

## Careers Guidance and Access for Education and Training Providers

The Cabot Learning Federation is committed to providing all students with information about the full range of learning and training pathways that are available to them.

### Pupil entitlement

All pupils in years 8 – 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 request

A provider wishing to request access to one of the federation's academies should contact Wendy Hellin ([wendy.hellin@clf.cabot.ac.uk](mailto:wendy.hellin@clf.cabot.ac.uk)). Contact should be made as far in advance as possible and at least a minimum of two calendar months ahead of any dates that an academy is being asked to consider.

The academy plans a number of events, integrated into the school careers programme, that will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Details of that programme can be found on each of the academy websites, or by contacting the Operations Manager at the academy.

On deciding which requests can be accepted the academy will consider:

- Whether the request is suitable for the targeted cohort of students;
- Whether the request can be incorporated into plans already in place to support students, such as careers assemblies and raising aspirations conferences;
- Whether the requestor has already had access to the relevant cohort of students;
- Any existing activities, trips or visits (to or from the academy);
- Whether any disruption will be caused to the curriculum or to examinations or examination preparations;
- Staff availability;
- Appropriate accommodation availability.

3.5 Where a request cannot be accommodated, the academy will set out the reasons for this decision. If the request is deemed suitable but not practical due to timing, the academy will work with the provider to identify the next opportunity to accommodate the request.

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## **Premises and facilities**

The academy will, where practical, 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, where practical, also make available AV and other specialist equipment to support provider presentation. This will be discussed and agreed in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the academy library area, which is available to students at various times during the day.

S Taylor, CEO