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Company Registration Number: 10745840 (England and Wales)

Elements Academy

Careers Access Policy

January 2024

1	Summary	Careers Access Policy			
2	Responsible person	Chris Harris			
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	2.0			
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)	January 2024			
14	Date of next formal review	January 2025			
15	Consulted with Recognised Trade Unions	N/A			

Date	Version	Action	Summary of changes
Jan 2024	2.0		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 8 to 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;
- 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)

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.
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3. Management of provider access requests procedure

A provider wishing to request access should contact Chris Harris, Teacher and Careers Leader on 01909 212231 or via email: charris@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 8	English History Art	Food and Cookery PE	Personal Development Day

	Autumn Term	Spring Term	Summer Term
Year 9	Visits to local employers Science, technology, Engineering and Maths (STEM) sessions	Option Interviews	No encounters – legislation requires encounters to take place by 28 February if in year 9

	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	Careers Fayre, DDD

		DWP CV writing application and interview prep	
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Please speak to Chris Harris (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.