



# MacIntyre Academies Quest Academy

## Careers Education, Advice, Information and Guidance: Provider Access policy

Version:	Changes/Updates		Responsibility:	Date:
V1	Section /Page	Change	Principal	Dec 2022
		New policy		

Person Responsible: Principal  
Type of policy: Statutory  
Date of first draft: July 2022  
Date of staff consultation:  
Date adopted by the LAB: Dec 2022  
Date of implementation: Dec 2022  
Date reviewed:  
Date of next review: Dec 2024

## 1. Aims

This policy statement aims to set out Quest Academy's arrangements for managing the access of education and training providers to learners for the purpose of giving them information about their offer.

It sets out:

Procedures in relation to requests for access

The grounds for granting and refusing requests for access

Details of premises or facilities to be provided to a person who is given access

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

## 3. Learner entitlement

All learners in years 8 to 13 at Quest Academy are entitled to:

Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point

Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies and taster events

Understand how to make applications for the full range of academic and technical courses

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Emma Butterworth.

Telephone: 01788 593112

Email: [Emma.Butterworth@Macintyreacademies.org](mailto:Emma.Butterworth@Macintyreacademies.org)

### 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into Quest Academy to speak with and to learners and/or their parents/carers:

In the following table, is set out examples of the opportunities provided for training and education providers to speak to learners and/or their parents/carers.

Developing confidence, identifying strengths and skills, aspiration and goal setting... (Implemented as part of the PSHCE programme)					
		Term 1	Term 2	Term 3	
Year 8 Introduction to Careers	AIMS	LEARNING OUTCOMES	Communication	Engineering	Transport
			World of Work	Healthy Lifestyles	Conflict & Resolution
	To raise awareness of a wide range of careers and pathways	Learners can access "Indigo" software and identify the main careers sectors and pathways	Guest Speakers	National Careers Week	STEAM Day
	To identify personal interests, skills and strengths	Learners through self-reflection identify their own interests, skills and strengths	Group talk with careers advisor	All about me Dreams and aspirations LMI Data	Work based Visits
	To develop confidence and have high expectations for their futures	Learners can explain what is meant by LMI, how it is useful and to identify basic information for their local area	Opportunities for Enterprise skills development through Autumn, Spring and Summer Fairs as well as through ACE lessons		
Year 9 Options to success	To prepare for the Options process considering links between subjects and future pathways	Learners make sound judgements based on clear information advice and guidance considering life after Quest	STEAM Careers locally and nationally	National Careers Week	STEAM Day
	To understand the importance of the STEAM agenda and the influence on a range of careers	Learners are able to identify the importance of STEAM within future career opportunities	Guest Speakers	Options presentation to learners and parents and options booklet out	Work based Visits
	To be able to describe key employability skills	Learners can list and explain key employability skills and their value	Careers adviser talk on options	Stereotyping and discrimination	
	To recognise how the skills and qualities developed in school will ensure that they are employable	Learners are able to recognise transferrable skills, challenge stereotyping and discrimination	1:1 Careers Interviews	Rights and responsibilities in the work place Impact of careers on lifestyle and work life balance	
		Learners can use LMI data independently and identify key careers within the West Midlands	Opportunities for Enterprise skills development through Autumn, Spring and Summer Fairs as well as through ACE lessons		

	To be able to use LMI data in careers planning					
Understanding Post16 options, 1:1 impartial guidance, using resources, identifying skills and strengths needed for your goal (Implemented as part of the Personalised Learning Programme)						
Year 10 The world of work			Term 1	Term 2	Term 3	
	AIMS	LEARNING OUTCOMES	Communication World of Work	Engineering Healthy Lifestyles	Transport Conflict & Resolution	
	To understand how the world of work is changing and how this may impact on future careers  To understand what is required when applying for a job and to make an application  To undertake a Work Related Learning experience through the opportunities at Quest  To gain an understanding of the options available Post Quest	Learners are able to demonstrate the impact of automation and why jobs disappear and others are created  To be able to create a CV, letter of application, complete a form and apply for a job  To undertake a mock job interview and meaningful work placement  To appreciate the pathways available for them Post 16	Guest Speakers  1:1 Careers interview and Action Plans Created  Post 16 pathways explained in annual review	National Careers Week	Work based Visits  Work Related Learning Parents evening on Post 16 opportunities and Year 11 expectations	
				The job market Job Applications		
				Writing a letter of application Creating a CV		
				The job Interview		
				Opportunities for Enterprise skills development through Autumn, Spring and Summer Fairs as well as through ACE lessons		
	Year 11 Future pathways to success	To make a well informed choice for a positive Post 16 destination  To experience College in a Further Education college  Learners are aware of the pros and cons of Post 16 pathways  Learners gain experience through a FE transition programme  Learners apply for and undertake a role within the	Post 16 pathways  Guest Speakers  1:1 Careers Interview with updating of Action Plans	National Careers Week	Work based Visits  Work Related Learning	
				Applying for Post 16		
				Visit to FE provider FE Transition & Experience Programme		

	<p>To continue developing employability skills through WRL opportunities within Quest</p> <p>To have made an application for a Post 16 destination</p>	<p>Quest Academy Work Related Learning opportunities</p> <p>Learners are aware of their intended destination and have completed an appropriate application with an up to date CV to hand</p>	<p>Opportunities for Enterprise skills development through Autumn, Spring and Summer Fairs as well as through ACE lessons</p>
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Please speak to our Careers Leader to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, and subject to safeguarding measures.

### 4.3 Granting and refusing access

All learners are the subject of an individual risk assessment that will be reviewed in the light of the specific event or opportunity that is being planned. Where it is not possible to mitigate the risks, staff will work to provide an alternative that matches as closely as possible the intentions of the planned even. Parents / Carers and other stakeholders will be informed if there needs to be a significant change to the provision intended for most pupils to facilitate the learning of an individual in light of the risk assessment.

### 4.4 Safeguarding

Our safeguarding/child protection policy outlines Quest Academy’s procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

### 4.5 Premises and facilities

We have classrooms and larger spaces such as our dining area and the gymnasium available.

We have facilitated remote meetings and conferences using TEAMS

We have audio visual devices available.

The method to be used by visitors will be agreed with the Careers Lead.

Pre event materials will be checked for suitability by the Careers Lead.

All staff will be made aware of events, and there will be consultation with the site management team to ensure that the best possible physical arrangements are in place, and that all health and safety matters are correctly addressed.

## 5. Links to other policies

Safeguarding/child protection policy

Careers guidance policy

**Curriculum policy**

## **6. Monitoring arrangements**

The arrangements for managing the access of education and training providers to our learners are monitored by Emma Butterworth (Careers Lead).

This policy will be reviewed by Emma Butterworth annually, and as and when events occur that require the policy to be reviewed so as to continually improve our provision for careers education and guidance.

The policy will be formally reviewed and approved by the Local Advisory Board every 2 years.

