

## **City of London Academy (Southwark)**

240 Lynton Road, London, SE1 5LA  
Tel: 020 7394 5100; Fax: 020 7394 5101  
www.cityacademy.co.uk  
email: info@cityacademy.co.uk

**Executive Principal: Richard Bannister, M.A**  
**Head of School: Bryce Wilby, NPQH**



## **Provider Access Policy**

### **Introduction**

This policy statement sets out our arrangements for managing the access of providers to pupils at City of London Academy 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.

### **Student entitlement**

Students in years 8-13 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
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, 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:

- Pam Kaur (KS3 & KS4 Careers Coordinator): pamkaur@cityacademy.co.uk 020 7394 5100: Ext.1168
- Helen Marks (Careers Coordinator K55): hmarks@cityacademy.co.uk 020 7394 5100

### **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to supply appropriate information for students and their parents. The school offers a number of opportunities for students and their parents to find out about the world of work, careers, education and training beyond City of London Academy.

**City of London Academy (Southwark)**

240 Lynton Road, London, SE1 5LA  
 Tel: 020 7394 5100; Fax: 020 7394 5101  
 www.cityacademy.co.uk  
 email: info@cityacademy.co.uk

**Executive Principal: Richard Bannister, M.A**  
**Head of School: Bryce Wilby, NPQH**



Year Group	Autumn Term	Spring Term	Summer Term
7	Subject specific options booklets to look at a range of career pathways	Careers Assembly: <i>The World of Work, Skills for the future</i>	Assembly: <i>Introduction to Morrisby Assessment</i>  Morrisby Assessment: Aspirations
8	Careers Advisor available for information and guidance for KS4 option choices  KS4 Options Evening  Subject specific option booklets ( <i>Success at Schools</i> )	Careers Assembly: <i>Your Option Choices</i>	Assembly: <i>Introduction to Morrisby Assessment</i>  Morrisby Assessment: Aspirations  Youth Construction Trust – external industry link
9	Careers information and guidance: drop-in sessions available after-school	Careers Assembly: <i>Career Planning</i>  Careers information and guidance: drop-in sessions available after-school	Assembly: <i>Introduction to Morrisby Assessment</i>  Morrisby Assessment: Aspirations  Career Ready: Workplace visits to industry with tailored masterclasses  Youth Construction Trust – external industry link  Careers information and guidance: drop-in sessions available after-school

**City of London Academy (Southwark)**

240 Lynton Road, London, SE1 5LA  
 Tel: 020 7394 5100; Fax: 020 7394 5101  
 www.cityacademy.co.uk  
 email: info@cityacademy.co.uk

**Executive Principal: Richard Bannister, M.A**  
**Head of School: Bryce Wilby, NPQH**



<p>10</p>	<p>Assemblies &amp; Tutor Time:  <i>Work Experience Preparation</i></p> <p>Career Advisor: Work Experience drop-in sessions lunch and after-school</p> <p>Southwark Choices: Weekly bulletin regarding apprenticeship opportunities – introduction of vocational options</p>	<p>Assembly: <i>Introduction to Morrisby Assessment</i></p> <p>1:1 External Careers information advice and guidance for all students with personalised action plan</p> <p>Morrisby Assessment and personalised career report – life-long online access</p> <p>Cooperate Mock Interviews (external): <i>‘Making the leap’</i></p> <p>Careers Fair</p>	<p>Careers Assembly: <i>Career Planning – What comes next?</i></p> <p>1:1 External Careers information advice and guidance for all students with personalised action plan</p> <p>Southwark Choices: Weekly bulletin regarding apprenticeship opportunities</p> <p>Career Ready: Workplace visits to industry with tailored masterclasses</p>
<p>11</p>	<p>1:1 External Careers information advice and guidance for all students with personalised action plan</p> <p>Post 16 Subject Evening</p> <p>Post 16 Taster Day - separate academic and vocational routes</p>	<p>Careers Assembly: <i>Moving on</i></p> <p>1:1 External Careers information advice and guidance for all students with personalised Action Plan</p> <p>Assembly: <i>Introduction to Morrisby Assessment</i></p>	<p>CIAG for Results Day</p> <p>Southwark Choices: Weekly bulletin regarding apprenticeship opportunities</p> <p>Careers information and guidance: drop-in sessions available after-school</p>

**City of London Academy (Southwark)**

240 Lynton Road, London, SE1 5LA  
 Tel: 020 7394 5100; Fax: 020 7394 5101  
 www.cityacademy.co.uk  
 email: info@cityacademy.co.uk

**Executive Principal: Richard Bannister, M.A**  
**Head of School: Bryce Wilby, NPQH**



	<p>(workshops led by external organisations)</p> <p>Southwark Choices: Weekly bulletin regarding apprenticeship opportunities</p>	<p>Morrisby Assessment and access to personalised career report – life-long online access</p> <p>Careers Fair</p>	
Year 12 and 13	<p>Structured support with UCAS applications and writing personal statements</p> <p>UCAS day</p> <p>Careers Taster Days</p> <p>CISI Level 2 financial qualification opportunities</p> <p>Youth Construction Trust programme</p> <p>Brunel’s University programme workshops</p> <p>Uptree masterclass workshops</p> <p>Career Ready networking event – students meet volunteers from a range of industries (banking, law, planning etc).</p> <p>Visit to Capital Experience, including an inspirational talk with Action Jackson</p>	<p>Visit to Fleishman Hillard Fishburn for a networking workshop</p> <p>Cambridge Shadowing Scheme</p> <p>Careers Fair (over 20 universities invited to take part)</p> <p>Masterclass opportunities at Citi Bank- how to pass at assessment centres and 'Brand You'</p> <p>Intensive career interview days</p> <p>External visitors presenting on various career pathways</p>	<p>IBM event</p> <p>Apprentice event - providers visit the academy</p> <p>Intensive career interview days</p>

## City of London Academy (Southwark)

240 Lynton Road, London, SE1 5LA  
Tel: 020 7394 5100; Fax: 020 7394 5101  
www.cityacademy.co.uk  
email: info@cityacademy.co.uk

Executive Principal: Richard Bannister, M.A  
Head of School: Bryce Wilby, NPQH



	Assembly and tutor group programme on life skills		
--	---	--	--

Please speak to Pam Kaur (KS3 and KS4 Careers Coordinator), or Helen Marks (KS5 Careers Coordinator), to identify the most suitable opportunity for you.

### Access and safeguarding

All visitors will be appropriately vetted before being allowed access to the academy. The school policy on safeguarding, which can be found on our website, also provides information on allowing visitors into the school to talk to our students. Education and training providers will be expected to adhere to all vetting processes.

### Premises and facilities

The school will endeavour to make accommodation and resources available for discussions between the provider and students, as appropriate to the activity and timing. This will all be discussed and agreed in advance of the visit. Providers are welcome to leave a copy of their prospectus, or other relevant course literature, on either site (our main site or sixth form building) dependent on suitability for students; this will be managed by the school librarian or the sixth form resource manager. The Library and Resource Centre are available to all students at lunch and break times.

### Links:

Please also see the Careers section on our website.

### Monitoring arrangements

Approved Spring Term 2019 by \_\_\_\_\_

Next review: Summer Term 2019