

# Careers and Provider Access



CAPELLA HOUSE

Committee:	Governing Body
Author:	Philip John
Last reviewed:	September 2025
Review cycle:	Annual
Statutory:	Yes
Required to publish on the website?	Yes

## 1. Introduction

This policy statement sets out Capella House's arrangements for managing the access of education and training providers to pupils for the purpose of providing information about approved technical education qualifications and apprenticeships. It complies with the school's obligations under Section 42B of the Education Act 1997 and the *Skills and Post-16 Education Act 2022*.

Capella House is a special school for pupils with Speech, Language, and Communication Needs (SLCN). Our tailored curriculum ensures that all pupils receive high-quality guidance on post-16 pathways, including technical education, further education, and apprenticeships.

## 2. Pupil Entitlement

All pupils in Years 8 to 11 are entitled to:

- Learn about technical education qualifications and apprenticeship opportunities as part of a broad careers programme that 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, through events such as assemblies, group discussions, and taster sessions.
- Understand how to apply for both academic and technical courses.

For pupils of compulsory school age, there will be at least six (4 of which during a pupil's time at Capella House) mandatory provider encounters:

- Two encounters in Year 8 or 9,
- Two encounters in Year 10 or 11,

These encounters will be scheduled during school hours and will provide sufficient time for providers to share key information about their courses and career paths

## 3. Management of Provider Access Requests

### Procedure

A provider wishing to request access should contact:

- *Philip John*, Careers Lead
- Telephone: 02031469887
- Email: [pjohn@capellahouse.org.uk](mailto:pjohn@capellahouse.org.uk)

### Opportunities for Access

A range of events integrated into the school's careers programme will offer providers the chance to speak to pupils and/or their parents. These events may include:

- Careers Fairs
- Assemblies
- Enrichment Days
- PSHE lessons
- Work Experience opportunities

We will work with providers to ensure their sessions are tailored to meet the specific needs of our pupils with SLCN. Providers are encouraged to contact the Careers Lead to explore suitable options for engagement

#### **4. Safeguarding**

Capella House is committed to safeguarding and promoting the welfare of pupils. Providers will be subject to appropriate safeguarding checks in line with the school's Safeguarding and Child Protection policies, which can be found [here](#).

All visitors must adhere to the school's safeguarding procedures, and a member of the school staff will supervise provider visits

#### **5. Premises and Facilities**

The school will make available appropriate rooms, such as classrooms, meeting rooms, or the main hall, for provider presentations or discussions. AV equipment will be provided if requested. Providers should discuss their technical requirements with the Careers Lead when booking an event.

Virtual sessions are also available, allowing providers to deliver live online presentations to students if in-person visits are not possible

#### **6. Monitoring and Review**

This policy will be reviewed annually by the Careers Lead, in conjunction with the Senior Leadership Team, to ensure it remains compliant with legal requirements and best practices.