



## Provider Access Policy

Date for renewal/updates/review	January 2019
Named person responsible for monitoring	Assistant Headteacher i/c Careers
Agreed by Personnel Committee	
Agreed by Governing Body	

### 1.0 Policy Statement

1.1 The main aim of Careers support at Sir William Ramsay School is to provide for the needs of young persons.

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer.

### 2.0 Policy Scope

2.1 This policy applies to all employees and students. The principles of the policy also apply to key stakeholders and their involvement in supporting students' access to careers advice and guidance.

### 3.0 Key Principles

3.1 This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### 4.0 Pupil entitlement

All pupils in years 8-13 are entitled:

- 4.1 to find out about technical education qualifications and apprenticeships opportunities, from local providers and independent guidance advisers, as part of a careers programme which provides information on a range of education and training options available at each transition point;
- 4.2 to hear from a range of local providers about the training and education opportunities they offer, through options events, assemblies, group discussions, workshops and presentations;
- 4.3 to understand how to make applications for a range of academic and technical courses.

### 5.0 Management of provider access requests

#### Procedure

A provider wishing to request access should contact Ms A. Hall, Careers Leader, Telephone: 01494 815 211; Email: [ahall@swr.school](mailto:ahall@swr.school)

### 6.0 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/carers:

	Autumn Term	Spring Term	Summer Term
Year 7	Independent advice and guidance referral service	Independent advice and guidance referral service <ul style="list-style-type: none"> <li>• Careers fair showcasing different</li> </ul>	Independent advice and guidance referral service Careers day event



		<ul style="list-style-type: none"> <li>employers, FE and Apprenticeships in the local market.</li> <li>PSHE talk on specific career pathways and job roles.</li> <li>Careers day event</li> </ul>	
Year 8	<ul style="list-style-type: none"> <li>Introduction to future options and the Adviza service.</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to future options and the Adviza service. Careers fair showcasing different employers, FE and Apprenticeships in the local market.</li> <li>Careers day event</li> </ul>	Careers day event
Year 9	<ul style="list-style-type: none"> <li>Stem presentation - Forensic science, information on the sector and career routes.</li> <li>Presentation and workshop using eCLIPS looking at study, work and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>KS4 options event</li> <li>Careers fair showcasing different employers, FE and Apprenticeships in the local market</li> <li>Presentation and workshop using eCLIPS looking at study, work and training opportunities</li> <li>NHS competition</li> <li>Talk on the Bucks Skills Show.</li> <li>Attend Bucks Skills Show</li> <li>Careers day event</li> </ul>	Careers day event
Year 10	<ul style="list-style-type: none"> <li>Presentation and workshop using eCLIPS looking at study, work and training opportunities</li> <li>Attend Bucks Skills Show</li> </ul>	<ul style="list-style-type: none"> <li>Careers fair showcasing different employers, training and work options in the local market</li> <li>Presentation and workshop using eCLIPS looking at study, work and training opportunities</li> <li>Talk on labour market.</li> <li>Talk on linking curriculum learning to careers.</li> <li>Careers day event</li> </ul>	Careers day event



<p>Year 11</p>	<p>Apprenticeships presentation Talk on the Bucks Skills Show Attend the Bucks Skills Show.</p>	<ul style="list-style-type: none"> <li>• Post-16 Evening</li> <li>• Employability and guidance workshops</li> <li>• Careers fair showcasing different employers, FE, Apprenticeship in the local market</li> <li>• Mentoring Day – Future Options interviews</li> <li>• Careers day event</li> </ul>	<p>Careers day event</p>
<p>Year 12</p>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Higher Education Fair</li> <li>• Post-18 assembly - apprenticeships</li> <li>• Introduction into Higher Education/Study Skills</li> <li>• Future Pathways and Soft Skills lecture series</li> </ul>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Small group sessions: future education, training and employment options.</li> <li>• University workshop - Personal Statement</li> <li>• UCAS Convention - University and Apprenticeship Information</li> <li>• Apprenticeship Convention</li> <li>• The Bucks Skills Hub - Apprenticeship Challenge</li> <li>• Future Pathways and Soft Skills lecture series</li> <li>• Careers fair showcasing different employers, FE, Apprenticeship in the local market</li> <li>• Careers day event</li> </ul>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Small group sessions: future education, training and employment options</li> <li>• Education and Employers Apprenticeship Support and Knowledge</li> <li>• Interactive workshop Game of Student Life – managing academics, employability, finances and social life</li> <li>• Future Options Day</li> <li>• Future Pathways and Soft Skills lecture series</li> <li>• Careers day event</li> </ul>
<p>Year 13</p>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Future Pathways sessions</li> <li>• Geography A level trip</li> </ul>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Future Pathways sessions</li> <li>• Careers fair showcasing different</li> </ul>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Future Pathways sessions</li> <li>• Careers day event</li> </ul>



		employers, FE, Apprenticeship in the local market	
		<ul style="list-style-type: none"><li>• Careers day event</li></ul>	

Please speak to Ms A. Hall, our Careers Leader to identify the most suitable opportunity for you.

## 7.0 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 specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or an appropriate member of staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, which is managed by the school Resources Manager. The Resource Centre is available to all students at lunch; break times and during some lessons.

## Protocols

### 8.0 Responsibilities

#### 8.1 Careers Lead

#### 8.2 Pupil Premium Lead

#### 8.3 Student Information & SIMS Manager – Inputting, Accuracy Checking and Maintenance of Data & Information

#### 8.4 Assistant Headteacher – Independent Advice and guidance

#### 8.5 Governors – Monitoring Careers support and Overseeing Policy