



Swanshurst School

**Careers Programme Information:
Provider Access Policy**

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Approved : Sharon Mortimer

Swanshurst School: 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

A provider wishing to request access should contact *Debbie Beckford, 14-19 Coordinator*
Telephone: 0121 464 2400 Email: debbie.beckford@swans.bham.sch.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:

	Autumn Term	Spring Term	Summer Term
Year 8	Which Way Now Day including <ul style="list-style-type: none"> • 'Women in Business Interviews • Carers & Enterprise Workshops 	<ul style="list-style-type: none"> • Life skills – assembly and tutor group opportunities reflecting on decision making for KS4 options 	
Year 9	<ul style="list-style-type: none"> • Careers & Enterprise Workshops 		<ul style="list-style-type: none"> • Preparing for the world of work (meet employers from different sectors to broaden horizons). • workshops on how to CV writing and how to apply for work experience • employer led role play • what the employer expects of you workshop
Year 10	<ul style="list-style-type: none"> • Careers & Enterprise Workshops 	Life skills – assembly and tutor group opportunities <ul style="list-style-type: none"> • preparing for work experience & employability skills • health & safety in the work place 	<ul style="list-style-type: none"> • Review of work experience & identifying employability skills
Year 11	Life Skills – assembly on opportunities at 16	<ul style="list-style-type: none"> • Post 16 taster sessions • Apprenticeship presentations 	Small group sessions: <ul style="list-style-type: none"> • Careers in the NHS/Social Care • Careers in childcare

	Autumn Term	Spring Term	Summer Term
Year 12	<ul style="list-style-type: none"> • Post 18 assembly – apprenticeships 	<ul style="list-style-type: none"> • Apprenticeship presentations 	Workshops on: <ul style="list-style-type: none"> • Personal statement for H.E. & employment • future education, training and employment options • Mock interviews to prepare for higher education & employment • Higher Education presentation – University V Apprenticeships
Year 13	Review of work experience & identifying employability skills to use for CV & UCAS applications Small group workshops on: <ul style="list-style-type: none"> • Personal statements for H.E. & employment 	Small group Workshops <ul style="list-style-type: none"> • higher apprenticeship & employment applications including covering letters, CV's • Mock interviews • employability skills 	Workshops <ul style="list-style-type: none"> • higher apprenticeship applications • employability skills

Please speak to our Careers Leader (**Debbie Beckford**) to identify the most suitable opportunity for you.

The school policy on [safeguarding](#) out the school's approach to allowing providers into school as visitors to talk to our students.

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 12 February 2018 by Governors at Curriculum and Standards Committee

Next review: February 2019

Signed: Philip Thickett, Chair of Governors

Debbie James, Head teacher