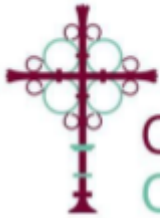


PRINCIPAL: MS CLAIRE JARMAN

CARITAS EXCELLENCE TOGETHER



CARDINAL NEWMAN  
CATHOLIC SCHOOL

*Date Published  
November 2023*

Date of Next Review: *November  
2024*

**Provider  
Access Policy  
Statement**

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### 1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

### 2. Vision and Values

“God is love, and he who lives in love lives in God, and God lives in him” (1 Jn 4:16)

Our mission is to provide an excellent Catholic education for all our students which enables them to respond to the call of Christ throughout their lives. Caritas – the love which is God – is the gold thread running through everything we do. We welcome and accept all our students and staff as unique individuals created in the image of God. We treat one another with kindness and respect. We are a community of Caritas where everyone feels safe, supported and inspired to make a difference in our local, national and global communities. We strive for the highest quality of learning and teaching that inspires us all to discover and develop our God-given gifts and talents, to excel in the present and aim high in the future.

Our three Newman values are;

Caritas – I have been created for a specific purpose

Excellence – I always aim for my personal best

Together – I am a link in a chain

### 3. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 7 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

### 4. Student entitlement

All students in years 7 to 13 at Cardinal Newman Catholic School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our 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, e.g. through activities and events such as options events, assemblies, supporting success evenings and taster events;
- Understand how to make applications for the full range of academic and technical courses

## 5. Management of provider access requests

### 5.1 Procedure

A provider wishing to request access should contact Mrs Simi Bagshaw, Business, Enterprise and Careers Lead for Key Stages 3-5.

Telephone: 01273 551558

Email: [s.bagshaw@cncs.co.uk](mailto:s.bagshaw@cncs.co.uk)

### 5.2 Opportunities for access

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and a detailed overview of the programme can be found on the school [website](#). A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers.

In the following table we have outlined examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers including opportunities during tutor sessions where we follow the CDI spiral curriculum as a part of our Pastoral Development Programme.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	CDI   Grow throughout life & GBM   2, 3 & 8   Who am I? CDI   Explore Possibilities & GBM   2 & 7   Exploring possibilities: dream jobs	CDI   Manage Career & GMB 2, & 8   What is a career? CDI   Create opportunities & GBM   2, 6 & 7   What is an entrepreneur? Assembly and tutor group opportunities   Launch your career	CDI   Balance life and work & GBM   2, 3, 6, & 7   What is a work-life balance? CDI   See the big picture & GBM 2,3 & 6   Careers and the future Curriculum enhancement days
YEAR 8	CDI   Grow throughout life & GBM   2, 3 & 8   What are my interests? CDI   Explore Possibilities & GBM   2 & 7   Job applications: superhero CVs Assembly and tutor group opportunities   CVs	CDI   Manage Career & GMB 2, & 8   Challenges and rewards of work CDI   Create opportunities & GBM   2, 6 & 7   Creating the life you want: making a vision board	CDI   Balance life and work & GBM   2, 3, 6, & 7   What does success mean to me? CDI   See the big picture & GBM 2,3 & 6   Careers and the climate Careers workshops
YEAR 9	CDI   Grow throughout life & GBM   2, 3 & 8   What are my skills? CDI   Explore Possibilities & GBM   2 & 7   What comes after school: the main learning pathways? Assembly and tutor group opportunities   employability skills	CDI   Manage Career & GMB 2, & 8   Decision making: choosing what to study at KS4 CDI   Create opportunities & GBM   2, 6 & 7   Taking control of your career journey Key stage 4 Futures Event Careers Fair	CDI   Balance life and work & GBM   2, 3, 6, & 7   Working and earning: managing your money CDI   See the big picture & GBM 2,3 & 6   What is the labour market and why is it important?

