

 <p><b>St Mary's Catholic High School</b></p>	<b>Policy No: PP14</b>	Revision No:	2	
		Author:	Careers Leader	
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	<b>Provider Access Policy</b>	Minute No:	TO BE ADDED	
		Date Issued:	15 March 2021	
		Reviewed:	February 2021 no changes required	
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	<b>Workload Implications Considered</b>			<input checked="" type="checkbox"/>

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*Gaudium et Spes*

*“Live, Love and Learn in the Light of Christ”*

## **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at St Mary's for the purpose 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.

## **Pupil Entitlement**

All pupils in years 8-13 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 events, 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 Dr E Dando, Careers Leader or Miss A Killingsworth, Careers Adviser.

Telephone: 01246 201191

Email: [edando@stmaryschesterfield.org.uk](mailto:edando@stmaryschesterfield.org.uk) or [akillingsworth@stmaryschesterfield.org.uk](mailto:akillingsworth@stmaryschesterfield.org.uk)

### **Opportunities for Access**

A number of events (see below), integrated into the school's Careers Programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Please speak to our Careers Leader to identify the most suitable opportunity for you.

Year	Half Term 1	Half Term 2	Half Term 3	Half Term 4	Half Term 5	Half Term 6
7			Assembly – Launch ‘Record of Achievements’	Assembly - Revision skills  Careers sessions - Self-Awareness	Assembly – Introduction to Enterprise  Careers sessions – Enterprise Challenge	Assembly – Enterprise Challenge awards
8	Careers Fair	NEC Skills Festival	Careers sessions – Exploring subject/job links	Assembly – Unifrog launch	Assembly – Advice and guidance in school	
9	Careers Fair  Careers Morning – Importance of GCSEs, Gender stereotyping	Careers sessions - Options	Assembly – LMI	Assembly – Diversity of job roles within organisations	Assembly – Exploring different ways of working	Careers Morning – Budgeting, Personal wellbeing
10	Careers Fair Assembly - Resilience	Assembly - Engagement	Assembly – What’s the point?	Assembly - MOOCs		World of Work Week - Occupational interests/LMI Job ‘speed-dating’ College/Apprenticeship/6 <sup>th</sup> form talks Covering letters/CV writing Interview practise Enterprise activity
11	Careers Fair  Assembly – Research/Open evenings  Assembly - College/NAS talks	Assembly - Backups	Assembly – “Big Push”  Small group work – Apprenticeship applications	Tim Benton – How to prepare for exams		
12	Careers Fair  Careers sessions- Employability skills	Careers sessions – Organisation	Careers sessions – Research	Careers sessions – Revision skills		Progress Focus Events – University visits HE day and Parents’ Evening Apprenticeship talk Alumni and apprenticeship provider fair Careers Sessions – Personal statements
13	Careers Fair  Careers sessions – Interviews	Careers sessions – Budgeting and bank accounts	Careers sessions – Housing	Careers session – “Moving on”		

## **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 Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

## **Grounds for Refusing Requests**

Each provider request will be considered on its own merits but we reserve the right to refuse requests that would:

- Conflict with Catholic Church teaching and/or our Mission and Ethos
- Negatively impact upon impartiality
- Present safeguarding concerns