



Education, Training and Employer Access Policy

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Careers Leader

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Date Ratified by Governors: 9th July 2018

Date for review: July 2019

Introduction

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. 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, group discussions and taster events, parents evenings and informal drop in sessions which are held on a Friday lunch time.
- 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 Mr B Myers, Careers Leader,

Telephone: 01933 663501, b.myers@wollaston-school.net

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:

Year Group	Autumn Term	Spring Term	Summer Term
8	STEM Assembly opportunities		Activities Days – planning for the future
9		KS4 Options Event	
10	Friday Lunchtime – Careers Drop-in	Friday Lunchtime – Careers Drop-in	Future Plans Days Post-16 Introduction Evening Friday Lunchtime – Careers Drop-in
11	Post-16 assembly – apprenticeships Friday Lunchtime – Careers Drop-in	Post-16 Options Event National Apprenticeship Fair – Milton Keynes Friday Lunchtime – Careers Drop-in	
12	Post-18 assembly – higher education & apprenticeships	National Apprenticeship Fair – Milton Keynes Friday Lunchtime – Careers Drop-in	Future Plans Days Options at 18 Parents Event Small group sessions: Future education,

		Small group sessions: Future education, training and employment options	training and employment options
13	Workshops: Higher apprenticeship applications Small group sessions: Future education, training and employment options	National Apprenticeship Fair – Milton Keynes Friday Lunchtime – Careers Drop-in	

Please speak to our Careers Leader to identify the most suitable opportunity for you.

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.

Approval and review

Approved by Governors at Learning and Achievement Committee on: **9th July 2018**

Signed: ***Dr Mike Thomas – Chair of Governors***

Next review: ***July 2019***