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>CDI   Grow throughout life &amp; GBM   2, 3 &amp; 8   Reflecting on my careers journey: past, present and future</p> <p>CDI   Explore Possibilities &amp; GBM   2 &amp; 7   Exploring employer profiles</p> <p>Assembly and tutor group opportunities   employability</p>	<p>CDI   Manage Career &amp; GMB 2, &amp; 8   What type of career is best for me?</p> <p>CDI   Create opportunities &amp; GBM   2, 6 &amp; 7   Preparing to go on work experience</p> <p>Careers Fair</p>	<p>CDI   Balance life and work &amp; GBM   2, 3, 6, &amp; 7   Wellbeing in the workplace</p> <p>CDI   See the big picture &amp; GBM 2,3 &amp; 6   In person, hybrid and remote, what works best?</p> <p>Experience of the workplace preparation sessions.</p> <p>Experiences of the workplace</p>
YEAR 11	<p>CDI   Grow throughout life &amp; GBM   2, 3 &amp; 8   What are employability skills?</p> <p>CDI   Explore Possibilities &amp; GBM   2 &amp; 7   Post-16 Choices</p> <p>Post-16 taster sessions</p> <p>Post-16 evening</p>	<p>CDI   Manage Career &amp; GMB 2, &amp; 8   Decision making: choosing your post-16 pathway</p> <p>CDI   Create opportunities &amp; GBM   2, 6 &amp; 7   Researching volunteering and paid work</p> <p>Mock interviews</p> <p>Apprenticeships   support with applications</p>	<p>CDI   Balance life and work &amp; GBM   2, 3, 6, &amp; 7   Money talks: apprenticeships vs higher education</p> <p>CDI   See the big picture &amp; GBM 2,3 &amp; 6   Is AI a threat to our jobs?</p> <p>Post-16 taster sessions</p> <p>Experiences of the workplace</p>
YEAR 12	<p>CDI   Grow throughout life &amp; GBM   2, 3 &amp; 8   Preparing for a personal guidance one-to-one</p> <p>CDI   Post-18 Choices</p> <p>Post-18 assembly   apprenticeships</p> <p>Workshops   CV writing, interview skills, professional profiles</p>	<p>CDI   Manage Career &amp; GMB 2, &amp; 8   Setting career goals</p> <p>CDI   Create opportunities &amp; GBM   2, 6 &amp; 7   How to network and be enterprising</p> <p>Small group sessions   future education, training, employment options</p> <p>Workshops   CV writing, interview skills, professional profiles</p>	<p>CDI   Balance life and work &amp; GBM   2, 3, 6, &amp; 7   Wellbeing: balancing life, learning and work</p> <p>CDI   See the big picture &amp; GBM 2,3 &amp; 6   What makes an employer 'good' to work for?</p> <p>University and apprenticeship fair</p>
YEAR 13	<p>CDI   Grow throughout life &amp; GBM   2, 3 &amp; 8   Personal branding: your CV and online profile</p> <p>CDI   Explore Possibilities &amp; GBM   2 &amp; 7   The basics of interviews: in persona and online</p> <p>HE and higher apprenticeship applications</p>	<p>CDI   Manage Career &amp; GMB 2, &amp; 8   Confidently managing transitions</p> <p>CDI   Create opportunities &amp; GBM   2, 6 &amp; 7   Preparing for an employer assessment day</p> <p>Moving on Days</p> <p>Assembly and small group opportunities - employability skills</p>	<p>CDI   Balance life and work &amp; GBM   2, 3, 6, &amp; 7   Being self-employed and working freelance</p> <p>CDI   See the big picture &amp; GBM 2,3 &amp; 6   Should all employers adopt a four-day week?</p>

Please speak to our Business, Enterprise and Careers Lead, Mrs Simi Bagshaw, to identify the most suitable access for you. These events will run in line with any measures related to public health incidents, including COVID-19.

### 5.3 Granting and refusing access

We will grant access to providers that offer:

- Open and fair guidance to all students.
- Have suitable checks in line with our safeguarding policy.

### 5.4 Safeguarding

Our safeguarding/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.

## **5.5 Premises and facilities**

Cardinal Newman Catholic School will make the Newman Lecture Theatre, the Chapel, 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 the Leadership Team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre or School and College Libraries. The Resource Centre and School Library is available to all students at lunch and break times.

## **6. Links to other policies**

Outline any links to other policies you have, such as:

- Safeguarding/child protection policy
- Careers Education and guidance policy
- Curriculum policy

## **7. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs Simi Bagshaw

This policy will be reviewed by Mrs Simi Bagshaw, BEACH Lead KS3-5 on an annual basis.

At every review, the policy will be approved by the governing body.