

Hazelwick School Provider Access Policy (Careers)

Document Owner:	Careers Leader
Committee:	Curriculum & Standards
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Review Date:	January 2025
Location:	Website

Rationale

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

Student entitlement

All students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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.

At Hazelwick School we encourage all students, including students in Year 7, to participate in our Careers Education programme so we would also include those students in any activities which a provider would like to offer therefore providing access to all students in all year groups.

Management of provider access requests procedure

A provider wishing to request access should contact Mrs Sarah Andrews, Careers Leader, Telephone: 01293 403344; Email: sandrews@hazelwick.org.uk

Opportunities for access

A range of events, integrated into the school careers programme throughout the school year offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 7	<ul style="list-style-type: none"> • Employer visits to school • CEIAG assembly/workshops • Speaker opportunities in subject areas 	<ul style="list-style-type: none"> • National Careers Week • National Apprenticeship Week • Employer visits to school • CEIAG assembly/workshops 	<ul style="list-style-type: none"> • Annual Hazelwick Careers Fair in July • Big Bang STEM event • Employer visits to school • CEIAG assembly/workshops

	<ul style="list-style-type: none"> • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one
Year 8	<ul style="list-style-type: none"> • Employer visits to school • CEIAG assembly/workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • KS4 Options evening and form time activities • National Careers Week • National Apprenticeship Week • Employer visits to school • CEIAG assembly/workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • Annual Hazelwick Careers Fair in July • Employer visits to school • CEIAG assembly/workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one
Year 9	<ul style="list-style-type: none"> • Dare to Dream Session 1 • Employer visits to school • CEIAG assembly/workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • Dare to Dream Session 2 • National Careers Week • National Apprenticeship Week • Employer visits to school • CEIAG assembly/workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • Dare to Dream Session 3 and workplace visits • Annual Hazelwick Careers Fair in July • Employer visits to school • CEIAG assembly/workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one
Year 10	<ul style="list-style-type: none"> • Careers Interviews • Employer visits to school • CEIAG assembly/workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • Careers Interviews • National Careers Week • National Apprenticeship Week • Employer visits to school • CEIAG assembly/workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • Careers Interviews • Annual Hazelwick Careers Fair in July • Employer visits to school • CEIAG assembly/workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one
Year 11	<ul style="list-style-type: none"> • Post 16 Options evening and assemblies 	<ul style="list-style-type: none"> • Progression Interviews • Oxbridge talk • National Careers Week 	<ul style="list-style-type: none"> • Annual Hazelwick Careers Fair in July • Employer visits to school

	<ul style="list-style-type: none"> • Post 16 Options process assemblies and form time activities • Sixth Form/College Open Evenings • Careers Interviews • Choices magazine • Unifrog • Employer visits to school • CEIAG assembly/ workshops • Speaker opportunities in subject areas 	<ul style="list-style-type: none"> • National Apprenticeship Week • Employer visits to school • CEIAG assembly/ workshops • Speaker opportunities in subject areas • National Citizen Service assembly and stand so students can speak to the team 	<ul style="list-style-type: none"> • CEIAG assembly/ workshops • Speaker opportunities in subject areas • Promoting the value of Work Experience with Year 11 who will be encouraged to find work experience placements after the GCSE exams • Post GCSE advice day
Year 12	<ul style="list-style-type: none"> • KS5 Information evening • Assemblies and presentations <ul style="list-style-type: none"> ○ Apprenticeships ○ Work experience ○ Speakers for schools ○ Ex-students and their routes post 18 • Unifrog • Oxbridge and medicine talks • Employer visits to school • CEIAG assembly/ workshops • Speaker opportunities in subject areas • Opportunities to students via satchel:one 	<ul style="list-style-type: none"> • UCAS Higher Education Fair • Oxbridge Conference • Interview practice • Virtual work experience • National Careers Week • National Apprenticeship Week • Open Door Employer encounters • Assemblies and presentations <ul style="list-style-type: none"> ○ Apprenticeships ○ Work experience ○ Speakers for schools ○ Ex-students and their routes post 18 • Employer visits to school • CEIAG assembly/ workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • Exeter University Residential • Higher Education Information meeting • Progression Interviews and Advice day • Life Skills company workshop – personal statement, applications • MOOCs • Annual Hazelwick Careers Fair in July • EPQ university visit • Assemblies and presentations <ul style="list-style-type: none"> ○ Apprenticeships ○ Work experience ○ Speakers for schools ○ Ex-students and their routes post 18 • Employer visits to school • CEIAG assembly/ workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one
Year 13	<ul style="list-style-type: none"> • Employer visits to school • CEIAG assembly/ workshops 	<ul style="list-style-type: none"> • National Careers Week • National Apprenticeship Week 	<ul style="list-style-type: none"> • Employer visits to school • CEIAG assembly/ workshops • Speaker opportunities in subject areas

<ul style="list-style-type: none"> • Speaker opportunities in subject areas • University visits • Work experience • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • Interview practice – UCAS/Apprenticeships/ Employment • Employer visits to school • CEIAG assembly/ workshops • Speaker opportunities in subject areas • Opportunities advertised to students via satchel:one 	<ul style="list-style-type: none"> • Post results day support including clearing and employment advice • Opportunities advertised to students via satchel:one
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Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make halls, 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 and other members of staff who will be involved with the presentation.

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 as well as before and after school.

Monitoring, Evaluation and Review

The Careers Leader (with strategic responsibility for Careers) will monitor, evaluate and review this policy through analysis of practice and dialogue with stakeholders and will present any amendments to SLT for approval on an annual basis in conjunction with the Hazelwick School Careers Education Policy annual review.

Document Revision Control

Revision Number	Summary of Changes	Date of Change
1	Covid-19 information included regarding restricted activities	5/10/20
2	Amended activity lists for each year group	4/10/21
3	Amended activity lists for each year group	9/1/23
4	Document reviewed and no changes required	January 2024