



William Brookes School

Education and Training Provider Access Procedure Statement

Date: Spring 2025

Review data: Spring 2026

Introduction

High quality careers education and guidance in schools and colleges 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 young people 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.

The 3-18 Education Trust (Trust) is committed to ensuring there is an opportunity for a full range of education and training providers (providers) to access pupils. The Trust is fully aware of the responsibility to set its pupils 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. This means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The Trust 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).

This Policy Statement aims to set out the William Brookes School's arrangements for managing the access of providers to pupils for the purpose of giving them information about their offer

The 6 encounters schools must offer to all pupils in years 8 to 13

The School offers the six statutory provider encounters (marked in bold text) and a number of additional events, integrated into the school's careers programme. The programme offers providers the opportunity to come into school to speak to pupils and/or their parents/carers:

William Brookes School Careers Programme – Years 7 - 9				
<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
7 - inspiration	Autumn or Spring term	STEM workshop	An exciting Science, Technology, Engineering and Maths workshop from an employer in the industry.	3,5

	February	Year 7 Careers Day	Students will spend a full day off timetable where a range of employers will come in, talk to, and inspire students about careers in their area.	2,3,4,5
8 - Broadening horizons, what routes are open to me?	Autumn or Spring term	STEM workshop	An exciting Science, Technology, Engineering and Maths workshop from an employer in the industry.	3,5
	Ongoing	PSHE lessons - broadening horizons	A chance for students to start to use our careers platform, Unifrog, and consider the kinds of careers and routes that may inspire them.	2, 3, 4, 8
	March	University visit – Chester	A day trip for the year group to Chester university to get a taste of university life.	3,7
9 - What careers are open to me?	October	Careers Awareness Day and workshops	A day of workshops from employers in a range of different careers, as well as universities and apprenticeship providers. The day culminates in a visit to our Careers Fair. (PAL encounters in workshops from Chester Uni, Telford College, and Department for Work and Pensions)	2,3,4,5,7,8
	Ongoing	PSHE Lessons - post-16 research	Students will use Unifrog to start researching careers and the specific routes that they need to take to get there.	2,3,8

William Brookes School Careers Programme – Year 10

<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
10 - Inspiration for post-16, and preparation for the real world	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with students given the chance to browse the stalls and ask questions.	3,5,7,8
	October	Army presentation	A presentation delivered by the Army outreach team where students learn about the range of careers available to them in the military.	2,3,4,5

	Ongoing	Post-16s morning assemblies	A series of assemblies from post-16 providers in the area explaining to students their different options after Year 11. (PAL encounters via assemblies and follow up seminars delivered by Telford College, Shrewsbury College and ASK apprenticeships)	2,3,7
	Autumn term onwards	Work Experience Planning	Students begin the process of sourcing a rewarding work experience placement ready for next year.	2,3,6
	December	Mock Interviews with CVs	All Year 10s will be supported throughout the term in producing their own CV, which they will take to a 10 minute mock job interview with a real-life professional, who will provide feedback afterwards.	2,3,5,8
	March onwards	1:1 Careers interviews begin	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Spring term	PSHE unit - work experience and work skills	Students will be guided through the work experience progress, including how to source a placement, the kind of professional behaviours you need to follow in the world of work, and an introduction to CVs.	3,4

William Brookes School Careers Programme – Year 11

<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
11 - Support for applications	September	Work experience week	A full week's placement at an employer, learning about the 'real world' of work.	2,3,6
	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with students given the chance to browse the stalls and ask questions.	3,5,7,8
	October	Army presentation	A presentation delivered by the Army outreach team where students learn about the range of careers available to them in the military.	2,3,4,5
	Ongoing	Post-16s morning seminars	Students will opt-in to seminars from local education providers to support them in their applications and choices for their next steps. (PAL encounters via assemblies and follow up seminars delivered by Telford College, Shrewsbury College and ASK apprenticeships)	2,3,7
	Ongoing	1:1 Careers interviews continue	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8

	Spring term	PSHE unit - what employers are looking for	A unit of work on how to apply for jobs, including writing a CV, how to conduct yourself at interview, and the chance to carry out a mock interview.	3,4, 8
--	-------------	--	--	--------

William Brookes School Careers Programme – Year 13

<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
13 - Applications and next steps	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with students given the chance to browse the stalls and ask questions. (PAL encounter as students engage with apprenticeship providers at this event)	3,5,7,8
	Ongoing	1:1 Careers interviews continue	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Ongoing	Careers based work in tutorial time	Regular input in morning briefings and tutor times, guiding students in applying for university, as well as the various other options open to them.	3,8
	Ongoing	Formal Fridays	On the 1st Friday of each month, students wear business wear in to 6th form. This is to prepare them for how to dress professionally in future.	3,4
	Ongoing	World around you Tuesdays	A series of external speakers are invited in to talk to students about their careers and the fields they work in	2,3,4

Management of Provider Access Requests

Procedure

At William Brookes School, a provider wishing to request access should contact the member of staff listed below who is responsible for managing access opportunities to identify the most suitable opportunity.

James Boak, Head of Careers

Telephone: 01952 728900

Email: james.boak@wbs.318education.co.uk

Additional information is available on the Careers section of our website, which can be found here:

<https://www.williambrookes.com/teaching-and-learning/careers/>

Opportunities for access

At William Brookes School, 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:

The tables in the section above detail the careers events that we run in school, many of which we would welcome support from external providers with. If you feel that a certain event would be a good match for your organisation then please get in touch with us to discuss further.

For published events, we start the planning process several months in advance, but the earlier we can start planning the better.

In addition to the published programme above, we often look to accommodate bespoke requests and offers from organisations, that we can free up extra time for, so please do get in touch to discuss any ideas you may have.

Granting and refusing access

We are keen to involve as many organisations as possible in our careers programme, but we are subject to certain constraints that may make it more or less likely that a request can be granted.

- Morning assemblies run from 8:50 – 9:15am and are a good time to speak to whole year groups
- Afternoon tutor time slots run from 2 – 2:25pm or 1:15 – 1:40pm depending on year group and can work for drop-in sessions where students opt to attend
- We can accommodate subject specific talks or workshops at various times of the day, where you would get the opportunity to work with one class of students
- If you can offer to run around 6 workshops simultaneously, then this means we can take a whole year group of students off timetable to work with your organisation
- Priority is given to opportunities that are free for students to access, and free for us as a school

Previous Providers

In previous years at William Brookes School, we have invited the following providers from the local area to speak to our pupils:

- Telford College
- Shrewsbury College
- Madeley Academy
- Access Sport
- Shrewsbury Town Football Club
- In-Comm training

Pupil Destinations

Last year, at William Brookes, our Year 11 pupils moved to a range of providers in the local area after school:

Year 11	
In cohort:	158
NEET: 7 potential NEET's (work continued over the summer)	10
Entering school sixth form:	24
Other sixth form or college:	96
Entering a form of employment:	2
Entering apprenticeship or accessing training other than school or college:	12

Last year, our Year 13 pupils moved to a range of providers in the local area after school:

Year 13	
Apprenticeships	4
Employment	15
UK Higher Education	22
Top third of Institutions	0
Russell Group	4
Oxford/Cambridge	2
Other Higher Education	2
Other Education	1
NEET	0
Activity not captured	0
UCAS Deferred Entry	2
Forces	0
Gap Year	0
Total Students Included	49