

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 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 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: Katy Osborne – Careers Manager

Telephone: 01787 375232

Email: kosborne@tgschool.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.

However, some these events may be cancelled or postponed due to on-going situation with Covid 19.

All events will be risk assessed.

Proposed event timetable for 2021/22

	Autumn Term	Spring Term	Summer Term
All Students	Employer workshops Visits to places of work Further and Higher Education providers, inc apprenticeships Workshops Record of Achievement folders Employability Award Tutor Group Inductions to Careers Provision	Employer workshops Visits to places of work Further and Higher Education providers, inc apprenticeships Workshops Record of Achievement folders Employability Award	Employer workshops Visits to places of work Further and Higher Education providers, including apprenticeships workshops Record of Achievement folders Employability Award
Year 7	Enrichment day introduction to Careers poster competition	Introduction to Half Colours Award	
Year 8	Enrichment day speed networking activity with employers and further education providers		Introduction to Excellence Ribbons
Year 9	Enrichment day skills and qualities activity and Excellence Ribbons Suffolk Skills Show	Enrichment day Enterprise activity	English and IT classes – Preparation for work experience and mock interviews Health and Safety in the workplace
Year 10	Work experience 10 days in total	Work experience Mock Interviews	Work experience Positive progression further education event
Year 11	One to one guidance interviews Group sessions for positive progression Inspiring Assemblies Apprenticeship workshop	One to one guidance interviews Apprenticeship workshop Inspiring Assemblies Group sessions for positive progression	One to one guidance interviews Graduation – Excellence Ribbons Inspiring Assemblies Group sessions for positive progression
Year 12	Higher Education Fair Apprenticeship workshop Work experience University visits Inspiring Assemblies with employers Sixth Form inductions to Careers	Small group sessions: future education and employment options Work experience Inspiring Assemblies with employers	Small group sessions: future education and employment options Work experience Apprenticeship application small groups Inspiring Assemblies with employers
Year 13	UCAS workshop with university Mock Interviews	Guidance Interviews to prepare for university applications and apprenticeship progression	Careers Management Module

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

Premises and facilities

The school will make the Assembly 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 Head of Careers or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Hub. The Careers Hub has an open-door policy; we are open to all students by appointment during lessons, or at lunch and break times. The employer workshops take place at 1pm.

Approval and review

Approved by Governors at Teaching and Learning Committee

Next review: September 2022

Signed: Sue Leon (Chair of Governors) Head teacher: Helen Yapp

A handwritten signature in black ink, appearing to read 'Sue Leon', written in a cursive style.A handwritten signature in black ink, appearing to read 'H Yapp', written in a cursive style with a horizontal line underneath.

