



Heckmondwike Grammar School

Policy: Provider Access

Status: Non Statutory

Last revision by: R Oxby

Date of last revision: March 2018

Open view on website: External

Equality Impact Assessment? n/a

Workload Impact Assessment? n/a

Approved by:	Governing Body
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Date of next review:	March 2019

Action	Date	By whom
On secure website	n/a	n/a
On public website (if applicable)	May 2019	JDN
In review schedule	March 2019	RNO



Education or Training 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 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 evenings, 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 and Named Careers Leader

A provider wishing to request access should contact:

Mr Ross Oxby

Deputy Director of Sixth Form (Progression)

Telephone: 01924 402202;

Email: roxby@heckgrammar.co.uk

The school also employs two experienced Careers and HE advisers:

Mrs Claire Lawler

Email: clawler@heckgrammar.co.uk

Mrs Dina Mistry

Email: dmistry@heckgrammar.co.uk

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:



Year group	Autumn term	Spring term	Summer term
Year 7		<p>Employer-based careers programme integrated into PSCE curriculum - a variety of employers come into school to talk to year 7 students about a range of sector areas to broaden horizons and raise aspirations.</p> <p>Extended assembly, featuring a careers panel.</p> <p>Whole-school events related to National Careers Week</p>	
Year 8		<p>In addition to accessing the Careerscape software programme, students have additional decision-making sessions, covering a full range of employment, education and apprenticeship opportunities.</p> <p>Year 8 students will have the opportunity to opt to speak to a range of Apprenticeship Ambassadors during National Careers Week in March.</p> <p>Support sessions on KS4 options, including a parents' information evening.</p>	



Year 9	Students complete the Kudos programme. Employer/apprenticeship/HEI input would be welcome here.	Decision-making sessions run during the Spring term. Support sessions on KS4 options, including a parents' information evening. Students will also have the opportunity to opt to speak to a range of Apprenticeship Ambassadors during National Careers Week.	
Year 10	Bespoke employment and employability skills programme (ongoing). Several major employers and HEIs currently involved.	Bespoke employment and employability skills programme (ongoing). Several major employers and HEIs currently involved, but further input most welcome. Apprenticeship providers or consultant from ASK delivers an apprenticeship-awareness raising session as part of National careers and Apprenticeship Week. Year 10 students will also have the opportunity to speak to Apprenticeship ambassadors during this week. Students complete reflection activities in January, April and June, which feature an audit of employability skills. Employer or training provider input most welcome.	The Progression Fair, typically held in late June/early July, typically features over 30 HEIs and 20 employers or apprenticeship providers. Students complete reflection activities in January, April and June, which feature an audit of employability skills.



<p>Year 11</p>	<p>All year 11 students have an impartial Post 16 Options session.</p> <p>All year 11 students receive an impartial Careers interview in year 11 in the autumn term or very beginning of the Spring term to check students are aware of all of their options including apprenticeship and technical options.</p>	<p>Apprenticeship providers or consultant from ASK delivers an apprenticeship-awareness raising session as part of National careers and Apprenticeship Week. Year 10 students will also have the opportunity to speak to Apprenticeship ambassadors during this week.</p> <p>Students complete reflection activities in January, April and June, which feature an audit of employability skills. Employer or training provider input most welcome.</p>	<p>Students complete reflection activities in January and April, which feature an audit of employability skills. Employer or training provider input most welcome.</p>
<p>Year 12</p>	<p>Parents' information evening in September.</p> <p>Universities, employers and training providers are regular visitors to inform students about access schemes, personal statements and apprenticeship or training schemes.</p> <p>Employment sector and work-related learning preparation talks.</p> <p>LMI and employability focus in PSCHE session.</p>	<p>Employment sector and work-related learning preparation talks.</p> <p>All year 12 students receive an impartial IAG appointment in the Spring or Summer term to ensure they are aware of all their options including technical and apprenticeship routes.</p> <p>HE+ programme for more able students aspiring to progress to Russell Group universities.</p>	<p>All year 12 students receive an impartial IAG appointment in the Spring or Summer term to ensure they are aware of all their options including technical and apprenticeship routes.</p> <p>The Progression Fair, typically held in late June/early July, typically features over 30 HEIs and 20 employers or apprenticeship providers. This is part of a wider, three-day Progression Event that includes workshops and talks from a range of relevant post-18 providers, including employers,</p>



		Future Careers Academy – series of focussed workshops covering all aspects of employability including apprenticeships and technical education with a range of external specialists speaking to students about employability skills.	apprenticeship providers and universities. There is also an accompanying parents’ information evening. HE+ programme for more able students aspiring to progress to Russell Group universities.
Year 13	<p>Parents’ information evening in September.</p> <p>Universities, employers and training providers are regular visitors to inform students about access schemes, personal statements and apprenticeship or training schemes.</p> <p>Interview preparation sessions for academic courses, MMIs and employment interviews.</p>	Future Careers Academy – series of focussed workshops covering all aspects of employability including apprenticeships and technical education with a range of external specialists speaking to students about employability skills.	The Progression Fair, typically held in late June/early July, typically features over 30 HEIs and 20 employers or apprenticeship providers.

Please speak to our named Careers Leader to identify the most suitable opportunity for you. The school policy on safeguarding sets out the school’s approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school may make the main hall, sports hall, drama studio, 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 Careers and HE Advisers. The Resource Centre is available to all students at lunch times, or by appointment with a Careers and HE Adviser.