



## Provider Access Policy

This policy was approved and ratified by People and External Relations Committee  
of  
Cox Green School  
on 6/3/18

Version	Authorisation	Approval Date	Effective Date	Next Review
1	People and External Relations	6/3/18	6/3/18	March 2021



## 1. Introduction

This policy statement sets out the school's arrangements for managing the access 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.

## 2. Pupil Entitlement

All pupils 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 option events, assemblies and group discussions and taster events;

To understand how to make applications for any full-time academic courses and any technical courses.

## 3. Management of provider access requests

### 3.1 Procedure

A provider wishing to request access should contact **Name:** Sara McKay **Job title:** Careers Officer

**Telephone:** 01628 629415 **Email:** s.mckay@coxgreen.com

### 3.2 Opportunities for access

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

Please note current work below or speak with our Careers Leader to identify the most suitable opportunity for you.

### 3.3 Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and the students, as appropriate to the activity. The school will also make available audio visual equipment agreed in advance of the visit with the careers lead or member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Office which can be accessed by students during set drop in sessions or meetings.

## 4. Approval and review

**Approved by Governors:**

**Next Review Date:**

**Signed:**



**Appendix 1 Careers Strategy at Cox Green School – February 2018**

Benchmarks	Outcomes expected	Related activity and Evaluation
<p><b>1. A stable careers Programme.</b> <i>Every school and college should have embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.</i></p>	<ul style="list-style-type: none"> <li>• Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has identified and appropriately trained person responsible for it.</li> <li>• The careers programme should be published on the school's website in a way that it enables pupils, parents, teachers and employers to access and understand it.</li> <li>• The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.</li> </ul>	<p>Sara McKay- IAG Officer, Level 6 Advice and Guidance qualification and independent careers advisor. LT link - Cathrin Thomas and Governor Link - Gwenda Lily</p> <p>IAG Officer attends year 8, 10, 11, 12, 13, and 14 parents evening to discuss findings with parents.</p> <p>Careers provision published on the school website, newsletter. Letters to parents and through the Governors report/s.</p> <p>Our work with the careers and enterprise company enables local employers to understand the careers work that goes on within the school. Recognised by Quality Award recognition given in January 2018 to the school.</p> <p>Evaluation of programme undertaken at each Careers related events.</p>
<p><b>2. Learning from career and labour market information.</b> <i>Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need</i></p>	<ul style="list-style-type: none"> <li>• By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options.</li> <li>• Parents should be encouraged to access and use information about labour markets and future study</li> </ul>	<p>Labour Market information is shared on the school website. Information is also shared at information and parents evening.</p> <ul style="list-style-type: none"> <li>• Year 7-Introuction to careers support at CGS, and the National Careers Website and linked activities to encourage independent websites</li> <li>• Year 8- 1:1 careers interviews and drop ins. Options carousal and</li> </ul>



<p><i>the support of an informed adviser to make best use of available information.</i></p>	<p>options to inform their support to their children.</p>	<p>presentations from employers/workshops and parent information evening.</p> <ul style="list-style-type: none"> <li>• Year 9: 1:1 careers interviews and drop ins. STEM trip</li> <li>• Year 10: 1:1 careers interviews and drop ins, PSHE raising aspirations</li> <li>• Year 11: 1:1 careers interviews and drop ins, workshop on application process and CV writing. You're Hired event. University trip</li> <li>• Year 12: 1:1 careers interviews and drop ins, Induction day / application support. Student finance and UCAS trip and workshop. Apprenticeship workshops in enrichment time. Parent information evening.</li> <li>• Year 13/14-1:1 careers interviews and drop ins. You're Hired</li> </ul>
<p><b>3. Addressing the needs of each student.</b> <i>Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed quality and diversity considerations throughout.</i></p>	<ul style="list-style-type: none"> <li>• A school's careers programme should actively seek to challenge the stereo typical thinking and raise aspirations.</li> <li>• Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions.</li> <li>• All pupils should have access to these records to support their career development.</li> <li>• Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations.</li> </ul>	<p>As above</p> <p>Careers interviews notes are taken at each careers interviews. Actions are recorded and followed up.</p> <p>Destinations data recorded.</p> <p>Sara McKay- IAG Officer, works with many alternative providers to offer guidance and attends SEND annual review meetings .</p>
<p><b>4. Linking curriculum learning to careers.</b> <i>All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for</i></p>	<ul style="list-style-type: none"> <li>• By the age of 14, every pupil should have the opportunity to learn how the different STEM subjects help people gain entry to, and be more effective workers within , a wide range of careers.</li> </ul>	<p>Year 8 Options evening</p> <p>Visitors from key industries encouraged.</p>



<p><i>a wide range of future career paths.</i></p>		<p>A range of visitors attend each year.</p>
<p><b>5. Encounters with employers and employees</b> <i>Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the work place. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</i></p>	<ul style="list-style-type: none"> <li>• Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer.</li> </ul> <p><i>*A 'meaningful' encounter is one in which the student has an opportunity to explore what it is like to learn in that environment.</i></p>	<p>'Meaningful encounters' :</p> <p>Year 8: Careers Insight morning</p> <p>Year 9: Careers Insight morning</p> <p>Year 10: IBM Careers Day</p> <p>Year 11: You're Hired</p> <p>Year 12: Work placement and Guest speakers</p> <p>Year 13: You're Hired and Guest speakers</p> <p>Year 14: You're Hired and Guest speakers</p> <p>Careers and Enterprise Advisor- Alison Giles and formal link with GSK</p>
<p><b>6. Experience of workplaces</b> <i>Every student should have first-hand experience of the work place through work visits, work shadowing and/or work experience to help their exploration of careers opportunities, and expand their networks.</i></p>	<ul style="list-style-type: none"> <li>• By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.</li> </ul>	<p>Work placement in year 13</p> <p>Enrichment volunteering offered post 16-career related volunteering encouraged.</p>
<p><b>7. Encounters with further and higher education</b> <i>All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routed and learning in schools, college's</i></p>	<ul style="list-style-type: none"> <li>• By the age of 16, every pupil should have a meaningful encounter* with providers of the full range of learning opportunities, including sixth forms, colleges, universities, and apprenticeship providers. This should include the</li> </ul>	<p>6<sup>th</sup> form colleges / Universities and apprenticeships promoted at all careers interviews/parents evenings</p> <p>Link with Bucks New Uni .</p>



<p><i>universities and in the work place.</i></p>	<p>opportunity to meet both staff and pupils.</p> <ul style="list-style-type: none"> <li>• By the age of 18, all pupils who are considering applying for university should have at least two visits to universities to meet staff and pupils.</li> </ul> <p><i>**A 'meaningful' encounter is one in which the student has an opportunity to explore what it is like to learn in that environment.</i></p>	<p>Sara McKay- IAG Officer, supports LAC and SEND students on visits to further and higher education.</p>
<p><b>8. Personal Guidance</b> <i>Every student should have opportunities for guidance interviews with a careers adviser, who could be internal or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.</i></p>	<ul style="list-style-type: none"> <li>• Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.</li> </ul>	<p>See above</p>

### Communication of policy

This policy will be published on the school website and the staff information drive.

### Evidence of implementation

The IAG Officer will report to the People and External Relations committee and the Lead Governor for IAG will monitor this policy and report back to the P & E committee.

### Review of Policy

This policy will be reviewed every three years by the People and External Relations Committee.