

Appendix 2: Careers, Advice, Education, Information & Guidance Provider Access Policy Statement

Ownership: City Academy Norwich, a member of the Sapientia Education Trust (The Trust)

Responsibility: Mrs Charlotte Land (Careers Lead)

Last updated: 26.06.2024

Review date: ^{OBJ}Annual (September of each academic year) or in any alteration to statutory guidance and/or Ofsted advice.

Introduction

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

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Student Entitlement

The Trust fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training, and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies and careers/PSHE days as updated in the annual offer that can be viewed in our CAIEG statement which details the in and out of school careers

and advice offer in detail. In addition, providers attending careers events at school or at each Trust school form a vital element of our PAL offer.

All pupils in years 7 -11 are entitled to:

- Develop knowledge and awareness 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 before making crucial choices about their future options.
- understand how to make applications for the full range of academic and technical courses and apprenticeships.

Management of provider access requests Procedure

A provider wishing to request access should contact:

Mrs Charlotte Land (Careers Lead)

email c.land@canorwich.org

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or PSHE lessons, and Careers or Raising Aspirations events that the school are arranging solely or in conjunction with others, such as the Anglia Careers Hub which has recently been incorporated into NCC. Students may also travel to visit another provider/s as part of the trip, subject to the usual school policies and procedures concerning trips and visits.

The Trust will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Live/Virtual encounters

The Trust will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager (Mr B Jones)

Complaints Procedure

Any complaints about this policy should be raised to the Head of School.

Monitoring review and evaluation

The Policy is monitored and evaluated annually via the Central Education Team, where the Central Trust Leader on careers and PAL is Kirsty Bray. There is a nominated Trustee Jenny Dwyer.

Appendix

Providers who have been invited into City Academy Norwich in the 23-34 academic year:

- Norfolk Apprenticeships
- Anglia Careers Hub
- NEACO (UEA)
- INTO University
- IMPROTEC
- Business In the Community (The Princes Responsible Network)
- Poultec
- Nova Training
- Access Creative College
- Papillion Project

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 (Audio Visual) 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.

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Providers are welcome to leave a copy of their prospectus or other relevant course literature at the library which is managed by Mrs Trant. The library is available to all students.

