

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes 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.

Student entitlement

Students 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.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Cameron- Careers Coordinator on 0208 304 8531 ext 2867 or via email cameronp@wellingschool-tkat.org

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity come into school to speak to students and /or their parents/carers. This includes the following **refer to table below** (not an exhaustive list as we regularly host providers on an ad hoc basis)

Please contact the careers department to identify an appropriate opportunity to conduct a visit. Whilst every effort will be made to support providers in accessing Welling School students, the school will reserve the right to withdraw this opportunity.

	Autumn Term	Spring Term	Summer Term
Year 7	Assembly – Royal Navy – Careers opportunities	Science Workshop – Activity – Opportunity to explore STEM	Million Pound Drop – Careers Focused <ul style="list-style-type: none"> • Based on life choices • Careers • Life skills • wages
		Assembly – Personal Branding – Careers Focused Students informed to how online presence can affect their future careers.	Fitness& Wellbeing – Activity – Careers Focused
Year 8	London Southbank – Activity Day – careers opportunity	Science Workshop – Activity – Opportunity to explore STEM	Citizenship Workshop – Activity- Opportunity to explore STEM
	Assembly – Royal Navy – Careers opportunities	Assembly – Personal Branding – Careers Focused	RahRah Theatre Group – Workshop – Careers focused

	Autumn Term	Spring Term	Summer Term
		Students informed to how online presence can affect their future careers	
Year 9	Options Evening	Assembly Apprenticeship – Careers Focused	Assembly – Army – Careers opportunity
	Options Day – Activities – Careers <ul style="list-style-type: none"> • Fast Tomato • Bank/Careers workshop • Fantasy Island All workshops run are designed to help students look to future pathways.	Apprenticeship Workshop – Careers intervention Students to become aware of Apprenticeships and options available	Skills Challenge – Activity – Careers Focused <ul style="list-style-type: none"> • CV writing • Learning basic application form skills • interviewing
	Assembly – Royal Navy – Careers opportunities	'What's the point' – Careers workshop To understand employability skills and different careers	Assembly - future pathways/careers opportunities
	Assembly – Options – Careers focused	Assembly – Personal Branding – Careers Focused Students informed to how online presence can affect their future careers.	Fitness & Wellbeing – Activity – Careers Focused
	Options Days x2 – Activities – Careers <ul style="list-style-type: none"> • Fast Tomato • Fantasy Island All workshops run are designed to help students look to future pathways.		
Year 10	Southeast Medical Day – Activity – Careers Focused	Assembly - Apprenticeship – Careers Focused	Assembly – Army – Careers opportunity
	Assembly – Royal Navy – Careers opportunities	Workshop – Careers/Apprenticeship opportunities	Skills Challenge – Activity – Careers Focused <ul style="list-style-type: none"> • CV writing • Learning basic application form skills • interviewing
	Assembly – Careers/Apprenticeship opportunities	Assembly – Apprenticeships – Careers focused	Careers Assembly – Head of Careers
		Workshop – Careers/Apprenticeships opportunities To understand employability skills and different careers	Hadlow College Visit- Careers Focused <ul style="list-style-type: none"> • College • Apprenticeships • University
		Assembly - future pathways/careers opportunities	Assembly – Army – Careers opportunity
		Assembly – Personal Branding – Careers Focused	Workshop – Activity 'My BNK' <ul style="list-style-type: none"> • Students understanding financial capability

