



Policy Name	Careers and Provider Access
Policy Number	LFTSFQ/0012
Date of Issue	September 2024
Reviewed by	Mr D Bates
Date of next review	September 2025

(1) Purpose

Careers Education & Guidance "should prepare students for the opportunities, responsibilities and experiences of adult life" (Education Reform Act, 1988). Its purpose is to enable students to develop a strategy for taking ambitious but realistic decisions about careers and implementing those decisions (CSQA & DU: CEIAG: An Evaluative Framework. DFE 1995). This process promotes equal opportunities and challenges stereotypical attitudes to education training and work because it is inclusive of all students, irrespective of their contexts, needs and interests.

The Careers Guidance in Schools regulations (2013) states that students from Year 8 to 13 are able to access Independent and Impartial Careers Guidance. The Raising of the Participation Age (RPA) states that young people are now required to participate in education or accredited training until their 18th birthday.

A new law came into force in January 2023 which has changed an important area of the work we do together to support young people. The Skills and Post-16 Education Act 2022 sets out new requirements on the number and types of encounters schools will need to deliver for their students with providers of technical education or apprenticeships.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All students 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

The Provider Access Legislation specifies schools must provide at least six encounters for all their students – two in Years 8 and 9, two in Years 10 and 11 (all students in these year groups will be expected to access these encounters) and two in Years 12 and 13).

Landau Forte Academy Tamworth is committed to enabling students to make well informed, realistic decisions about careers, and raising aspiration. Whilst participating and enjoying academic lessons, students will be encouraged to develop enterprise, employability, practical and social skills with confidence to support their future goals. Landau Forte Academy Tamworth aims to deliver and promote impartial, individually focused and quality Careers Information, Advice and Guidance (CEIAG), with the aim of enabling students to make well-informed and realistic choices, both now and in the future.

To ensure the County gets ahead and stays ahead when it comes to education, skills and employment, the Stoke-on-Trent and Staffordshire Careers & Enterprise Company (CEC) Hub and the LSIP identified growth potential in 10 key priority sectors, which sit centre-stage in the Stoke-on-Trent and Staffordshire CEC Hub and LSIP plans for the future. Landau Forte Academy Tamworth aligns strategically with these, mapping its work to the LSIP priorities as well as DfE statutory Careers guidance and Gatsby Benchmarks.

Working with SS LSIP and the Careers and Enterprise Company, Landau Forte Academy Tamworth will embed enterprise, employability, careers guidance and inspiration into the Landau Forte Academy Tamworth and Sixth Form culture and its curriculum, with a focus on regional and national employer engagement and development of structured and sustainable employer partnerships. The objective will be to ensure that LSIP objectives and employer engagement are firmly embedded in curriculum subjects, giving students opportunities to understand the application of their studies to the real world of work, the local economy and local and national business growth.

There will be an annual review of provision that will be influenced by local business and the LSIP, evaluating all documentation developed to ensure objectives are current and purposeful.

The IAG Co-Ordinator will remain up to date with Labour Market Information and regularly meet with other IAG Coordinators and Careers Advisers, in and out of the Landau Forte Trust, to share good practice. This will include working with the LSIP and inviting local employers to provide activities and to inform the

curriculum. This will also include an ongoing awareness of the priority employment sectors in Tamworth and Staffordshire (see Touch–Point profile attached) The IAG Co-ordinator will also attend any training necessary to ensure Professional Development.

(2) Good Career Guidance Benchmarks/Gatsby Benchmarks

The Landau Forte Tamworth Academies are working to create a progressive Local Skills Improvement Plan (LSIP) and a sustainable CEIAG Programme that follows the Gatsby Benchmarks and the statutory Careers guidance.

Gatsby Benchmarks

Through six international visits, analysis of good practice in English schools and a comprehensive review of current literature, a set of eight benchmarks covering different dimensions of good career guidance was identified as a blueprint of best practice. After surveying a sample of English schools and commissioning Price Waterhouse Cooper to identify the costs of implementation, Sir John Gatsby made ten recommendations about how to improve the career guidance system. From this, he created the eight Gatsby Benchmarks:

The Benchmarks are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

See DfE document “Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff”. And “Careers guidance – Guidance for further education colleges and sixth forms.

