

## Albany Academy policy statement on Careers Guidance and access for education and training providers.

### Introduction

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

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 *Mr I Woods, Deputy Headteacher*, Telephone: 01257 244020; Email: *i.woods@albanyacademy.co.uk*

### 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	<i>Event for University Technical Colleges</i>	<i>Life Skills – assembly and tutor group opportunities</i>	<i>Life Skills – assembly and tutor group opportunities</i>
Year 9	<i>Event for University Technical Colleges</i>	<i>KS4 options event</i>	
Year 10	<i>Life Skills – work experience preparation sessions</i>		<i>Life skills – assembly and tutor group opportunities</i>
Year 11	<i>Life Skills – assembly on opportunities at 16</i> <i>Event for University Technical Colleges</i>	<i>Post-16 evening</i> <i>Post-16 taster sessions</i>	

Please speak to our Careers Leader to identify the most suitable opportunity for you.

### 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 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 at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

### Approval and review

Noted *March 2018* by Governors at Full Governors Next review: *February 2019* by *Learning, Teaching and Pupil Progress Committee*

Signed: *H. Brown* Chair of Governors      *P. Mayland* Head teacher