

## Heckmondwike Grammar School

**Policy:** Careers guidance and access for education and training providers

**Status:** Statutory

**Last revision by:** R Oxby

**Date of last revision:** May 2021

**Open view on website:** External

Approved by:	Governing Body
Approval date:	June 2021
Date of next review:	June 2022

Action	Date	By whom
On secure website	June 2021	DJN
On public website (if applicable)	June 2021	JDN
In review schedule	June 2022	RNO

## **Education or Training Provider Access Policy**

### **Introduction**

This policy statement sets out Heckmondwike Grammar School Academy Trust's (hereafter "the Academy") arrangements for managing the access of providers to pupils at the Academy for the purposes of giving them information about the provider's education or training offer. This complies with the Academy'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.

At Heckmondwike Grammar School, this statutory student entitlement is extended to all year groups, from years 7-13 inclusive

### **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](mailto:roxby@heckgrammar.co.uk)

The school also employs two experienced Careers and HE advisers. They can be contacted via [careersteachers@heckgrammar.co.uk](mailto:careersteachers@heckgrammar.co.uk).

### Opportunities for access

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

Year group	Autumn term	Spring term	Summer term
Year 7		<p>Introduction to the careers team and LMI assembly</p> <p>Employer-based careers programme integrated into the curriculum - a variety of employers visit the 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. Employer support is particularly valued here.</p> <p>Students will also have the opportunity to opt to speak to a range of Apprenticeship and Employment Ambassadors during National Careers Week.</p>	
Year 8		<p>Students have decision-making sessions, covering a full range of employment, education and apprenticeship opportunities.</p> <p>Students will also have the opportunity to opt to speak to a range of Apprenticeship and Employment Ambassadors during National Careers Week.</p>	



		<p>Decision-making sessions run between January and March.</p> <p>Support sessions on KS4 options, including a parents' information evening.</p> <p>Introduction to Higher Education assembly.</p>	
Year 9		<p>Students will also have the opportunity to opt to speak to a range of Apprenticeship and Employment Ambassadors during National Careers Week.</p>	
Year 10		<p>Students will also have the opportunity to opt to speak to a range of Apprenticeship and Employment Ambassadors during National Careers Week.</p>	<p>Bespoke employment and employability skills programme, including mock employment interviews. Several major employers and HEIs currently involved, but further input most welcome.</p> <p>The Progression Conference, typically held in late June/early July, typically features over 30 HEIs and 20 employers or apprenticeship providers.</p>
Year 11	<p>All year 11 students have an impartial Post-16 Options guidance 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</p>	<p>Students will also have the opportunity to opt to speak to a range of Apprenticeship and Employment Ambassadors during National Careers Week.</p>	



	<p>apprenticeship and technical options.</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 Tutorial sessions, including auditing employability skills and building a student profile.</p>	<p>Employment sector-related talks.</p> <p>All year 12 students receive an impartial guidance interview in the Spring or Summer term to ensure they are aware of all their options including technical, apprenticeship and employment-based routes.</p> <p>Alumni-mentoring programme. Cohort of year 12 students participate in a mentoring programme with HGS alumni. The pilot was launched in 2020-21, and we expect this programme to expand over the coming years. Employer input particularly valued.</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 Conference that includes workshops and talks from a range of relevant post-18 providers, including employers, apprenticeship providers and universities. There is also an accompanying parents' information evening.</p> <p>Parents' progression information evening in July.</p>
<p>Year 13</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>A series of focussed workshops covering all aspects of employability including apprenticeships and technical education with a range of external specialists and local employers speaking to students about</p>	<p>The Progression Fair, typically held in late June/early July, typically features over 30 HEIs and 20 employers or apprenticeship providers.</p>



	Interview preparation sessions for academic courses, MMIs and employment interviews.	employability skills. Provider input is particularly welcome in supporting this programme.  Employer-led interview preparation workshops.  HE and student finance talks for students and parents.	
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The above is not exhaustive, and we do welcome opportunities to expand our provision.

Following the disruption occasioned by Covid-19, the Academy is particularly keen to facilitate students' experiences of workplaces and education providers, including visits from – and to – universities, FE Colleges and employers. We would particularly welcome any opportunity providers might offer to enable our students to experience workplace and educational environments in person.

Please speak to our Careers Leader to identify the most suitable opportunity for you. We are very grateful for the support we continue to receive from universities, employers and other providers, and all contact is most welcomed.

The Academy policy on safeguarding sets out the Academy's approach to allowing providers into school as visitors to talk to our students.

**Premises and facilities**

The Academy may make the main Swann Hall, sports hall, Hutton drama studio, Jo Cox Centre, classrooms, or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The Academy 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.

The Academy makes extensive use of Microsoft Teams software and may be able to accommodate remote visits and talks, in addition to in-person visits.

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. All year groups have dedicated drop-in days and times.