

Provider Access Policy

Commitment to Careers Information, Advice and Guidance

The staff and governors, aspire to ensure that all our students, irrespective of ability or background, achieve their potential in full. Our goal is to ensure, wherever possible that all students leave the AMVC in education, employment or training. Careers advice, information and guidance is presented in an impartial manner and promotes the best interests of the students to whom it is given. Guidance also includes information on options available in respect of 16-18 education or training, including apprenticeships.

Student Outcomes

Our careers programme is person-centred, impartial and confidential. The programme promotes equality of opportunity and inclusion and is designed to:

- Develop a sense of awareness and a knowledge of their skills, abilities and potential.
- Develop a knowledge of the world of work and the opportunities for continuing education, training and employment.
- Inform decisions about their continuing education, training and employment choices and be able to implement those decisions.
- Develop a structured approach to vocational decision making using individual career action plans.
- Help acquire and recognise transferable skills which will allow students to be effective in a variety of situations in adult and working life.

Pupil Entitlement

All students in Years 7-13 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, collapsed days, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Provider Access Requests Procedure

A provider wishing to request access should contact:

- Zoe Young, PSHE Co-ordinator. 01733 252235, zyoung@arthurmellows.org
- Kate Griggs, Head of Sixth Form. 01733 252235, kgriggs@arthurmellows.org
- Judy Dawson, Careers Lead. 01733 254082, jdawson@arthurmellows.org
- Jo Stark, Sixth Form Careers. 01733 252235 jstark@arthurmellows.org

Opportunities for Access

A number of events, integrated into the school PHSE/Careers Programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. This will be integrated into a wider Careers Plan/Strategy for the school. The events listed below are subject to change and this is not an exhaustive list, as events are scheduled outside of the planned programme on an on-going basis, dependent upon need and opportunity.

	Autumn Term	Spring Term	Summer Term
Year 7			Careers – JED 1 Careers – JED 2 JED Assessment Review
Year 8			JED ICT 2 JED ICT 3 Job Advert
Year 9	The REAL GAME Intro The REAL GAME 1 The REAL GAME 2 The REAL GAME 3 Fast Tomato	Choices Fast Tomato JED Eclips	
Year 10	AMVC Careers Fair Work Experience Choices	Work Experience Prep Job Search	Block Work Experience Peterborough Skills Show Collapsed Day Interview Techniques Transferable Skills Apprenticeships Careers in the Armed Forces Health & Safety at Work Curriculum Vitae Personal Statement
Year 11	AMVC Careers Fair National Skills Show Personal Statement update 16+ Choices CV and Covering Letter Fast Tomato	College Taster Days Mock Interviews	
Year 12	AMVC Careers Fair	UCAS Events	Post-16 Work Experience
Year 13	AMVC Careers Fair	UCAS Events Mock Interviews	Post-16 Work Experience

Granting and Refusing Access to Providers

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable
- Staff are available to attend, taking account of participant numbers and teaching timetables and to ensure DBS regulations are met
- Students are available to attend, depending of the dates requested and curriculum considerations
- Providers are impartial, unbiased and high quality content, meeting equal opportunity requirements
- Providers are GDPR compliant

Safeguarding

The school and Trust are committed to keep children safe and our Safeguarding and Child Protection Policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy, which can be found on our school website.

Complaints

Complaints from providers will be dealt with under the school's Complaints Policy.

Premises and Facilities

The school will make the Assembly Hall, Library, Classrooms or Meeting Rooms available for discussions between the provider and students, as appropriate to the activity. The school will make available audio/visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with a member of the Careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the School Librarian. The Careers Library is available to all students at lunch and break times.