

## Phoenix Academy: Careers Provider Access Policy

### 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 Keisha Bellingy, Head of Careers & Employability, and Telephone: 020 8749 1141 ext. 211; Email: [kbellingy@phoenixacademy.org.uk](mailto:kbellingy@phoenixacademy.org.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	Life Skills – Assembly & Tutor group opportunities Careers Week	Life Skills – Assembly & Tutor group opportunities	Life Skills – Assembly & Tutor group opportunities
Year 9	Life Skills – Assembly & Tutor group opportunities Careers Week	Life Skills – Assembly & Tutor group opportunities KS4 Options Event	Life Skills – Assembly & Tutor group opportunities
Year 10	Life Skills – Assembly & Tutor group opportunities Careers Week	Life Skills – Assembly & Tutor group opportunities Careers Fair	Life Skills – Assembly & Tutor group opportunities
Year 11	Life Skills – Assembly & Tutor group opportunities Work Experience Careers Week	Life Skills – Assembly & Tutor group opportunities Careers Fair	Life Skills – Assembly & Tutor group opportunities

Please speak to our Careers Head 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 Office.

### Approval and review

Draft Pending Approval by the Trust Board Autumn 2018

Next Review: July 2019

Signed: Oliver Knight: Executive Head of School