LOGIC
STUDIO SCHOOL

Provider Access Policy	
Preson(s) responsible for updating the policy	Vice Principal
Date approved	Sept 24
Approved by	Academy Committee
Period of review	Annual
Status	Statutory

Contents

1.   Introduction

1.1   This policy statement sets out the school's arrangements for managing the access of providers to students at Logic for the purposes 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.

2.   Scope and purpose

2.1   This policy is intended to be read by external agencies looking to engage with students at Logic. 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

2.2   This policy should be read in conjunction with our CEIAG policy and safeguarding policy.

3.   Student entitlement

3.1   All students in years 10 to 13 at Logic Studio 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

3.2   For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils in year 10 and 11. For pupils in year 12 and 13 particularly those who have not yet decided on their next steps, there are at least two more provider encounters available during this period, which are optional for pupils to attend.

4.   Management of provider access requests

4.1   A provider wishing to request access should contact John Cadogan Careers Lead via email j.cadogan@logicstudioschool.org

4.2   For safeguarding purposes, providers are required to provide information on what the engagement will entail including details of the content that will be presented. It should be made clear how this content is relevant to students.

4.3   The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students. This can be found here.

4.4   All visitors will need to complete the TPET visitors form and return prior to permission being given to talk to students - this can be found here.

5.   Opportunities for access

5.1   The school offers the four provider encounters required by law and a number of additional events, integrated into the careers programme. We will offer providers an opportunity to come into school to speak to pupils and/or their parents. This might include assemblies, careers events, PBL transition days and employer engagement sessions.

5.2   A menu of opportunities for each academic year can be found in appendix A.

6.   Premises and facilities

6.1   The school will make the main assembly space, 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 their team.

6.2   Providers are welcome to leave a copy of their prospectus or other relevant course literature with reception, which will be added to the Careers section of the college library or 6th form centre (as appropriate). These areas are available to all students at lunch and break times.

7.   Complaints

7.1   Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Appendix A

In Year 10, students will undertake the following activities:

- Assembly - Introduction to Futures (Careers) and your future **(October)** as part of Personal Development Launch
- Logic Careers Fair - meet employers, colleges, universities and apprenticeships and training providers **(October)**
- Identify their individual skills and aptitudes through a Careers Morning focused on potential future jobs and careers and be introduced to the Y10 Work Experience Opportunity. Including Barclays Wheel of Strength and NCS Skills Assessment and Careers Explorer **(Personal Development Week 1)**
- Experience an assembly from local EBP Spark to discuss Work Experience and the local job market. **(November)**
- Complete further Work experience research and undertake an activity that focuses on CV writing and a letter to businesses **(Personal Development Week 2)**
- Participate in a speed networking event with local business people to further develop their knowledge of a variety of careers. **(Personal Development Week 3)**
- Visit St Mary's University to look at Post 18 options and career pathways **(Personal Development Week 3)**
- Undertake an industry visit to one of a range of local employers to further develop knowledge of career opportunities. **(Personal Development Week 4)**
- Assembly for Work experience preparation that focuses on travel, your 1st day, 'mock' phone calls and introducing yourself. **(June)**
- Coaching session to support phone call to employer **(June)**
- Target setting session for all students in preparation for Work Placement **(June)**
- Undertake a full time Work Experience placement for one week with a local company. **(July)**
- Reflect on and present on their experience of their Work Placement. **(July)**

Students will also have opportunities to:
- Visit local universities, businesses and organisations to undertake further opportunities throughout the year as part of Aim Higher, NCOP, Uni Connect, Future Frontiers, Speakers for Schools Work Experience, etc.
- Have the opportunity to record and reflect on their Careers activities through the use of a digital platform.
- Participate in a range of projects and activities during Personal Development Days
- Experience Various PSHE / Assembly topics throughout the year.

