



**Bromley Beacon Academy  
Orpington Campus  
Bromley Campus**

**Careers Education Information and Guidance  
Provider Access Policy**

|                          |                       |
|--------------------------|-----------------------|
| Responsible post holder  | Executive Headteacher |
| Approved by Governors on | September 2018        |
| Next Review              | September 2019        |

## Introduction

From 2 January 2018 schools and academies must provide technical education and apprenticeship providers with access to students in years 8 to 13. This is a requirement of the Education Act 1997 (as amended by the [Technical and Further Education Act 2017](#))

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

## Student entitlement

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.

## Management of provider access requests

A provider wishing to request access should contact:

Mrs Michelle Graydon, Careers Leader  
Telephone: 01689 821205  
Email: [michelle.graydon@bromleybeaconacademy.org.uk](mailto:michelle.graydon@bromleybeaconacademy.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 students and/or their parents/carers:

|         | <b>Autumn Term</b>                      | <b>Spring Term</b>                               | <b>Summer Term</b>                               |
|---------|---|--|--|
| Year 7  | Community tea                           | Marketing and Media Working in the public sector | Enterprise week                                  |
| Year 8  | Community Tea                           | Meeting the Employers                            | Enterprise week                                  |
| Year 9  | Enterprise Activities What's the Point? | Workplace visits What's the point?               | Careers Week                                     |
| Year 10 | Work Experience                         | 1:1 meeting with the Careers Adviser             | Enabling Enterprise                              |
| Year 11 | Visit to Skills London Tour of LSEC     | 1:1 Careers Interviews Introduction to NCS       | Preparing for the future Experience days at LSEC |



|         |                                       |   |  |
|---------|---------------------------------------|---|--|
|         |                                       |   | NCS applications                         |
| Year 12 | CV Writing skills<br>Interview skills | UCAS – Higher<br>Education exhibition<br>Excel Centre | Mock Interviews<br>Supported Internships |
| Year 13 | Work Experience                       | Enterprise events                                     | Preparing for the<br>future              |

Please speak to our Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

**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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school Reception, which will then be distributed to the most appropriate place within the setting so students can access at an appropriate time.