Links:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf

www.gatsby.org.uk/education/programmes/good-career-guidance

(3) Access and Entitlement - A Statement of Entitlement

Within CEIAG, each student is entitled to:-

- be at the centre of the CEIAG process and the partnership between tutors and appropriate outside agencies
- opportunities to develop employability and softer skills
- a broad, balanced programme of careers education that will move him/her forward in the career planning process by developing self-awareness and opportunity awareness
- have an awareness of the CEIAG process
- equal opportunity and access to current, impartial information about work, training and further education
- support to gain direct experience of the world of work
- access to individual, impartial and informed careers guidance
- a non-judgmental, open approach - to be listened to
- exposure to employers

(4) Implementation and Delivery of CEIAG

- Every student will have the opportunity and will understand how to access a one- to-one appointment with an IAG Co-ordinator through the following routes:
 - Staff request
 - Email
 - Face-to-face
- Year 11 students will receive at least one compulsory guidance appointment with a qualified careers adviser during the academic year
- Year 12 and Year 13 students – will have at least one compulsory guidance appointment with a qualified careers adviser during Year 12. In addition, they will receive small group guidance (2-3 students) throughout the year through the Academic Mentoring Tutorial sessions. They will also have access to guidance appointments with a qualified career adviser, when requested.
- Support will be given by Personal Tutors, Careers Lead and IAG Co-ordinator for all applications
- Every student will have access to up-to-date careers and labour market information via the promotion of local opportunities, careers tools and websites.
- Careers information and employment application information to be delivered as part of the Careers Tutorial Programme delivered in their Form time once every two weeks, PSHE Tutorials, organised events, workshops, fairs and via electronic correspondence. IAG Staff will also be available at open events and Parent/Carer consultation evenings.
- The Careers Education Programme will be organised by the appointed Landau Forte Academy Tamworth Careers Leader, IAG Co-ordinator and other appropriate staff. This will include input from local and national employers, the local council, the LSIP, Further, Higher Education and Training providers and other appropriate individuals. This will be reviewed annually.
- Each student will have access, at home or within the Academy, to careers software and assessment tools with their own individual log-ins.
- Students will be encouraged to make realistic but inspirational decisions based on ability, aims and career aspirations.
- Where appropriate students will have access to support in preparation for the transition from secondary or sixth form to next destinations.
- When necessary, there will be contact with Parents/Carers to support applications and transition arrangements.
- External speakers will be invited in to support student understanding and provoke their thoughts around a diverse range of ideas.
- The Careers Leader, IAG Co-ordinator and the Data Team will maintain and oversee the tracking data of leavers.
- The IAG Co-ordinator and the Data Team will liaise with the Local Authority to notify of any leavers and destinations in order to meet local authority requirements.
- All information will be given/delivered without bias and prejudice regardless of race, gender, religion, disability, background, financial context or sexuality.

(5) The Careers Programme

Information, Advice and Guidance is overseen by a qualified Careers Adviser and a Senior Leader. It will be delivered from Year 7 to 11 within QEMS and both years of the Sixth Form provision at Landau Forte Academy Tamworth Sixth Form. It will include the following:

- Years 7 and 8 will have employability and careers related PSHE sessions
- Students in Years 7-11 and Sixth Form will be completing a Careers programme delivered during their Tutor time, this will occur once every two weeks. Part of this will be to complete a Careers Profile which will follow them throughout school. This will prompt them to think about the skills they are developing, information they have received, and trips they have engaged in, to encourage thinking about careers
- All Year 9 students will complete a careers assessment which will make career suggestions in response to their answers. This will also list important GCSE and BTEC subjects which can be used to guide their options decisions. All students will have access to this information tool at home once they have created their own account until they leave Landau Forte Academy Tamworth.
- Year 10 students will be encouraged to identify and arrange suitable work experience to help them gain an understanding of employability skills. Support will be given to those who are finding it difficult to arrange

work experience. Students will be given direction on how to behave appropriately and gain the most benefit during the work experience.

