum linked employer presentations</li> <li>▪ CV development</li> </ul>



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

### **Premises and facilities**

The school will make the hall space, 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 or a member of their team. Providers are welcome to leave a hard copy or electronic version of their prospectus or other relevant course literature to be distributed by the Careers Leader at their discretion, using our suite of communication platforms to share with pupils, parents/carers as appropriate.