



WILLIAM ELLIS SCHOOL

Careers Education, Information, Advice & Guidance: Provider Access Policy

DOCUMENT CONTROL

Approving body	School Improvement Committee for Governing Body
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Next review	Autumn 2024 (this policy is reviewed at least once every three years but may be revised sooner when needed/advised)
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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, AND;
- to understand how to make applications for the full range of academic and technical courses.

At William Ellis School we also provide provision for students in Year 7.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mr. Horace Parry – Careers Lead; parry@williamellis.camden.sch.uk tel; 020 7267 9346 or Ms Diana Lane – Careers Adviser dlane@williamellis.camden.sch.uk tel; 020 7267 9346 ext; 823

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:

	Year	Autumn Term	Spring Term	Summer Term
KEY STAGE 3	7	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions • Assemblies 	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions • Assemblies 	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions • Assemblies
	8	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions to include careers 	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions to include careers 	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions • Careers carousel
	9	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions • Group work on GCSE option choices • Assemblies 	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions • Group work on GCSE option choices • Assemblies 	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions • Assemblies

Please speak to our Careers lead or Careers Adviser to identify the most suitable opportunity for you.

	Year	Autumn Term	Spring Term	Summer Term
KEY STAGE 4	10	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions • Assemblies 	<ul style="list-style-type: none"> • Work experience preparation • Small group work around work experience, interview skills, and post 16 options. • PSHE & tutorial weekly sessions • Assemblies 	<ul style="list-style-type: none"> • Small group work around work experience, interview skills, and post 16 options. • PSHE & tutorial weekly sessions • Assemblies • Work experience (2 weeks)
	11	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions • Assemblies- post 16 options 	<ul style="list-style-type: none"> • PSHE & tutorial weekly sessions • Assemblies 	<ul style="list-style-type: none"> • Taster day for sixth form
KEY STAGE 5	12	<ul style="list-style-type: none"> • Higher Education Fair • Post-18 assemblies – apprenticeships • Lunch time & after school targeted sessions • Work experience Preparation • LaSWAP Enrichment Day 	<ul style="list-style-type: none"> • Small group sessions: future education, training and employment options • Lunch time & after school targeted sessions • Year group assemblies • LaSWAP Enrichment Day 	<ul style="list-style-type: none"> • Small group sessions: future education, training and employment options • Assemblies • Lunch time & after school targeted sessions • Work Experience • LaSWAP Enrichment Day
	13	<ul style="list-style-type: none"> • Workshops – HE & apprenticeships • LaSWAP Enrichment Day • Lunch time & after school targeted sessions • Assemblies 	<ul style="list-style-type: none"> • LaSWAP Enrichment Day • Assemblies • Lunch time & after school targeted sessions 	<ul style="list-style-type: none"> • Assemblies • Lunch time & after school targeted sessions

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 be discussed and agreed in advance of the visit with Careers Lead, Careers adviser or appropriate member of staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library. The Careers Library is available to all students at lunch and break times.