

Sir James Smith's School

Careers Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school 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 7-11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a 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.
- To participate in curriculum time that allows exploration of the local and national provision

Management of provider access requests

Procedure

A provider wishing to request access should contact Miss Jodie Hocking, School lead for Careers Education

Address: Sir James Smith's School, Dark Lane, Camelford, Cornwall, PL32 9UJ

Telephone: 01840 213274

Email: jhocking@nclt.academy

Opportunities for access

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

Premises and facilities

The school will make the main hall, 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library which is managed by Jodie Hocking.

	Autumn Term	Spring Term	Summer Term
Year 7	Unifrog introduction Fortnightly futures lesson I love my job – local providers	Unifrog development Fortnightly futures lesson	Unifrog development Fortnightly futures lesson Futures Fair – local providers and employers
Year 8	Unifrog recap Fortnightly futures lesson	Unifrog development Fortnightly futures lesson STEM event	Unifrog development Fortnightly futures lesson Futures Fair – Local providers and employers
Year 9	Unifrog recap Fortnightly futures lesson	Unifrog development Fortnightly futures lesson Apprenticeships assembly/workshops International Women's day and Boys Mental Health event	Unifrog development Fortnightly futures lesson Futures Fair – Local providers and employers Dragon's Den event
Year 10	Unifrog recap Fortnightly futures lesson Apprenticeships assembly/workshops	Unifrog development Fortnightly futures lesson C4U – Careers meetings	Unifrog development Fortnightly futures lesson C4U – Careers meetings Futures Fair – Local providers and employers Post-16 Taster days Work experience Applications evening – Local post-16 providers
Year 11	1-1 interviews Post-16 interviews	Post-16 interviews	

	Duchy College to attends Careers Fair Apprenticeship providers to attend Careers Fair		
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Please speak to Jodie Hocking to identify the most suitable opportunity for you.

The list above is not definitive; we are always happy to discuss potential visits with any provider/employer or alumnus of the college

The school policy on safeguarding [\[link\]](#) sets out the school's approach to allowing providers into school as visitors to talk to our students.

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Date of Policy: 22.07.2026
Ratified by WCC: 09.2026

Date of Review: 22.07.2026

