



CREATING A CLIMATE FOR GREAT LEARNING,
SUCCESS AND OPPORTUNITY

Careers Education, Information, Advice & Guidance Provider Access Policy

Approved: Updated Policy October 2021

Date of Next Review: Last approved September 2020.

Update awaiting governor ratification December 2021

Responsible Officer: Careers Lead

Introduction This policy 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 providers education or training offer. This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

All students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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.

At Benton Park School we also provide CEIAG for students in Year 7.

Management of provider access requests

A provider wishing to request access should contact Mr Oliver Wharton – Careers Lead

Oliver.wharton@bentonpark.net, tel.: 0113 2502330

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or Parent/Carers:

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none"> • PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG 	<ul style="list-style-type: none"> • PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG 	<ul style="list-style-type: none"> • PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG
Year 8	<ul style="list-style-type: none"> • PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG 	<ul style="list-style-type: none"> • PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG 	<ul style="list-style-type: none"> • PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG
Year 9	<ul style="list-style-type: none"> • PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG 	<ul style="list-style-type: none"> • PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG 	<ul style="list-style-type: none"> • PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG

	<ul style="list-style-type: none"> Group work on GCSE Options choices 	<ul style="list-style-type: none"> Group work on GCSE Options choices GCSE Options event 	
Year 10	<ul style="list-style-type: none"> PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG 	<ul style="list-style-type: none"> PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG 	<ul style="list-style-type: none"> PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG
Year 11	<ul style="list-style-type: none"> PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG Post-16 Options 	<ul style="list-style-type: none"> PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG Sixth Former for a Day event College Taster Day event 	<ul style="list-style-type: none"> PSHCE curriculum, Aspirations for All Programme and assemblies to include CEIAG
Year 12	<ul style="list-style-type: none"> Post-18 Assemblies ASK Apprenticeship talk Targeted lunchtime and after school sessions Open Days Aspiration for All Programme 	<ul style="list-style-type: none"> Small group sessions: future education, training and employment options. Targeted lunchtime and after school sessions Aspiration for All Programme 	<ul style="list-style-type: none"> UCAS Convention Small group sessions: future education, training and employment options. Targeted lunchtime and after school sessions Aspiration for All Programme Work Experience
Year 13	<ul style="list-style-type: none"> Post-18 Assemblies ASK Apprenticeship talk Targeted lunchtime and after school sessions Open Days Aspiration for All Programme 	<ul style="list-style-type: none"> Targeted lunchtime and after school sessions Aspiration for All Programme 	<ul style="list-style-type: none"> Targeted lunchtime and after school sessions Aspiration for All Programme

We also host a monthly lunchtime careers talk for students across the school which can be used by external providers as a route to reach our students.

Our CEIAG Advisor produces information for the school parental bulletin to keep parents informed of events and opportunities that are relevant to our school community.

Our CEIAG also meets with students from Year 9-13 throughout the year and is able to inform students about providers, events and opportunities with them as is appropriate.

Please speak with our careers lead to establish the most suitable opportunity to come in.

Premises and facilities

The school can 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 be discussed and agreed in advance of the visit with the Careers Lead or other appropriate members of staff

Providers are welcome to leave a copy of their prospectus or other relevant course literature which will be displayed in either our 6th Form Centre or in our Learning Recourse Centre depending on the target audience. These areas are available to students at break-time, lunch-time and after school.

Review

The Careers Lead meets half termly with the Local Enterprise Partnership to discuss careers opportunities and to get support on progress with the COMPASS careers tool, which is completed termly. Advice is also taken from C&K Careers who provide our CEIAG Advisor to ensure that our careers provision either meets or exceeds the Gatsby Benchmarks.