



## Careers Education, Information, Advice & Guidance Provider Access Policy – 2024/25

### 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 document complies with the school's legal obligations under Section 42B of the Education Act 1997 and the Skills and Post-16 Education Act 2022.

### Student entitlement

All students in years 7 to 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;
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster events;
- 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.**

Year →	Year 7	Year 8	Year 9	Year 10	Year 11
<b>Whole year group provider/encounter</b>	<ul style="list-style-type: none"> <li>◦ Enterprise Day - range of employers and apprenticeship providers</li> </ul>	<ul style="list-style-type: none"> <li>◦ Routes into Careers Day - range of employers and apprenticeship providers</li> </ul>	<ul style="list-style-type: none"> <li>◦ Careers Speed Networking – range of employers and apprenticeship providers</li> <li>◦ GCSE Options Taster Day (MA provision, Progress Careers, apprenticeships and businesses)</li> </ul>	<ul style="list-style-type: none"> <li>◦ Careers Fair – range of employers and apprenticeship providers</li> </ul>	<ul style="list-style-type: none"> <li>◦ Post-16 Taster Day (MA provision, Progress Careers, apprenticeships and businesses)</li> <li>◦ Mock Interview Day</li> </ul>

Any providers and employers wishing to engage with these encounters can contact Miss Simon, our Leader of CEIAG for further information.



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 This provision will be met through:

- Liaising with local providers and employers to discuss and agree appropriate interactions;
- Responding to requests from providers and employers and agreeing appropriate interactions;
- Integrating encounters into the whole-school careers programme, especially to support points of transition.

### **Management of provider access requests**

A provide wishing to request access should contact:

Associate Assistant Principal and Leader of CEIAG: Miss Simon | [csimon@maltbyacademy.com](mailto:csimon@maltbyacademy.com) | 01709 812864

A number of events, integrated into the academy careers programme, such as assemblies, careers fairs, mock interview days and other opportunities to experience workplaces and employers, will offer providers an opportunity to come into the academy to speak to students and/or their parents/carers. Please contact Miss Simon, our Leader of CEIAG to identify the most suitable opportunity for you. Providers can also raise any issues or complaints in relation to the access provided to them at Maltby Academy. Complaints should also be addressed to Miss Simon, who oversees the careers provision, for further investigation.

Please see the Examinations area of the academy website for the most up-to-date Post 16 destination summary.

[Maltby Academy - OFSTED AND RESULTS](#)



**Opportunities for Access**

Provider encounters will take place during the school day in the school building. A number of planned events are available, integrated into the school careers programme, such as year group assemblies, (which take place during Tutor Period, 08:30 – 09:00) careers focused activities such as careers days and careers-related groupwork activities. These offer providers and employers an opportunity to come into school to speak to students and/or their parents/carers. Live online encounters can also be accommodated. A minimum four-week notice period is required. Providers and employers are encouraged to contact a member of the Careers Team, who would be happy to discuss individual requirements to ensure the interaction is the most meaningful and successful for all parties.

**ACADEMY DAY**

Monday - Friday	Timings	Length
Entry Time (Late mark issued after 8:20am through the single point of entry)	08:00 - 08:20	20 minutes
Transition to Tutor Period	08:20 - 08:30	10 minutes
Tutor Period	08:30 - 09:00	30 minutes
Period 1	09:00 - 10:40	100 minutes
Break	10:40 - 11:00	20 minutes
Period 2	11:00 - 12:40	100 minutes
Lunch	12:40 - 13:10	30 minutes
Period 3	13:10 - 14:50	100 minutes
Period 4 (Y11 only)	14:50 - 15:40	50 minutes

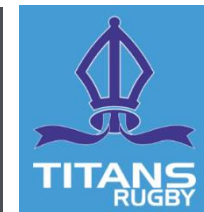
**Previous Providers who have visited Maltby Academy:**



A partnership of  
Sheffield Hallam University  
and The University of Sheffield



**GRIMM & CO**  
+ APOTHECARY TO THE MAGICAL +





The  
University  
Of  
Sheffield.



### **Premises and Facilities**

The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy 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 academy for access by, or distribution to pupils.

Maltby Academy will work with each visiting provider on a bespoke basis, to ensure that the experience is as informative and impactful as possible for the students taking part. Where appropriate, the academy does accept virtual, or online experiences.

### **Safeguarding**

Maltby Learning Trust is committed to safeguarding and promoting the welfare of children.

Please see the links to access our policies in relation to safeguarding:

[Maltby Academy - SAFEGUARDING - KEEPING YOU SAFE](#)

[MLT Child Protection and Safeguarding Policy](#)

[MLT Visitors to School Guidance](#)

[Keeping children safe in education 2023 \(maltbyacademy.com\)](#)