



HIGHFIELDS SCHOOL

Provider Access Policy

BOUNDARY WAY, PENN, WOLVERHAMPTON, WV4 4NT
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Rationale

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 education 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 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 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 our named Careers Leader:

Mr Phil Rose
Telephone: 01902 556530
Email: prose@hswv.co.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 students and/or their Parents/Carers. Please see the Highfields School Careers Programme overview (Appendix 1) to find more about opportunities offered to our young people and speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the building, including 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.

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, break times or after school.

Safeguarding

All visitors to our school should be aware of their Safeguarding responsibilities and work within the guidance as laid out in the school policy on safeguarding.

Date for Review

Summer Term 2022

Links with other policies

CEIAG

Equality

Safeguarding

SEND

Careers Programme Overview

| | Autumn Term | Spring Term | Summer Term |
|---------|---|--|--|
| Year 7 | | LMI Assembly | Guess the Job activity |
| Year 8 | | Foundations for the Future 'Year 9 options' LMI Assembly | Guess the Job activity Careers lessons in Citizenship – The importance of employability skills, personal qualities and their link to career |
| Year 9 | Careers related assemblies | Careers lessons in Citizenship – Decision making skills 'KS4 options' KS4 options event and school wide Careers Fair | |
| Year 10 | Work experience preparation | | Careers lessons in Citizenship Department for Work and Pensions 'Apprenticeship workshops' |
| | Careers lessons in Citizenship – preparing for the World of Work Career related assemblies | Career related assemblies | Career related assemblies All Year 10 students ot have received at least one interview with a qualified independent careers advisor |
| Year 11 | Work experience (1 week) Post 16 event – Staying in Learning Day/Futures Evening Academic mentoring Yr 12 Raising Aspirations Careers lessons in Citizenship – preparing for the world of work | Post 16 interviews Post 16 application support week College/Apprenticeships application support sessions | |
| Year 12 | Work experience opportunities Industry placement scheme | Work experience opportunities Industry placement scheme Apprenticeship assemblies | Higher Education event Work experience opportunities Industry placement scheme |

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|------------------|---|--|--|
| Year 13 | UCAS preparation Work experience opportunities | Alternatives to University – Apprenticeship application support Work experience opportunities | |
| All Years | National Careers Week (March)- a wide range of events and activities in school, including Assemblies, presentations, lessons and lunchtime workshops. | | |

Alongside the above, subjects provide students with opportunities to contextualise their learning by offering career related activities during the year.

Review – Summer 2022