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Company Registration Number: 10745840 (England and Wales)

Ethos College

Careers Access Policy

February 2024



Nurturing inclusive learning communities



1	Summary	Careers Access Policy			
2	Responsible person	Lindsey Ellis			
3	Accountable ELT member	Rebecca Smith			
4	Applies to	Ethos College			
5	Trustees and/or individuals who have overseen development of this policy	Careers Lead			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	Mandeep Little			
8	Ratifying committee(s) and date of final approval	APRC			
9	Version Number	1.7			
10	Available on	Every	Y/N	Trust Website Academy Website Staff Portal	Y/N Y/N Y/N
11	Related documents (if applicable)	Careers Policy			
12	Disseminated to	Ethos College			
13	Date of implementation (when shared)	February 2024			
14	Date of next formal review	February 2025			
15	Consulted with Recognised Trade Unions	N/A			

Date	Version	Action	Summary of changes
21/01/2022	1.5	Reviewed	Changed policy header
28/02/2023	1.6	Reviewed	None required
19/01/2024	1.7	Reviewed and amended	Name change of responsible person/careers lead

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1. 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.

2. Pupil entitlement

All pupils in years 10 – 11 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;
- 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;
- Understand how to make applications for the full range of academic and technical courses.

3. Management of provider access requests procedure

A provider wishing to request access should contact Lindsey Ellis, Assistant Headteacher/SENDCo and Careers Leader on 01924 469170 or via [email: lellis@eat.uk.com](mailto:lellis@eat.uk.com)

4. Opportunities for access

A number of events, integrated into the school’s Careers Programme, offer providers an opportunity to come into school to speak to pupils and or their parents / carers:

	Autumn Term	Spring Term	Summer Term
Year 10	<p>Post 16 provider open evenings: opportunities to visit local further education and sixth form colleges, studio schools and other training providers</p> <p>Meeting with careers professional</p>	<p>Taster Sessions at local training providers</p> <p>CV Writing</p> <p>Industry Week</p>	<p>Work Experience</p> <p>KS4 Option Choices</p>

Year 11	<p>Taster Sessions at local post 16 providers</p> <p>Post 16 provider open evenings: opportunities to visit local further education and sixth form colleges, studio schools and other training providers.</p> <p>Meeting with careers professional</p> <p>Post 16 applications</p>	<p>Post 16 Interviews</p> <p>CV Writing</p> <p>Meeting with careers professional</p> <p>Industry Week</p>	Confirmation of Post 16 destinations for all pupils
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Please speak to Lindsey Ellis (Careers Leader) to identify the most suitable opportunity for you.

5. Premises and facilities

The school will make the common room, classroom 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 another appropriate member of staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school.

The school will ensure that all students have access to provider prospectuses and other relevant information.