

Westfield Academy

Policy Statement - Careers Provider Access - Draft

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 7-11 at Westfield Academy 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 Tamzin Mitchell, (Work Experience Coordinator), Telephone: 01935 423747; Email: Tamzin.mitchell@westfieldacademy.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. Currently our programme includes:

Year 7	Dedicated careers lessons "Meet the employer" visitors invited into careers lessons "Bournemouth University Aspire" raising awareness workshop STEM Workshops (BAE Systems, Royal Navy, RAF)
Year 8	Dedicated careers lessons "My Futures" day visit for all to local FE College "Bournemouth University Aspire" raising awareness workshop STEM Workshops (BAE Systems, Royal Navy, RAF)
Year 9	Dedicated careers lessons Higher Education Month Workshops and Visits KS4 Options Events
Year 10	Dedicated careers lessons Work Experience Week FE College Visit for all Higher Education Month Workshops and Visits Careers Fair Apprenticeship Assemblies delivered by local FE College Individual careers interview for all by Careers South West Talent Academies in Manufacturing, Tomorrow's Teachers, Health and Nursing, Aero engineering, Early Years, Construction, Digital Skills
Year 11	Dedicated careers lessons Individual careers interview for all by Careers South West Careers Fair FE and 6th Form Information Assemblies Year 2 of Talent Academies

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

For approval by governors April 2018