- All Year 11 students will have at least one impartial careers guidance appointment to discuss opportunities and applications. More appointments will be offered where necessary and Parents/Carers will have an open invite to attend or arrange meetings with the IAG Coordinator
- Year 11 students will have a clear understanding of the opportunities available to them after leaving and how to access them
- The RONI (Risk of NEET Indicator) will be identified from Year 9 upwards and will receive targeted input in conjunction with Entrust
- Year 11 students will be expected to have been interviewed and received offers by June. They will be tracked and offered ongoing support from the IAG Coordinator until the end of the academic year. Support will be put in place at local colleges and with Entrust through the summer for RONI students
- Intended destinations will be passed to the Local Authority when requested.
- Any students who leave their Year 12 destination will continue to be followed up and offered support until their eighteenth birthday in conjunction
- Relevant trips will be arranged throughout Year 7 to 13 to encourage raised aspirations and informed decision making. Visits will take place to destinations such as universities, local companies, national companies, learning providers and careers shows
- Wherever possible, curriculum will be relevant to the working world with advice and input from local businesses
- Year 12 and 13 students will have access to at least one impartial careers guidance appointment to discuss opportunities and applications. More appointments will be offered where necessary and Parents/Carers will have an open invite to attend or arrange meetings with the IAG Co-ordinator
- All Year 12 and 13 students will be expected to participate in work experience placements with suitable employers and encouraged to identify skills gained through the Non Qualification Activity (NQA) programme.
- All Landau Forte Academy Tamworth students will have access to open a free on-line account on a Careers assessment and information website which they may use at home or in school
- All students from Year 7 to 13 will participate in PSHE sessions during the Tutorial programme which will prompt them to think about the skills they are developing, information they have received, trips they have engaged in and to think about their future career paths.
- Wherever possible the academies will work with local providers, employers and external providers in line with the Provider Access Legislation, see below to support student understanding of future opportunities and provoke thinking on a wide range of ideas

(6) Employer Engagement

Landau Forte Academies Tamworth aim to engage at least one employer who will be linked to each curriculum area for activities such as interview techniques, work place visits, embedding real life activities from the work place into the classroom, assemblies and work experience etc.

Employers we already have contacts for are listed below however we are very much interested in hearing from employers who would like to work with us (see the Provider Access Legislation for more details):

Interested employers please contact a member of the IAG Team:

Darren Bates, the Careers and IAG Coordinator: dabates@lfatq.org.uk or Matt Cavanagh, Careers Leader: mcavanagh@lfatsf.org.uk

From Year 7 upwards, we deliver a range of activities throughout each year to inspire and create thinking about careers, which may include any of those listed below. The activities listed are mapped to the Gatsby Benchmarks and South Staffordshire Local Enterprise Partnership priorities. We are interested in contact from external organisations who may like to work with our students, please use the contacts listed above and on the Careers Policy:

Year 7-GB 1-8 LSIP Priorities 2, 3

- Building resilience - assembly and PSHE
- Tutor time careers programme
- Army-team work day
- National Careers Week – Students participate in an assembly with follow on form time activities.
- Collapsed days throughout year to include employer presentations, activities etc
- PSHE with Careers themes
- Introduction to the use of Unifrog to students and Parents/Carers
- STEM activities day
- Completion of a Careers action plan (CAP) – designed to increase students understanding of Careers and embedding this at an early age

Year 8-GB 1,2,3,4,5,6,7 LSIP Priorities 2, 3

- Careers Awareness assembly with local employer and ex students
- Teen Tech Event
- National Careers Week – Students participate in an assembly with follow on form time activities.
- Step into the NHS - Students are invited to attend an event at Stafford County Showground to raise awareness of the 350 different careers in the NHS and have a go at the different activities.
- Collapsed days throughout year to include employer presentations, activities etc
- PSHE with Careers themes
- Journalism & Author activities
- Assembly on stereotypes
- Tutor time careers programme
- STEM activities day
- Review of Year 7 CAP and Completion of a Year 8 CAP – designed to increase students understanding of Careers and embedding this at an early age

