



LPW Independent School

Careers Education Information, Advice and Guidance (CEIAG) and Work Experience

June 2021

Document control

Author/Contact:	K Baynham
Document Path & Filename:	
Document Reference:	L1
Version:	1.1
Status:	Approved
Publication Date:	June 2021
Related Policies:	
Review Date:	September 2022
Approved/Ratified by:	
Distribution:	All school staff, governors, wider LPW staff

Document history

Date Reviewed	Author	Actions



Aims

This policy statement aims to set out LPS 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

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 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Academy's 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 Academy complies with these requirements.

Student entitlement

All students in years 10 to 11 at LPS Independent 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
- 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 Kate Baynham, Deputy Head Teacher

Telephone: 07776465181

Email: kbaynham@lpw.org.uk



Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into LPW Independent School to speak to students and/or their parents/carers. We have QTT days, and are also able to cater for presenters in our weekly lesson timetable.

Please speak to our Deputy Head Teacher, to identify the most suitable opportunity for you.

Granting and refusing access

When making enquires about accessing our students, please clearly identify or provide:

- Name of your establishment.
- Written material you will share with our students.
- Outline of your presentation and topics you will cover.
- The age group you would like to access.
- Copy of your organisation identification.

As per our Prevent Risk Assessment, we reserve the right to refuse access to our students if your opportunity and/or topics discussed contradict our school ethos or risk our student's wellbeing.

Safeguarding

Our safeguarding/child protection policy outlines the Organisations procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Premises and facilities

In this section, you should explain:

- We have audio and visual equipment available in each classroom. Classes are approximately 6-8 students and we would recommend working with no more than 2 classes at a time. We can arrange a timetable of classes so you can present to your suggested age group.
- Please advise us in advance what facilities, how much time and any other requirements.
- Only material and prospectus' that has been approved by the Deputy Head Teacher can be distributed to students.

Links to other policies

For further guidance please refer to our:

- Safeguarding/child protection policy



- CEIAG and Work Experience policy
- Curriculum policy
- Equal Opportunity Policy

Monitoring arrangements

The Academy's arrangements for managing the access of education and training providers to students is monitored by Kate Baynham, Deputy Head Teacher

This policy will be reviewed by the Deputy Head Teacher annually. At every review, the policy will be approved by the Board of Governors.