



**Tollbar Academy**



**Tollbar MAT**  
Family of Academies

## **PROVIDER ACCESS POLICY**

**September 2021**

## Introduction

This policy statement sets out the Academy's arrangements for managing the access of providers to pupils at the Academy for the purpose of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

## Pupil entitlement

All pupils 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;
- 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.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact  
Linda Willoughby - Curriculum Leader of Citizenship and Careers  
(11-16)  
Katie Clorley- Careers Link- Sixth Form  
Telephone 01472 500505  
Email- [enquiries@tollbaracademy.co.uk](mailto:enquiries@tollbaracademy.co.uk)  
FAO Linda Willoughby or Katie Clorley

## 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 pupils and/or their parents/carers:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 8	All students participate in a national competition called 'Step into the NHS.'	Careers group work led by in house careers consultant and Citizenship staff.  GCSE Options evening- careers information available careers advice.  Citizenship SOW- weekly lessons about Careers.	Citizenship SOW- Enterprise Skills

Year 9		Careers group work led by in house careers consultant and Citizenship staff.	Hull University Ace Day.
Year 10			<p>Citizenship SOW – Careers Appointments available with independent careers consultant.</p> <p>‘Careers Hub’ – Careers advise drop in sessions.</p> <p>Grimsby Institute taster day.</p> <p>North East Lincolnshire Skills Fair- whole cohort.</p>
Year 11	<p>Parents/ carers evening- independent careers advice available.</p> <p>Citizenship SOW- Employability &amp; Record of Achievement.</p> <p>Citizenship SOW- Lincs 2 support and future careers options.</p> <p>Careers Hub – Careers advise drop in sessions.</p> <p>HETA Apprenticeship drop in session.</p>	‘Careers Clinic’ – Careers advise drop in sessions.	Careers Clinic’ – Careers advise drop in sessions.

<p>Year 12</p>	<p>Independent Careers advisor appointments: Weekly appointments and drop in session.</p> <p>Tutorial Programme themes of Post A-level Pathways, enrichment and work experience. Assemblies and tutor sessions are supported by external providers, including universities, colleges and employers.</p> <p>One to one tutor mentoring sessions within which enrichment and work experience opportunities are logged. Referrals to the career's advisor or Sixth Form Leadership Team can be made.</p> <p>Welcome questionnaire surveying student's careers support needs.</p> <p>Curriculum areas host trips, visits and webinars throughout the term when available.</p> <p>Career drop in sessions with local providers arranged in response to the welcome questionnaires-targeting careers on particular interest.</p>	<p>Independent Careers advisor appointments: Weekly appointments and lunch time drop in session.</p> <p>Tutorial Programme themes of Career Focus and Introduction to Higher Education. Assemblies and tutor sessions are supported by external providers, including universities, colleges and employers.</p> <p>Career theme week: Curriculum teachers engage all students in careers linked to their subject.</p> <p>One to one tutor mentoring sessions within which enrichment and work experience opportunities are logged. Referrals to the career's advisor or Sixth Form Leadership Team can be made.</p> <p>Curriculum areas host trips, visits and webinars throughout the term when available.</p> <p>Career drop in sessions with local providers arranged in response to the welcome questionnaires-targeting careers on particular interest.</p>	<p>Independent Careers advisor appointments: Weekly appointments and lunch time drop in session.</p> <p>Tutorial Programme themes of Preparation for University- Personal Statements. Assemblies and tutor sessions are supported by external providers, including universities, colleges and employers.</p> <p>Full Year group university trip to the UCAS Higher Education Exhibition – student visit to University of Hull.</p> <p>One to one tutor mentoring sessions within which enrichment and work experience opportunities are logged. Referrals to the career's advisor or Sixth Form Leadership Team can be made.</p> <p>Student engagement with University Open days of choices and summer schools as appropriate.</p> <p>Monitoring questionnaire regarding student's career needs and concerns at the midway point to ensure targeted support where appropriate.</p> <p>Curriculum areas host trips, visits and webinars throughout the term when available.</p> <p>Student opt in trip to the University Centre Grimsby for University taster lessons.</p> <p>Career drop in sessions with local providers arranged in response to</p>
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<p>Year 13</p>	<p>Independent Careers advisor appointments: Weekly appointments and drop in session.</p> <p>Tutorial Programme themes of UCAS application, producing a CV, job applications, gap years and degree apprenticeships. Assemblies and tutor sessions are supported by external providers, including universities, colleges and employers.</p> <p>Career theme week: Curriculum teachers engage all students in careers linked to their subject.</p> <p>One to one tutor mentoring sessions within which enrichment and work experience opportunities are logged. Referrals to the career's advisor or Sixth Form Leadership Team can be made.</p> <p>Student engagement with University Open days of choices and summer schools as appropriate.</p> <p>Curriculum areas host trips, visits and webinars throughout the term when available.</p>	<p>Independent Careers advisor appointments: Weekly appointments and lunch time drop in session.</p> <p>Tutorial Programme themes of interview success and life skills, planning for the future. Assemblies and tutor sessions are supported by external providers, including universities, colleges and employers.</p> <p>One to one tutor mentoring sessions within which enrichment and work experience opportunities are logged. Referrals to the career's advisor or Sixth Form Leadership Team can be made.</p> <p>Curriculum areas host trips, visits and webinars throughout the term when available.</p>	<p>Student exams.</p> <p>Independent Careers advisor appointments: Weekly appointments and drop in session.</p> <p>One to one tutor mentoring sessions within which enrichment and work experience opportunities are logged. Referrals to the career's advisor or Sixth Form Leadership Team can be made.</p> <p>Reflection questionnaire seeking student's opinion on career support received.</p>
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## **Premises and facilities**

The Academy will make the halls or classrooms available for discussions between the provider and students, as appropriate to the activity. The Academy 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 with the Curriculum Leader.