Year 9-GB 1,2,3,4,5,7,8 LSIP Priorities 1, 2, 3

- National Careers Week – Students participate in an assembly with follow on form time activities.
- Tamworth Careers Event
- GCSE Options – Assembly and ongoing support from Tutors, Curriculum Leads and Careers staff
- All vulnerable, SEN and students requiring more advice and guidance are offered a one to one meeting with the careers advisor and SENCO to look at choosing options. All other Year 9 students and their Parents/Carers have the opportunity of a one to one guidance interview with the careers advisor where required.
- Big Bang Skills Show NEC – group of students taken to annual event
- Duke of Edinburgh
- STEM activity by SMALLPEICE via Higher Horizons, drone and vehicle building STEM residential at Harper Adams via Higher Horizons and Smallpeice
- Collapsed days throughout year to include employer presentations, activities etc
- PSHE with Careers themes
- Use of U-explore, students and Parents/Carers
- Enterprise challenge
- University residential opportunity
- Review of Year 8 CAP and Completion of a Year 9 CAP – designed to increase students understanding of Careers focusing on preparing them for their selection of their GCSE Options.

Year 10-GB-1, 2,3,4,5,6,7,8 LSIP Priorities 1, 2, 3

- Post 16 options gathering
- National Careers Week – Students participate in an assembly with follow on form time activities.
- St Giles Health Careers Day Opportunity
- Tamworth Careers Event
- Employer expectations in preparation for WEX delivered by local employer and IAG Advisers
- Work Experience week
- Collapsed day covers all Post 16 options including all local colleges, training providers, universities and employers who run options and employability workshops
- NEC Skills Show
- Local Labour Market-Rising Careers/Growth Areas Assembly
- CV assembly delivered by Higher Horizons
- CV Writing in PSHE
- Mock Interviews by local employers
- Career Ready Mentoring for potential NEETS with local employers
- Apprenticeship Gathering
- National Apprenticeship week-
- Unify Residential at Harper Adams
- Higher Horizons to deliver assembly on what is HE
- Collapsed days throughout year to include employer presentations, activities etc
- PSHE with Careers themes
- Use of Unifrog, students and Parents/Carers
- Review of Year 9 CAP and Completion of a Year 10 CAP – designed to increase students understanding of Careers focusing on preparing them for their Work Experience placement to be completed at the end of Year 10.

Year 11-GB 1-8 S LSIP Priorities 2, 3

- First Term PSHE
- Post 16 options gathering
- National Careers Week – Students participate in an assembly with follow on form activities.
- Tamworth Careers Event
- All year 11 students will have at least one face to face guidance interview with IAG Adviser
- NCS assembly and NCS programme
- Transition support arranged over Summer for vulnerable students with local providers
- RONI's (Risk of NEET, not in education, employment or training) to work with the Local Education Authority
- Want to apply for a top university? –workshop on applying for Russell Group Universities and what does it take and how to apply aimed at KS4 and KS5 students
- Apprenticeship vacancy board on display within Library and vacancies are shared throughout the whole Academy to inform students of opportunities
- Access to a wide CEIAG library and resources
- Year 11 leavers tracked until November to ensure retaining Post 16 option -offered further careers advice and guidance if needed
- Local Labour market is shared with staff to raise awareness of growth, gaps and trends
- Raising aspirations and Post -16 evening for Parents/Carers and students-local employers and ex students
- Collapsed days throughout year to include employer presentations, activities etc
- PSHE with Careers themes
- Use of Unifrog, students and Parents/Carers
- Employer assemblies
- University visits
- Review of Year 10 CAP and Completion of a Year 11 CAP – designed to increase students understanding of Careers focusing on preparing them for their Post 16 options and future career pathways. This will be used in conjunction with the One to One IAG Interviews.

Year 12-GB 1, 2,3,4,5,6,7,8 LSIP Priorities 1, 2, 3

- First Term Post-18 Options and Careers Assessments
- Post-18 options assemblies throughout year
- National Careers Week – Students participate in an assembly with follow on form time activities.
- Tamworth Careers Event
- NCS assembly and NCS programme
- Local Labour market is shared with whole Academy staff to raise awareness of growth, gaps and trends
- Work experience
- Want to apply for a top university? – workshop
- All offered a one to one guidance interview with internal, impartial careers practitioner
- HE Careers Fair at Birmingham University
- Tutor programme including writing personal statements, student finance
- Vulnerable at risk of dropping out or NEET 6th Form students are identified and seen by pastoral team
- Year 12 and 13 leavers are tracked and monitored until the November of leaving to ensure not NEET and are retaining post 16 option. They are offered the opportunity to come back after 6 months of leaving for further careers advice and guidance if needed
- Access to a wide CEIAG library and resources
- PSHE with Careers themes
- Access to Unifrog for students and Parents/Carers
- Completion of a Year 12 CAP – If they are a former QEMS student they will review their Year 11 CAP, this is designed to increase students understanding of Careers focusing on preparing them for their employability skills, future career pathways and Work Experience.