	Autumn Term	Spring Term	Summer Term
		Students informed to how online presence can affect their future careers.	<ul style="list-style-type: none"> Financial education initiatives
		Assembly – Apprenticeships – Careers focused	Careers advice - <ul style="list-style-type: none"> offered in Groups starting with pupil premium , LAC, & statemented students
		Assembly – Apprenticeships – Careers focused	
Year 11	Careers Tutor group visits <ul style="list-style-type: none"> Students get introduced to our careers advisor Advisor briefly explains steps needed to take for future pathways post 16	Employability Skills workshop – Activity <ul style="list-style-type: none"> CV writing Learning basic application form skills interviewing 	Careers appointments for all year group <ul style="list-style-type: none"> Small group sessions 121 sessions
	Careers appointments for all year group <ul style="list-style-type: none"> Small group sessions 121 sessions 	Careers appointments for all year group <ul style="list-style-type: none"> Small group sessions 121 sessions 	Assembly LSEC College – Careers opportunities
	Assembly – Royal Navy – Careers opportunities	Assembly – Apprenticeships – Careers focused	Employability Skills workshop – Activity <ul style="list-style-type: none"> CV writing Learning basic application form skills interviewing
	Careers Assembly – Future pathways/choices	Tutor Time - Careers Workshops delivered by tutors <ul style="list-style-type: none"> CV writing Soft Skills 	Assembly – ASK Educational & Employers– Careers opportunities
	Employability Skills workshop – Activity <ul style="list-style-type: none"> CV writing Learning basic application form skills interviewing Assembly – Apprenticeships – Careers focused	Employability Skills workshop – Activity <ul style="list-style-type: none"> CV writing Learning basic application form skills interviewing Assembly – Personal Branding – Careers Focused Students informed to how online presence can affect their future careers.	Workshop – ASK Educational & Employers – <ul style="list-style-type: none"> Apprenticeships/Live broadcasts with employers
	Parents Evening - Careers	Assembly – Apprenticeships/college – Careers focused	Mentoring programmes/Workshops Careers focused <ul style="list-style-type: none"> Potential NEET students Soft skills CV writing
	Workshop – Activity <ul style="list-style-type: none"> Apprenticeships Team work Soft Skills 	Navy – Workshop – Employability skills <ul style="list-style-type: none"> Interviewing skills Team work skills Cv writing 	WEX Work Experience offered as self finds – small bank of placements if required
	Skills for London Trip – HE Fair – Careers focused	WEX	Assembly – Army – Careers opportunity

	Autumn Term	Spring Term	Summer Term
	<ul style="list-style-type: none"> Students to meet local business for careers opportunities/advice College placements Apprenticeship schemes 	<ul style="list-style-type: none"> Work experience placements for the college based students Army WEX placements Bexley Council WEX placements 	
	Assembly – NHS – Careers focused	College Trip – Activity – Careers fair <ul style="list-style-type: none"> Meeting Employers Local colleges Apprenticeship placements 	Army Activity Day <ul style="list-style-type: none"> Team Work Leadership Skills
Year 12 /13	Careers appointments for all year 12 &13 <ul style="list-style-type: none"> Small group sessions 121 sessions 	Careers appointments for all year 12 &13 <ul style="list-style-type: none"> Small group sessions 121 sessions 	Careers appointments for all year 12 &13 <ul style="list-style-type: none"> Small group sessions 121 sessions
	Assembly – NHS – Careers focused	Assembly Apprenticeship – Careers Focused	Hadlow College Visit- Careers Focused <ul style="list-style-type: none"> Apprenticeships University
	Skills for London Trip – HE Fair – Careers focused <ul style="list-style-type: none"> Students to meet local business for careers opportunities/advice College placements Apprenticeship schemes 	Assembly – Personal Branding – Careers Focused Students informed to how online presence can affect their future careers.	British Army – Assembly – Careers Focused
	Assembly – Royal Navy – Careers opportunities	Assembly Apprenticeship – Careers Focused	Assembly Apprenticeship – Careers Focused
		Assembly Apprenticeship – Careers Focused	Open Evening – Year 12 & 13
	Assembly – ASK Educational & Employers– Careers opportunities	Assembly Apprenticeship – Careers Focused	Assembly Apprenticeship – Careers Focused
	Workshop – ASK Educational & Employers – <ul style="list-style-type: none"> Apprenticeships/Live broadcasts with employers 	Workshop ‘Career in Wealth Management’ <ul style="list-style-type: none"> Students understanding financial capability Financial education initiatives 	

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 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 copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed

Mrs D Khanna, Headteacher

Mrs L Robins, Chair of Governors.....