



Cedar Mount Academy Careers Education Policy 2022

This is a Cedar Mount Academy Policy
which applies to all staff and students within the Academy



Cedar Mount Academy
BRIGHT FUTURES EDUCATIONAL TRUST

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Owner of Policy:	DGI
Authorised By:	LGB
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1. Aims

This policy statement aims to set out our 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.

2. 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.

Schools 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 school complies with these requirements.

3. Student entitlement

All students in years 7 to 11 at Cedar Mount Academy 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, e.g. through activities and events such as options events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Danny Gibson, Assistant Principal or Louise Sedgwick, Careers Lead. We welcome individuals or businesses locally or nationally that would like to work with Cedar Mount Academy to develop lasting, mutually beneficial partnerships.

We especially welcome partners that have an ethos of diversity and social inclusion.

In the first instance, all requests to visit Cedar Mount Academy or to work with CMA students, should be made in writing to Miss Rizvi or Mr Gibson

Telephone: 01612487009

Email: dgibson@cma.bright-futures.co.uk urizvi@cma.bright-futures.co.uk

4.2 Opportunities for access

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

Year	How the students will engage with CEAIG:		
	Autumn Term	Spring Term	Summer Term
Year 7 Opening the students' eyes to the wide array of career opportunities.	Careers adviser drop in every Wednesday Careers during SCHOLAR time		
	Careers fair	Education in careers week	Manchester University Gateway programme
Year 8 Preparing the students to make informed choices about their GCSE courses.	Careers adviser drop in every Wednesday Careers during SCHOLAR time		
	Careers fair	2 days GCSE taster lessons for new subjects offered at KS4. Options evening for students, parents and carers Education in careers week One-to-one meetings with SLT to discuss GCSE option choices	Manchester University Gateway programme
Year 9 Supporting students, at the start of their GCSE journey, to find the aspiration they need to make decisions about their future and career choices.	Careers adviser drop in every Wednesday Careers during SCHOLAR time		
	STEM Big Bang. Tomorrows Engineers workshop. Key 103 Media Bus	Education in careers week. Medical Mavericks. 'My Perfect University' enterprise challenge Campus visits (GM Higher)	'All Girls Can' University trip Enterprise trip to MMU (PWA) Co-operative work experience week (LMO - selected students)
Year 10 Encouraging students to explore the wide range of opportunities available for their next steps of education and future careers.	Careers adviser drop in every Wednesday Careers during SCHOLAR time		
	'All Girls Can' University trip. Campus visits (GM Higher). Bloodhound workshop.	Education in careers week. Medical Mavericks interactive sessions. Highways to Caring workshops. Employability workshops	Work Experience Week. Higher Education Mentoring programme. Careers Mentoring Programme. Skills North West show. College assemblies from local providers.
Year 11 Preparing for the next steps out into the World	Careers adviser drop in every Wednesday College assemblies from local providers Apprenticeship assemblies Careers during SCHOLAR time		
	1:1 careers interview with careers adviser. College open day visits. Personal statements in English. Application form workshops.	Medical Mavericks interactive sessions Topics on recruitment and selection (business students). 'MADE Training' (revision skills session). Campus visits (GM Higher)	

	College application drop ins. Mock interviews. 'MADE Training' (revision skills session)		
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Please speak to our Careers Lead, Louise Sedgwick, to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Access to the site and to Cedar Mount students will be granted ONLY for purposes that enrich the educational experience of Cedar Mount students. Examples of this include (but are not limited to):

- Careers interviews (subject to GDPR regulations) / mock interviews
- College presentations
- Assemblies / workshops about the world of work / apprenticeships
- Careers fairs

Access to the Cedar Mount site or Cedar Mount students will NOT be given for activities that are solely for the financial or proportional gain of the external agent.

4.4 Safeguarding

<http://cedarmount.manchester.sch.uk/wp-content/uploads/2022/03/Child-Protection-and-Safeguarding-Policy-Procedures-Guidance-Final.pdf>

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.

4.5 Premises and facilities

External visitors will, within reason and with adequate notice, be able to access most internal or external spaces at Cedar Mount. Some of our spaces are shared with Melland High School, in certain cases these spaces can be used, but this requires appropriate liaison with relevant staff at Melland and cannot be assumed.

External suppliers must liaise with the careers lead at Cedar Mount to discuss what facilities they require. The careers lead must then enquire with the appropriate parties to ensure availability and feasibility (site team, IT, relevant staff members). This information needs to be fed back to the external provider and when finalised any impacted staff must be informed. Cedar Mount staff need to know timings of events planned; numbers of students and staff involved; equipment required; space required; and any additional information to support the smooth running of the event.

Providers are welcome to leave prospectuses and other materials if they are beneficial to the students.

5. Links to other policies

- <http://cedarmount.manchester.sch.uk/wp-content/uploads/2020/11/Behaviour-for-Learning-Policy-2020-21.pdf>
- <http://cedarmount.manchester.sch.uk/wp-content/uploads/2020/01/Educational-Visits-and-Outdoor-Activities.docx>
- <http://cedarmount.manchester.sch.uk/wp-content/uploads/2022/04/Health-and-Safety-Policy-September-2021-Signed-JWS-RL.pdf>
- <http://cedarmount.manchester.sch.uk/wp-content/uploads/2020/01/Supporting-Pupils-at-School-with-Medical-Conditions-Policy-final-23.1.19-1.doc>

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by **Danny Gibson, Assistant Principal**.



This policy will be reviewed by the Principal and LGB every 2 years – with the next review being in May 2024.

At every review, the policy will be approved by the governing board.