Year 13 GB-1, 2,3,4,5,6,7,8 LSIP Priorities 2, 3

- First Term-Post 18 Options and Personal Statement Writing
- Students divided into Tutor groups according to intended destinations
- National Careers Week – Students participate in an assembly with follow on form time activities.
- Tamworth Careers Event
- Local Labour market is shared with whole Academy staff to raise awareness of growth, gaps and trends
- Work experience
- Want to apply for a top university? –workshop on applying for Russell Group Universities and what does it take and how to apply aimed at KS4 and KS5 students
- All offered a One to one guidance interview with internal, impartial careers practitioner
- Tutor programme including writing personal statements, student finance
- Vulnerable at risk of dropping out or NEET 6th Form students are identified and seen by pastoral team
- Apprenticeship vacancy board on display within Library and vacancies are shared throughout the whole Academy to inform students of opportunities
- Access to a wide CEIAG library and resources
- Year 12 and 13 leavers are tracked and monitored until the November of leaving to ensure not NEET and are retaining post 16 option. They are offered the opportunity to come back after 6 months of leaving for further careers advice and guidance if needed
- Collapsed days throughout year to include employer presentations, activities and guidance etc
- Trips (may include)
 - Future Skills Workshop, NEC, Birmingham
 - Future Aspirations event
 - BTEC L3 Business exam skills workshop – Star City
 - UCAS Discovery NEC, Birmingham
 - What Career Live
- PSHE with Careers themes
- Access to Unifrog for students and Parents/Carers
- Review of Year 12 CAP and Completion of a Year 13 CAP – designed to increase students understanding of Careers, focusing on preparing them for their selection of their Post 18 Options, future career pathways, employability skills and setting goals and targets.

(7) IAG Development

The IAG Coordinator attends a regular meeting with careers staff from all other secondary and further education providers in Tamworth to discuss issues relating to delivering CEIAG in the region, and to work together to organise events and activities. The IAG Co-ordinator will also attend training and conferences, where appropriate, to ensure knowledge is up to date. The IAG Co-ordinator is line managed by a member of the Senior Leadership Team who meet regularly.

The IAG Co-ordinator and Careers Leader will attend regular meetings with the LSIP and be a leading figure in an annual review of policies, procedures and employer links.

The IAG Co-ordinator and Careers Leader will support all staff to engage with external providers and employers.

Any questions related to Careers, Enterprise and any other item mentioned in this document please direct to the IAG Team:

Darren Bates, the Careers and IAG Co-ordinator: dabates@lfatq.org.uk or
Matt Cavanagh, Careers Leader: mcavanagh@lfatsf.org.uk

(9) Provider Access

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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 to 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (Including the opportunity to meet staff and pupils from the provider)
- Answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

Landau Forte Academy Tamworth QEMS

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- FE Providers included; South Staffordshire College, UCB, Birmingham Metropolitan College, BOA, Burton and South Derbyshire College, North Warwickshire & South Leicestershire College and the Military Preparation Training College.
- We have also welcomed a multiple local, regional and national employers across wide variety of industries such as, QUISS Technologies, Precision Engineering, IMI Precision, The Sporting House, Omega Outdoor Adventures, Nationwide Bank, Barclays Bank, The NHS, RAF, Army, Equans, Pi-KEM Engineering, FOSROC, Amazon, Dell, Rolls Royce, Entrepreneurs, Sole Traders, small business owners, and the Chamber of Commerce.

Landau Forte Academy Tamworth Sixth Form

In addition to those encounters listed above, we also provided encounters with the following Higher Education (HE) Providers.

- HE Providers included; Aston University, University of Coventry, University of Derby, Keele University, Nottingham Trent University, Staffordshire University, University of Warwick, University of Wolverhampton.

