



Star



Eden Girls

CAREERS PROVIDER ACCESS POLICY

Secondary setting

Eden Girls' School, Waltham Forest



Document control

This document has been approved for operation within:	All Trust Secondary Schools
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Key Information

Careers Leader	Ms Hardeep Chana, Careers Co-ordinator
Telephone	020 8523 1810
Email	hardeep.kaur_phu@egwf.staracademies.org



Introduction

1. 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

2. To provide pupils from Year 8 to Year 13 with the entitlement 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.

Who is responsible for this policy?

3. The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to Star Central, the Local Governing Body and the Principal of each Trust secondary school.
4. The Local Governing Body and Senior Leadership Team at each Trust secondary school has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

Management of provider access requests

5. A provider wishing to request access should contact:

Name	Sofia Mahmood, Head of Finance & Business Services
Telephone	020 8523 1810
Email	sofia.mahmood@egwf.staracademies.org



Opportunities for access

6. 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 Group	Autumn	Spring	Summer
Year 8	Event for University Technical Colleges	KS4 options event	Life Skills – assembly and tutor group opportunities
Year 9	Event for University Technical Colleges	Life Skills – assembly and tutor group opportunities	
Year 10	Life Skills – work experience preparation sessions		Life skills – assembly and tutor group opportunities
Year 11	Life Skills – assembly on opportunities at 16 Event for University Technical Colleges	Post-16 evening Post-16 taster sessions	

7. Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

8. The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity.
9. 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.
10. 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 pupils at lunch and break times.

Monitoring, evaluation and review

11. The policy will be promoted and implemented throughout all Trust secondary schools.
12. The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust secondary school.
13. The Trust will review this policy every two years in consultation with each Trust secondary school.