In Year 11, students will have the opportunity to:

- Assembly - Introduction to Futures (Careers) and your future **(November)** as part of Personal Development Launch
- Logic Careers Fair - meet employers, colleges, universities and apprenticeships and training providers **(October)**
- Undertake a transition day that focuses on post 16 option research. To include local job data; various post 16 options available; potential career pathways and requirements; and research into courses available. **(Personal Development Week 1)**
- Attend a parent evening to allow parents to be aware and be able to support students in making Post 16 choices **(November)**
- Undertake a second transition day that focuses on applications. To include completion of application forms, CV design and a post 16 transition interview. **(Personal Development Week 2)**
- Participate in a speed networking event with local business people to further develop their knowledge of a variety of careers. **(Personal Development Week 3)**
- Participate in a Mock Interview and Presentation Day focussed on transition and career development. **(Personal Development Week 3)**
- Have a 1 to 1 interview with our Careers Team to support applications for Post 16 at Logic and organisations **(Spring Term)**

Students will also have opportunities to:
- Attend college and school open mornings and other post 16 events to investigate post 16 options. **(Various)**
- Visit local universities, businesses and organisations to undertake further opportunities throughout the year as part of Aim Higher, NCOP, Uni Connect, Future Frontiers, Speakers for Schools Work Experience, etc.
- Learn about and participate in the Recruitment and Selection Process as part of their BTEC Level 2 Business Course.
- Have the opportunity to record and reflect on their Careers activities through the use of the a digital platform.
- Participate in a range of projects and activities during Personal Development Days
- Various PSHE / Assembly topics throughout the year.

In Year 12, students will have the opportunity to:

- Participate in the Logic Induction Programme. **(Half Term 1)**
  - Introduction to Futures Pathways.
  - What employers want?
  - The local job market.
  - Speed Networking, mock interviews and CV workshops.
  - The Logic Careers Fair.
- Choose a 'FuturesPathway' to undertake that focuses on their possible future career **(Half Term 2 onwards):**
  - EPQ Pathway for those focused on University Applications
  - Finance Professional Pathway including Accountancy qualifications and Career Ready
  - Computing Professional Pathway
  - Games Design Pathway
  - Business Pathway
  - Business Futures Unlocked Programme.
- Participate in projects that focus on Personal and professional Development. Projects may include:
  - Feltham Futures Community project
  - International Trading Game
  - Esports Event Planning
  - The Logic Debate
  - App / Product design, development and marketing.
  - London Cultural Scramble
- Undertake visits and activities linked to future careers. This includes:
  - Visit local universities to find out about courses and post 18 options. Trips include St Mary's, Roehampton, Kingston, Royal Holloway, UCFB, Ravensbourne and UWL **(Various)**.
  - Further opportunities linked to pathways and subjects throughout the year. **(Various)**
- Have the opportunity to record and reflect on their Careers activities, undertake further online courses and investigate careers opportunities through the use of a digital platform **(EE Futures sessions and Form time throughout the year)**
- Participate in the Logic Transition Days which focus on Apprenticeship, University and employment opportunities at Post 18. **(May - July)**
- Undertake Work Placements **(Various)** and Career Ready Internships **(Summer)** with local companies.
- PSHE / Assembly topics throughout the year including EE mornings **(Various)**

In Year 13, students will have the opportunity to:

- Participate in the Logic 'Futures' Programme
  - Identify and research potential all Post 18 options
  - Apprenticeship and Degree Apprenticeship Applications plus Mock Testing Centre, interviews and visits to businesses offering apprenticeships.
  - University Applications - UCAS, personal statements, finance and interview support.
- Participate in the Y13 Futures Pathway for students in Finance Professional and Computing Professional Pathways
- Apply for University, apprenticeships or employment supported by Y13 Transition team including 1 to 1 mentoring and coaching
- Have the opportunity to record and reflect on their Careers activities, undertake further online courses and investigate careers opportunities through the use of a digital platform
- Learn about and participate in the Recruitment and Selection Process and Work Experience as part of their BTEC Level 3 Business Course.
- Undertake The Logic Leavers Workshops in PSHE to help prepare for Life after Logic!
- Attend the Logic Careers Fair to meet employers, universities and apprenticeships and training providers. **(October)**.
- Visit universities and businesses to look at potential Post 18 options **(various)**
- Participate in projects that focus on Personal and professional development:
  - Speed Networking
  - Mock Interviews
  - Managing an Event
  - Finance Workshops.
  - Practicals for Life!
- PSHE / Assembly topics throughout the year **(Various)**