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

Total Students	174
Landau Forte Academy Tamworth Sixth Form	69
Apprenticeships	5
Army	2
ASA Theatre Arts - Performing Arts Academy	1
Birmingham Metropolitan College (BMET)	1
BOA	1
Burton and South Derbyshire College	1
City of Oxford College	1
DISE	2
King Edwards Lichfield	1
North Warwickshire & South Leicestershire College	1
Polesworth Sixth Form	1
South Staffordshire College	85
Sutton Music Theatre	1
Tamworth FC Academy	1
NEET	1

Last year our year 13 pupils moved to range of providers in the local area after school:

Total Students	181
University	113
Apprenticeships	10
Higher or Degree Apprenticeships	3
Full Time Employment	26
Gap Year – Deferred University for 1 Year	5
Gap Year - Travel	7
College	4
Public Services – Police, Army	2
Other	11

Management and Procedures of Provider Access Opportunities

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

As part of Landau Forte Academy Tamworth commitment to informing our young people of the full range of learning and employment routes available to them, we welcome input from all training, vocational education and apprenticeship providers to speak with students and will also approach these partners ourselves when planning and organising key careers events throughout the Academy year.

We hold several highly effective events and activities, which allow providers the opportunity to speak to students - both individually and in groups. These events are usually held within the Academy day/timings, with facilities, parking and registration details emailed to exhibitors in good time prior to the event.

Enquires about these events can made to:

Darren Bates, the Careers and IAG Coordinator: dabates@lfatq.org.uk or

Matt Cavanagh, Careers Leader: mcavanagh@lfatsf.org.uk

We also have a number of whole year group assembly slots that give providers an opportunity to present their offer to students. These are 30-minute slots to between 150 and 300 students, delivered in a suitable presentation room with a projector and speakers for sound; assemblies are usually on offer throughout the academic year. If you are a provider and would like to enquire on the availability of these slots, please email our CEIAG Lead, using the details above.

We will request details of the training, vocational or apprenticeship provider that is represented, the aim of the presentation, target year group and names of the representatives visiting the Academy. If the email is notification of an event at an off-site venue, please include timings of the day; a list of other invited schools and providers; any accessible funding streams for transport costs and a visit risk assessment of the venue.

Wherever possible, all requests should be emailed at least 6 weeks (an Academy half term) in advance of an expected date for the planned session. We will give careful consideration to all requests.

We will provide clear instructions before the event on visitor parking; visitor registration; a contact member of staff and their contact details; the teaching room or other venue to be used at the session and the presentation facilities this space offers. Should you require any other support from the Academy, please advise in advance.

As part of our wider CEIAG policy, the range of careers provision for students is reported every academic year to Senior Staff and the Local Governing Body.

We look forward to welcoming Providers to our Academy.

	Autumn Term	Spring Term	Summer Term
Year 8	Event for University Technical College	Employer event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement	Technical/vocational tasters at local college/s, training providers
Year 9	Meeting with careers adviser	KS4 options event – Y college and Z apprenticeship provider attending to give presentations to pupils	<i>No encounters – legislation requires encounters to take place by 28 February if in year 9</i>
Year 10	Post 16 technical education options assembly with General Further Education College Life Skills – work experience preparation sessions	Technical/vocational tasters at local college/s, training providers	Technical/vocational tasters at local college/s, training providers
Year 11	Post 16 provider open evenings. Post 16 apprenticeships assembly Meetings with careers adviser Post 16 applications	Post-16 interviews	<i>No encounters – legislation requires encounters to take place by 28 February if in year 11</i> Confirmation of post-16 education and training destinations for all pupils
	Autumn Term	Spring Term	Summer Term
Year 12	Higher Education fair for a variety of HE providers including local Further Education colleges	Small group sessions: future education, training and employment options Meetings with careers adviser	Technical/vocational tasters at local college/s, training providers
Year 13	Post 18 assembly – with higher and degree apprenticeship providers Workshops – HE and higher apprenticeship applications	Meetings with careers adviser	<i>No encounters – legislation requires encounters to take place by 28 February if in year 13</i> Confirmation of post-18 education and training destinations for all pupils

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

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 pupils at lunch and break times.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Approval and review

Approved *31 August 2024* by Governors at Curriculum and Standards Committee

Next review: *31 August 2025*



LANDAU
FORTE
CHARITABLE
TRUST

Date	September 2024
Change Made	Various
Made By	Mr D Bates