

CAREERS PROVIDER ACCESS POLICY

LONDON ENTERPRISE ACADEMY



Document control

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Key Information

Careers Leader	Muhi Mikdad - Careers Coordinator
Telephone	020 7426 0746
Email	Muhi.Mikdad@londonenterpriseacademy.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 7 to Year 11 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 Governors board 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 London Enterprise Academy, the Local Governing Body and the Principal of each Trust secondary school.
4. The Local Governing Body and Senior Leadership Team at London Enterprise Academy 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	Muhi Mikdad - Careers Coordinator
Telephone	020 7426 0746
Email	Muhi.Mikdad@londonenterpriseacademy.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:

	Autumn	Spring	Summer
Year 7	Parents Information Evening	Careers routes and pathways workshops National Careers Week	Career/ life skills Assembly or workshop Year 7 Parents Evening
Year 8	Skills/ Careers workshops	KS4 options event Parents evening National Careers Week	Career/ life skills Assembly or workshop
Year 9	Skills/Careers workshops Parents Information Evening	Careers routes and pathways workshops National Careers Week Year 9 Parents Evening	Career/ life skills Assembly or workshop CV/ Interview workshop
Year 10	CV workshops and interview workshops	Work experience planning and preparation National Careers Week Parents Evening	Post 16 options assemblies Career/ life skills Assembly or workshop
Year 11	LEA Careers Fair Post 16 Information evening Assemblies for college/ sixth forms/ apprenticeships	One-to-one interview and guidance for post 16 options Year 11 Parents Evening National Careers Week Assemblies for college/ sixth forms/ apprenticeships	

7. Please speak to our Careers Leader (Mr Muhi Mikdad) 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.