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Company Registration Number: 10745840 (England and Wales)

Elements Academy

Careers Access Policy

February 2023

1	Summary	Careers Access Policy			
2	Responsible person	Kathryn Boyle			
3	Accountable ELT member	Victoria Woodrow			
4	Applies to	Elements Academy			
5	Trustees and/or individuals who have overseen development of this policy	N/A			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	Victoria Woodrow			
7	Equality impact analysis completed	Policy Screened	Y/N	Template completed	Y/N
8	Ratifying committee(s) and date of final approval	Executive Leadership Team			
9	Version	1.0			
10	Available on	Every	Y/N	Trust Website	Y/N
				Academy Website	Y/N
				Staff Portal	Y/N
11	Related documents (if applicable)	Careers Policy			
12	Disseminated to	Elements Academy			
13	Date of implementation (when shared)	February 2023			
14	Date of next formal review	29 February 2024			
15	Consulted with Recognised Trade Unions	N/A			

Date	Version	Action	Summary of changes
Feb 23	1.0		New policy

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1. Introduction

This policy statement sets out the academy’s arrangements for managing the access of providers to pupils at the academy for the purpose 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.

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 Kathryn Boyle, Teacher and Careers Leader on 01909 212231 or via email: kboyle@eat.uk.com

4. Opportunities of access

A number of events, integrated into the academy’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	WEX	DWP CV writing	Employer Encounters DDD

	Autumn Term	Spring Term	Summer Term
Year 11	WEX	Careers Guidance Interviews DWP CV writing application and interview prep	Careers Fayre, DDD

Please speak to Kathryn Boyle (Careers Leader) to identify the most suitable opportunity for you.

5.Premises and Facilities

The academy will make the Careers area, PSHE room, classroom or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

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