

## Wyvern College

# Careers Education, Information and Guidance (CEIAG) Provider Access Policy

### 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 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.

### Management of provider access requests procedure

A provider wishing to request access should contact:

Mrs Katie Bruce, Careers Leader  
Tel: 02380 692679  
Email [careers@wyvern.hants.sch.uk](mailto:careers@wyvern.hants.sch.uk).

A number of events, integrated into the school careers programme for Year 7 to 11, will offer providers an opportunity to come into school to speak to pupils or their parents or carers:

- Year 8 Options events
- Post 16 Careers Fair
- FE and HE Assemblies
- Apprenticeship events Year 7-11
- Careers Week Year 7-11
- Curriculum based careers learning Year 7-11

Please refer to our careers plan on the school website for full details.

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

### 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 or a member of their team.

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception and these will then be made available to students in our Careers Areas within the library and the Careers Office. These are available to all students at break times and before and after school.

### **Approval and review**

This policy is reviewed every three years (unless there is significant change to statutory requirements) in discussion with staff, external partners and in line with the school's legal obligations.

### **Revision History**

- Reviewed and Approved – SLT October 2022
- Ratified by FTB December 2023
- Next review December 2024