



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 Careers and Personal Development (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 7	<p>Students will use the Start online careers platform.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>	<p>Students will use the Start online careers platform.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>	<p>Students will use the Start online careers platform.</p> <p>Students will be introduced to the independent careers advisor and take part in a careers group work session.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>
Year 8	<p>All students will participate in a national competition called 'Step into the NHS'. They will learn about the different careers within the NHS.</p> <p>Students will use the Start online careers platform.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>	<p>Careers group work led by in-house careers consultant and Careers and personal development staff.</p> <p>GCSE Options evening-careers information available from careers advisors and Careers Lead.</p> <p>Careers and personal development SOW - lessons about careers.</p> <p>Students will use the Start online careers platform.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>	<p>Students will use the Start online careers platform.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>

Year 9	<p>Careers Hub - careers advice drop in sessions.</p> <p>Students will use the Start online careers platform to begin to research careers.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>	<p>Careers Hub - careers advice drop-in sessions.</p> <p>Careers group work led by in-house careers consultant and Carers and personal development staff.</p> <p>Students will use the Start online careers platform to begin to research careers.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>	<p>Careers Hub - careers advice drop-in sessions.</p> <p>Hull University Ace Day.</p> <p>Students will use the Start online careers platform.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>
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Year 10	<p>Careers Hub - careers advice drop-in sessions.</p> <p>Students will use the Start online careers platform.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>	<p>Careers Hub - careers advice drop-in sessions.</p> <p>Students will use the Start online careers platform.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>	<p>Careers Hub - careers advice drop-in sessions.</p> <p>Careers and personal development SOW - careers, preparing for the world of work.</p> <p>Appointments available with independent careers consultant.</p> <p>Grimsby Institute taster day.</p> <p>North East Lincolnshire Skills Fair - whole cohort.</p> <p>Students will use the Start online careers platform.</p> <p>Skills Fair at Parents Consultation Evening on 14 July 2020.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>
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<p>Year 11</p>	<p>Careers Hub - careers advice drop-in sessions.</p> <p>Parents/carers - independent careers advice available.</p> <p>Careers and personal development SOW - Employability & Record of Achievement.</p> <p>Careers and personal development SOW - Lincs2 support and future careers options.</p> <p>HETA apprenticeship drop-in session.</p> <p>Students will use the Start online careers platform to research post-16 options.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p> <p>Assemblies with Further Education Providers.</p>	<p>Careers Hub - careers advice drop-in sessions.</p> <p>Students will use the Start online careers platform to begin to research careers.</p> <p>Skills Fair at Parents Consultation Evening on 28 January 2020.</p> <p>Parents/carers Consultation Evening - independent careers advice available.</p> <p>Parents/carers - independent careers advice available.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>	<p>Careers Hub - careers advice drop-in sessions.</p> <p>Students will use the Start online careers platform to record their achievements.</p> <p>Parents/carers - independent careers advice available.</p> <p>Curriculum areas host trips, visits and speakers when applicable.</p>
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<p>Year 12</p>	<p>Independent careers advisor appointments: weekly appointments and lunchtime 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 careers advisor or Sixth Form Leadership Team can be made.</p> <p>Welcome questionnaire surveying students' careers support needs.</p> <p>Curriculum areas host trips, visits and webinars throughout the term when available.</p>	<p>Independent careers advisor appointments: weekly appointments and lunchtime 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 representatives from industry, higher educations, 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 careers 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 advisor appointments: weekly appointments and lunchtime 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 careers advisor of 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 students' 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 advisor appointments: weekly appointments and lunchtime drop-in sessions.</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 careers advisor or Sixth Form Leadership Team can be made.</p>	<p>Independent careers advisor appointments: weekly appointments and lunchtime drop-in sessions.</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 representatives 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 careers 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 advisor appointments: weekly appointments and lunchtime drop-in sessions.</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 careers advisor or Sixth Form Leadership Team can be made.</p> <p>Reflection questionnaire seeking students' 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. The Careers and personal development Curriculum Leader will be happy to discuss this in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers and personal development Curriculum Leader.