

HAMMERSMITH ACADEMY

CAREERS GUIDANCE: PROVIDER ACCESS POLICY STATEMENT

Policy Date	January 2025
Next Review Date	January 2026
Approved by	Curriculum Committee
Approved date	February 2025
Policy Holder	Head of Careers & Cultural Connections

Hammersmith Academy Provider Access Policy Statement

Ownership: Hammersmith Academy

Date updated: January 2025

Rationale

Under Section 42B of the Education Act 1997 and the Skills and Post-16 Education Act 2022 we have a duty to provide pupils in Years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

Hammersmith Academy is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Hammersmith Academy is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Hammersmith Academy endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

Hammersmith Academy policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (young people not in education, employment or training).

Student Entitlement

Hammersmith Academy fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships, but also offers a range of other opportunities for students. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at the academy.

Our annual schedule of events is as follows:

	<i>Autumn</i>	<i>Spring</i>	<i>Summer</i>
Year 8		HA Apprenticeship Week Assembly	
Year 9		HA Apprenticeship Week Assembly DDD Teamwork Carousel – apprentice participant	
Year 10	Creative Colleges Assembly	HA Apprenticeship Week Assembly	
Year 11	College & Apprenticeship Fair at Next Steps Event Virtual College Fair document College trip for selected students		
Year 12		National Apprenticeship Week Insight Programme talk Construction Youth Trust Building Future Skills	Parents & Students Future Planning Evening
Year 13	Throughout year, visits from and information delivered by providers such as Kepler Interactive, Ofcom, Diverse Futures, Sky, BlackRock, L'Oreal	National Apprenticeship Week Insight Programme talks x 2	

During these sessions, at a minimum, providers will be given enough time to:

- Share information about the provider and the approved technical qualifications and apprenticeships they offer.
- Explain what career routes these qualifications and apprenticeships could lead to.
- Provide insights into what it might be like to learn or train with that provider.
- Answer pupils' questions.

Development

This policy has been developed and is reviewed annually by the Head of Careers & Cultural Connections Sophie Harrowes based on current good practice guidelines by the Department for Education and the Careers & Enterprise Company.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Hammersmith Academy is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to Sophie Harrowes, Head of Careers & Cultural Connections. Sophie Harrowes may be contacted by telephone or email, sharrowes@hammersmithacademy.org, Tel 0208 222 6000.

Granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or PSHE lessons, and Careers events that Hammersmith Academy is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with Hammersmith Academy.

Details of premises or facilities to be provided to a person who is given access

Hammersmith Academy will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Live/Virtual encounters

Hammersmith Academy will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management

The Head of Careers & Cultural Connections coordinates all provider requests and is responsible to her senior management line manager.

Complaints Procedure

Any complaints about this policy should be raised to Sophie Harrowes, Head of Careers & Cultural Connections, email: sharrowes@hammersmithacademy.org

Ms Sophie Harrowes will raise the complaint with Gary Kynaston, Head, Hammersmith Academy.

Monitoring review and evaluation

The Policy is monitored and evaluated annually via the Senior Leadership Team.

Next review date: January 2026

Appendix

Providers who have been invited into Hammersmith Academy to date include:

Apprenticeships

- EDT/ASK
- Schools Adviser, Dept of Work & Pensions
- Diverse Futures
- Construction Youth Trust
- QPR
- The JGA Group
- Numerous providers of apprenticeships

Colleges

- Access Creative College
- ADA – National College for Digital Skills
- Capel Manor College
- City & Islington College
- City of Westminster College
- The College of Haringey, Enfield and North East London
- East London Arts & Music
- Fulham College
- Fulham Cross
- Global Academy
- Harrow College
- Kingston College

- London Screen Academy
- Morley College
- Richmond Upon Thames College
- St Charles Sixth Form College
- UTC Heathrow
- Uxbridge College
- Westminster Kingsway College
- West London College
- West Thames College
- William Morris Sixth Form

Destinations of previous pupils from Hammersmith Academy include:

- Apprenticeships
- Capel Manor College
- City of Westminster College
- Fulham Cross
- London Screen Academy
- Morley College
- Richmond Upon Thames College
- St Charles Sixth Form College
- UTC Heathrow
- Uxbridge College
- West London College
- West Thames College
- William Morris Sixth Form