



Tollbar Academy



Tollbar MAT
Family of Academies

PROVIDER ACCESS POLICY

September 2019

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 Lead- Sixth Form
Telephone 01472 500505
Email- 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:

	Autumn Term	Spring Term	Summer Term
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 & 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 adviser appointments: Weekly appointments and lunch time drop in session.</p> <p>Weekly newsletter emailed to all students highlighting internal and external messages. This includes University open days and deadlines, apprenticeship and career opportunities and access to widening participation schemes.</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>Independent Careers adviser appointments: Weekly appointments and lunch time drop in session.</p> <p>Weekly newsletter emailed to all students highlighting internal and external messages. This includes University open days and deadlines, apprenticeship and career opportunities and access to widening participation schemes.</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>Careers Fair hosted within college and attended by representative from industry, higher education, apprenticeship schemes and a range of 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 use of the Start software to record skills and employability and to receive guidance towards suitability of careers and guidance.</p>	<p>Independent Careers adviser appointments: Weekly appointments and lunch time drop in session.</p> <p>Weekly newsletter emailed to all students highlighting internal and external messages. This includes University open days and deadlines, apprenticeship and career opportunities and access to widening participation schemes.</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>
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<p>Year 13</p>	<p>Independent Careers adviser appointments: Weekly appointments and lunch time drop in session.</p> <p>Weekly newsletter emailed to all students highlighting internal and external messages. This includes University open days and deadlines, apprenticeship and career opportunities and access to widening participation schemes.</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</p>	<p>Independent Careers adviser appointments: Weekly appointments and lunch time drop in session.</p> <p>Weekly newsletter emailed to all students highlighting internal and external messages. This includes University open days and deadlines, apprenticeship and career opportunities and access to widening participation schemes.</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>Careers Fair hosted within college and attended by representative from industry, higher education, apprenticeship schemes and a range of 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 use of the Start software to record skills and employability and to receive guidance towards suitability of careers and guidance.</p>	<p>Student exams.</p> <p>Independent Careers adviser appointments: Weekly appointments and lunch time drop in session.</p> <p>Weekly newsletter emailed to all students highlighting internal and external messages. This includes University open days and deadlines, apprenticeship and career opportunities and access to widening participation schemes.</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> <p>Student use of the Start software to record skills and employability and to receive guidance towards suitability of careers and guidance.</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.