



National
Autistic
Society



Vanguard
School

Provider Access Policy

The Careers Education Programme is led by:

Monawra Rahman – Careers Education Lead

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Introduction

This policy document sets out the school's arrangement 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 8-13 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:

Antonia Evans – Headteacher
Telephone: 0208 059 6310
Email: antonia.evans@nas.org.uk

Monawra Rahman – Careers Education Lead
Telephone: 0208 059 6310
Email: monawra.rahman@nas.org.uk

Opportunities for access

The school's career programme offers a comprehensive Careers Education programme and a number of events will offer providers the opportunity to come into school to speak to pupils and/or their parents/carers. An overview of the curriculum programme is attached on the next page.

Please speak to our Careers Education Lead, Miss Rahman, to identify the most suitable opportunity for you.

Term	Year 7	Year 8	Year 9*	Year 10*	Year 11*	Year 12*	Year 13*
Autumn	How is secondary different? Personal skills and qualities Aspirations – what is important to me Introduction to the world of work	Personal skills and qualities Aspirations – what is important to me SMART goal setting	Personal skills and qualities Exploring job roles and challenging stereotypes Health & Safety/ Law in the work place	How is KS4 different? – SMART goal setting Planning the Future 1:1 meetings Attend Skills London CV & interview workshops; one-to-one career guidance	Check-in: Planning the Future Researching post-16 options & LMI Application support for FE and/or employment Post-16 pathways assembly	How is KS5/Sixth Form different? – SMART goal setting Attend Skills London Personal skills, qualities and aspirations Post-18 pathways assembly	Check in: Planning the Future Post-18 pathways assembly Application support for Post-18 options Work Experience
Spring	Exploring different careers and job sectors Challenging stereotypes and valuing differences	Exploring different careers and job sectors Workplace Values / Top 10 Employer Skills	Researching post-16 options Labour Market Information (LMI) Interview & CV skills – one-to-one/workshops	Researching post-16 options & LMI Personal Finance & Budgeting skills	CV and Interview skills – one-to-one and workshops Work Experience	Exploring different career pathways & workplace values CV and interview skills Finance skills	One to one support from Careers Lead Year 13 revision focus
Summer	Skills building - focusing on the 8 essential skills	Interview skills Skills building - focusing on the 8 essential skills	Personal Finance & Budgeting Skills Post-16 pathways assembly	Planning for work experience Labour Market Information (LMI)	Y11 revision focus One-to-one career support drop in	Work Experience / planning work experience Skills building	Y13 revision focus Next Step Transition

* - Personal Guidance (Gatsby Benchmark 8) will be provided to students throughout the academic year

Whole School / Ongoing Events

National Apprenticeship Week – February
National Careers Week – March
British Science Week – March
Industry specific visits and guest speakers – throughout the year
Enterprise Projects for Y9-13 – Spring/Summer Term

Ongoing Events throughout the Year for Y10-13

Further and Higher Education visits
Applications and interviews
Taster days
Volunteering / Work Experience – Spring/Summer Term
Post-16 Options Parents Assembly (Summer of Y9/Autumn of Y11)
Post-18 Options Parents Assembly (Autumn for Y12/13)

Granting and Refusing Access

Access to Vanguard School will only be granted to external agencies and visitors following the fulfilment of the school's safeguarding criteria.

All visits must be arranged through the proper contact channels and with the knowledge of the school Career Education Lead. All visits must be arranged to fit into the school calendar at mutually agreed times convenient to both the school and the provider.

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.

Protocol on arrival at school site, during visit and departure

On arrival at the school site, all visitors must immediately report to the school's main reception. They must:

- confirm their name, the purpose of their visit and who they are expecting to meet.
- sign in and in doing so, provide written confirmation of their name, the organisation they belong to, who they are expecting to meet, the time of their arrival (and where applicable, their vehicle registration)
- be made aware of the school's safeguarding procedures and relevant health and safety information and by signing in confirm their acceptance and understanding of the requirements detailed
- be issued with a red visitor lanyard with their identification badge, which they will be required to visibly wear at all times

Visitors will be accompanied at all times by their school point of contact, unless they are on the school's Approved Visitor List (where reception have been notified in advance of their arrival and they have previously attended the school site).

On departure, all visitors must leave via reception, sign out and return their visitor lanyard (and door pass where provided).

If you have any questions in respect of this policy during your visit, please ask at reception. Prior to your visit, please call 02080 596 310 or email VanguardOffice@nas.org.uk

Premises and facilities

The school will make the main hall, classrooms or the library available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Education Lead or the Headteacher.

Providers are welcome to leave a copy of their prospectus or other relevant course literature/resources at the Careers Resource Corner (in the library), which is managed by the

Careers Education Lead. The Resources Centre is available to all students at lunch and break times.

Approval and review

This policy has been reviewed and approved by the Local Governing Body of Vanguard School and the Principal (Antonia Evans).

Last reviewed on: February 2021

Next review due: January 2022