

Chenderit School: Careers Guidance Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's career education and/or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

All Students in years 7-13 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 *Mr Roddy Lloyd-Jones*, Deputy Head teacher, designated Career Leader

Telephone: 01295 711567 ext. 242; Email: rlloyd-jones@chenderit.northants.sch.uk

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

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 students and/or their parents/carers, examples include:

CEIAG 2018-19 POS Other events and information	Autumn Term	Spring Term	Summer Term
Year 7	Tutor time – Presentation "My Future career" Tutor time. Self-assessment and reflection Industry links. Speakers invited in to assemblies.	Tutor time – 'Introduction to UExplore' (<i>an interactive careers software platform</i>)	Tutor time – 'aims and ambitions' Tutor time – Review of year. June - Yr. 6 – 7 new entrants evening
Year 8	September - Tutor time – 'Goals and expectations' Dec - Tutor time – 'Careers Steps' Guides	January – GCSE Subject Fair evening February - Tutor time – 'Continuation of UExplore' (<i>an interactive careers software platform</i>) March – Yr. 8 option choices interviews with Leadership Team	May - Tutor time – 'aims and ambitions reviewed'

Year 9	September - Tutor time – ‘Careers Step Guides’	February - Tutor time – ‘reviewing your goals and expectations’	May - Tutor time – ‘Planning for success’
Year 10	October <i>‘Positively Mad’</i> how to revise effectively (working memory important for the work place) parent carer - information evening	February - Tutor time – ‘apprenticeships and vocational education’ Speakers from JDE, Mercedes March – Extended Project Day (EPD2) – Workshop to all students on career planning opportunities including Sixth Forms and Apprenticeship schemes	May - Financial capability and employability – introductions to <i>Barclays Life skills</i> –PSHE June - <i>‘Speakers for Schools’</i> – invited guest speakers presenting on employment the workplace and careers
Year 11	September – Extended Project Day (EPD 1) – CEIAG workshops guest speakers from local organisations/businesses. September – National Citizenship Service presentation through assembly and lunchtime workshop. September - <i>‘Speakers for Schools’</i> – invited guest speakers on employment the workplace and careers. September – helping your child to succeed evening – <i>‘looking towards the future’</i> October – <i>‘Positively Mad’</i> study skills presentation and workshop for students followed by an information evening for parents. November – Yr. 11 into 12 <i>New entrants open evening</i> December - Personalised meetings with professional external careers advisor for students requiring support with Post 16 choices.	January - Higher education open evening – various invited institutions February – Personalised review meetings with external professional careers advisor for students requiring ongoing support with Post 16 choices. March - Specific workshops on CV writing, Apprenticeships and interview skills delivered by external professional careers advisor.	
Year 12	September - Invited speakers – <i>‘making the most of your level 3 courses’</i> (University of Northumbria) <i>‘A Star Future’</i> ways to study abroad– invited speaker.	January - Higher education open evening – various invited institutions. Work experience – guidance on how to get your place.	April - Post 18 Pathways information evening UCAs information evening – invited University speaker (University of Southampton)

	Chenderit Alumni – speakers from last year’s cohort – things to consider, next steps, pathways etc. National Citizenship Service speaker – boosting your CV.		April - Project day (EPD 3) – Careers Day – CV workshops, Apprenticeships, GAP years, University personal statements (Aberystwyth University) May - Ways to work in Finance Sector – Guest speaker. Summer term – University visit (destination dependent of cohort)
Year 13	September ‘A Star Future’ ways to study abroad– invited speaker. University speaker – how to write a personal statement (University of Coventry)	October - University workshop info evening. Oxbridge/ Medical applications – interview techniques and practice. GAP years – guest speaker from Project Trust. February – Student Finance from Government speakers.	March - UCAS – Adjustment and Clearing information April - Post 18 Pathways information evening.

Note: The above represents exemplar opportunities for students and/or their parents/carers in receiving information from a variety of sources, institutions, invited guest speakers etc. and is not a definitive list of the resources and opportunities provided to students in supporting Career Education, Information, Advice and Guidance to students in any one year group.

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 audio visual 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 Guidance Team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource, which is managed by the school librarian. The Careers Resources are available to all students at lunch and break times.

Approval and review

Approved Chair of Student, Families and Community Committee

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Next review: Autumn term 2018

Signed: Roger Bell *Chair of Governors*

Jane Cartwright Head teacher

