



## **Cardinal Newman school Provider Access Policy Introduction**

This policy statement sets out Cardinal Newman's arrangements for managing the access of providers to every student in Years 7 – 13. 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.

### **Students Entitlement**

*All pupils in years 7 to 13 are entitled:*

- To find out about both academic and non-academic routes that are available to them as part of the careers programme, enabling all our students to make an informed choice about their post 16 provision.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- to understand how to make applications for the full range of academic and technical courses.

Cardinal Newman has its own Sixth Form, and this has over 150 places to offer students both internal & external, Cardinal Newman school proactively seeks to build relationships with other 6<sup>th</sup> form schools, colleges, offering our students impartial unbiased information & guidance.

To ensure all our students have access to the most current and up to date careers information Apprenticeship providers, universities and employers are planned into our careers programme at key transition points with projects and activities throughout the school year.

Providers have multiple opportunities to speak to students and their parents across Years 7 -11 to offer information on vocational, technical and apprenticeship qualifications and pathways.

Cardinal Newman fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school.

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: Procedure.

A provider wishing to request access should contact: Mrs Claire McNeil – Careers Manager Email: [cmcneil@cardinalnewmanschool.net](mailto:cmcneil@cardinalnewmanschool.net)

Sixth form contact Telephone -01582587502 Miss S Blackbird head of Sixth form, Careers Guidance Counsellor Qualified advisor from Luton Brough Newman Sixth Form College Email: [sbird@cardinalnewmanschool.net](mailto:sbird@cardinalnewmanschool.net)

### **Grounds for granting requests for access**



Access will be given for providers to attend during school assemblies, timetabled Careers during PSHE, Post 16 Careers & Aspiration lessons, all events are calendar in advance, Providers need to contact the school at the start of the academic year to arranged and plan the event, or at the end of the summer term ready for the following academic year

Our school will support providers with all necessary equipment for presentations and class workshop. This will all be discussed and agreed in advance of the visit with the Careers Manager.

Off- site trip can be arranged and organised with the provider and Careers manager.

Cardinal Newman policy on safeguarding, is in line with government guidelines allowing providers into the school

### **Live/Virtual encounters**

Cardinal Newman will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

### **Pupil Offers and Opportunities for Access:**

We have a range of flexible programmes to ensure our students and parents have access to a full careers programme and information.

- Parents evenings
- Newsletters
- Apprenticeship workshops- Apprenticeship week
- Project week activities – National Careers week
- Website information & opportunities
- Job centre Plus
- Peace Child international

Any provider is welcome to contact us to discuss what they can provide for our students and how we can best accommodate your support.



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Target group	Careers and work-related education activities including financial capability, enterprise and employability	Careers information, advice and guidance
Year 7	<ul style="list-style-type: none"> <li>• Introduction to careers exploration "My Dream Job "</li> <li>• Development of aspirations, self-awareness and personal development through a varied and inspiring programme- CREATIVE7</li> <li>• Introduction to STEM Careers</li> </ul>	<p>Introductory to Careers – What is CEIAG</p> <p>Access to employer visits</p> <p>University Trip – Aim4Uni</p> <p>External providers delivering STEM</p> <p>Project week activities</p> <p>NCW -Apprenticeship week- Engineering Others</p> <p>Employment engagement – CLEARHEAD media company</p>
Year 8	<ul style="list-style-type: none"> <li>• Year 8 Careers lesson</li> <li>• CREATIVE8</li> <li>• Careers Fair</li> <li>• Project Week activities</li> <li>• Introduction to STEM Careers</li> </ul>	<p>Careers &amp; Aspiration</p> <p>Knowledge – Skills – Qualities</p> <p><i>Shaping choices for KS4 and future Careers ideas</i></p> <p>1:1 support following referrals from HOY</p> <p>SLT &amp; Tutors</p> <p>LAC's Pupil Premium</p> <p>Access to employer visits</p> <p>University Trip</p> <p>External providers delivering STEM</p> <p>Project week activities</p> <p>Employment engagement – CLEARHEAD media company</p>
Year 9	<ul style="list-style-type: none"> <li>• GCSE options</li> <li>• Project Week Careers lessons</li> <li>• Careers Fair</li> <li>• Employer visits</li> <li>• Uni frog</li> <li>• Decision making skills</li> <li>• Option choices</li> <li>• Uni Frog session</li> <li>• Year 9 Options evening</li> <li>• Pathway choices</li> <li>• Project Week Careers Activities</li> </ul>	<p>Option choices – <i>which subject lead to which careers</i></p> <p><i>Making great choices</i></p> <p>External providers delivering STEM</p> <p>Levels &amp; Grade requirements</p> <p>1:1 support following referrals from HOY</p> <p>SLT LAC's Pupil Premium SENCO</p> <p>Follow up support</p> <p>Access to employer visits</p> <p>University Trip- AIM4Uni</p> <p>Employment engagement – CLEARHEAD Media company- work shop</p>



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<p>Year 10</p>	<ul style="list-style-type: none"> <li>• Work Experience</li> <li>• Virtual Work Experience</li> <li>• Job-search skills, support in securing placements, expectations in the workplace, setting targets</li> <li>• Health &amp; Safety in the Workplace</li> <li>• Work Experience placements</li> <li>• 1:1 CIAG appointments for selected students</li> <li>• Step-into the NHS</li> <li>• College Taster days</li> <li>• Uni Frog</li> <li>• Careers Fair</li> <li>• Careers talk from Jobcentre plus</li> <li>• Introduction to Apprenticeships</li> <li>• University Trips</li> <li>• Employability Skills day</li> <li>• Wadham College</li> </ul>	<p>Lessons in preparation for work experience with support and guidance, managed by work experience Manager</p> <p>Work experience support for vulnerable or disadvantaged students.</p> <p>Individual careers information, advice and guidance for students referred by HOY. LSM's, SENCO</p> <p>University-Bedfordshire – Uxbridge and Jobcentre session--CV writing &amp; interview Techniques ASK – assembly Employability Skills -CV writing &amp; interview Techniques Peace child international Engineering Employment engagement – CLEARHEAD Media company- work shop</p>
<p>Year 11</p>	<ul style="list-style-type: none"> <li>• Careers interviews for all Year 11 students</li> <li>• Post 16 Careers small group work session – sector choice related</li> <li>• Assemblies for N6</li> <li>• Post 16 Transition</li> <li>• Apprenticeship group work and support</li> <li>• Careers Fair</li> <li>• Student and Parent College information evening</li> <li>• Transition support for selected students with an EHCP, PP and 'at risk of NEET, vulnerable including college visits/tasters</li> <li>• 16+ Application process</li> <li>• Mock Interviews</li> <li>• National Citizen Service events</li> </ul>	<ul style="list-style-type: none"> <li>• Individual careers information, advice and guidance for all Y11 students with a qualified external Provider</li> <li>• Transition support and guidance SEND</li> <li>• PP and vulnerable groups extensive support from Careers Manager, LSM, HOY</li> <li>• Application form guidance and support by Careers Manager and external providers</li> <li>• Interview preparation with JCP</li> <li>• Interview support</li> <li>• Alumni events</li> <li>• External providers delivering STEM sessions and</li> <li>• Project week activities</li> <li>• EHCP- Post 16 Supported by the Brough</li> </ul>



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	<ul style="list-style-type: none"><li>• Higher Education Awareness – visits and assemblies &amp; parents evening</li><li>• Careers talks from Employers – LMI, STEM</li></ul>	
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