



Co-op Academy Manchester CEIAG Provider Access Policy 2020-21

Approved by: Governors Date : 28/09/2020	Last reviewed on: 28/09/2020	Next review due by: 28/09/2021
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1.Aims

This policy statement aims to set out our academy'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.Statutory requirements

Academies 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. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

In addition the Baker Clause, an amendment to the above, stipulates that schools must allow colleges and training providers access to every student in years 8- 13 to discuss non-academic routes that are available to them. It is expected that by doing so this will help address the UK's productivity challenges and address skills shortages experienced across several sectors of the economy.



3. Rationale and pupil entitlement

At Co-op Academy Manchester we will use Gatsby Benchmarks as a framework of best practice to develop and improve our careers provision to ensure that we not only fulfil legal duties of providing opportunities for a range of education and training providers to access all students in year 8 to year 13 but to also have CEIAG programs that meet the needs of an ever changing cohort. All of our students are entitled:

1. 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;
2. 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;
3. To understand how to make applications for the full range of academic and technical courses.

Further detail of our CEIAG plan is available on our website

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact

CEIAG leader : Judith Godfrey

Telephone: 0161 795 3005

Email: Judith.godfrey@coopacademies.co.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into our academy to speak to students and/or their parents/carers:

- HE experience to raise aspirations (KS3)
- FE experience to raise aspirations / understanding of pathways i.e. workshops / assemblies
- HE / FE Pathway event
- Careers Fair - promotion to FE / HE
- CEIAG element in the curriculum - invite FE providers into deliver co-deliver lesson
- Y8 options evening
- Y7 - 11 Parent evenings



- GCSE results days
- Assemblies / workshops
- Networking event with providers and employers
- Access to careers interviews

Year Group	Autumn Term (2020)	Spring Term (2021)	Summer Term (2021)
7	Introduction to Careers. What does Careers look like at CAM? Exploring job families.	Assembly and tutor opportunities	Preparation for Options choices.
8	Exploring possible careers 'likes & dislikes'.	Career guidance requests. How to make informed decisions Option choices.	Assembly and tutor opportunities.
9	Careers Fair	Barclays Life Skills – Employability & Finance Skills (WACM)	Exploring Higher Education - University or Degree Apprenticeship.
10	Introduction to Work Experience Greater Manchester Application Career Service Launch	Preparation for Work experience <ul style="list-style-type: none"> • Interview Skills • Contacting your Employer 	Work Experience Post 16 Options Career Interviews Personal Statements
11	Careers Guidance (1-to-1) Greater Manchester Application Career Service Launch Mock Interviews Preparing Applications	Preparing for College/Job Interviews Applying for Apprenticeships National Citizen Service	Next Step Support
Additional provision	Careers Fair	National Careers/Apprenticeship Week Careers & Finance (PSHE – Tutor Time)	Careers Information Sessions Transition Resources Virtual Work Experience Opportunities
Independent Learning Tasks	All students, in all subjects will receive at least 1 Independent Learning Task (Homework) per academic year, with a career focus		

*All subject to Covid-19 guidance and regulation compliance



4.3 Safeguarding

Our policy on safeguarding, which can be found on our website, sets out our approach to allowing providers into our academy as visitors to talk to our students. Visitors to the academy (insert from Safeguarding proxy first 2 paragraphs).

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

4.4 Premises and facilities

Our academy will make the theatre, 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 the library which is managed by the academy librarian. This facility is available to all students at lunch and break times.

5. Monitoring arrangements

Co-op Academy Manchester arrangements for managing the access of education and training providers to our students is monitored by Judith Godfrey, and Marc Heaney as Careers Leader.

This policy will be reviewed by Judith Godfrey and SLT annually. At each review, the policy will be approved by (check with governors)