

## Careers Access Policy

<b>Date for renewal/updates/review</b>	January 2019
<b>Named person responsible for monitoring</b>	Assistant Headteacher i/c Careers

The main aim of careers support at Sir William Ramsay School is to provide for the needs of young persons.

This statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer.

It applies to all employees and students. The principles also apply to key stakeholders and their involvement in supporting students' access to careers advice and guidance.

### Key Principles

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, from local providers and independent guidance advisers, as part of a careers programme which provides information on a range of education and training options available at each transition point;
- to hear from a range of local providers about the training and education opportunities they offer, through options events, assemblies, group discussions, workshops and presentations;
- to understand how to make applications for a range of academic and technical courses.

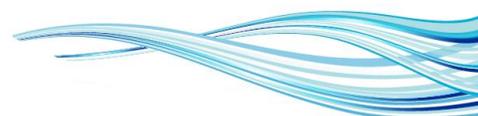
### Management of provider access requests

#### Procedure

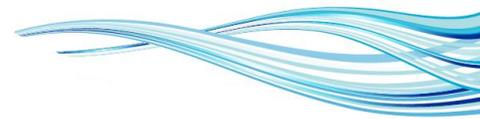
A provider wishing to request access should contact Ms A. Hall, Careers Leader, Telephone: 01494 815 211; Email: ahall@swr.school

### 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:



	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	Independent advice and guidance referral service	Independent advice and guidance referral service	Independent advice and guidance referral service
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• Introduction to future options and the Adviza service.</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to future options and the Adviza service.</li> <li>• Lifesaving skills - Healthtec.</li> </ul>	
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Stem presentation – Forensic science, information on the sector and career routes.</li> <li>• Presentation and workshop using eCLIPS looking at study work and training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• KS4 options event</li> <li>• Careers fair showcasing different employers, FE and Apprenticeships in the local market</li> <li>• Presentation and workshop using eCLIPS looking at study, work and training opportunities</li> </ul>	Healthtec – practical experience days looking at differing roles in the NHS.
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Presentation and workshop using eCLIPS looking at study, work and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Careers fair showcasing different employers, training and work options in the local market</li> <li>• Presentation and workshop using eCLIPS looking at study, work and training opportunities</li> </ul>	Healthtec – practical experience days looking at differing roles in the NHS.
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Apprenticeships presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Post-16 Evening</li> <li>• Employability and guidance interviews.</li> <li>• Careers fair showcasing different employers, FE, Apprenticeship in the local market</li> <li>• Stem Workshop</li> <li>• Mentoring Day – Future Options interviews</li> </ul>	
<b>Year 12</b>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Higher Education Fair</li> <li>• Post-18 assembly - apprenticeships</li> <li>• Introduction into Higher Education/Study Skills</li> <li>• Future Pathways and Soft Skills lecture series</li> </ul>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Small group sessions: future education, training and employment options</li> <li>• Psychometric Testing</li> <li>• Student Finance presentation</li> <li>• University workshop - Personal Statement</li> <li>• UCAS Convention - University and Apprenticeship Information</li> <li>• Apprenticeship Convention, workshops</li> <li>• Toolshed -Networking Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Small group sessions: future education, training and employment options</li> <li>• Education and Employers Apprenticeship Support and Knowledge</li> <li>• Interactive workshop Game of Student Life – managing academics, employability, finances and social life</li> <li>• Future Options Day</li> <li>• Future Pathways and Soft Skills lecture series</li> </ul>



		<ul style="list-style-type: none"> <li>• The Bucks Skills Hub - Wannabe Bucks Assembly – local careers market, job profiles, training and apprenticeships</li> <li>• STEM - Engineering Presentation</li> <li>• Future Pathways and Soft Skills lecture series and evening</li> <li>• Careers fair showcasing different employers, FE, Apprenticeship in the local market</li> </ul>	
<b>Year 13</b>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Future Pathways sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Future Pathways sessions</li> <li>• Careers fair showcasing different employers, FE, Apprenticeship in the local market</li> </ul>	<ul style="list-style-type: none"> <li>• Independent advice and guidance referral service</li> <li>• Future Pathways sessions</li> </ul>

Please speak to Ms A. Hall, our Careers Leader to identify the most suitable opportunity for you.

### **Premises and facilities**

The school will make sure that rooms are available for discussions between the provider and students, as appropriate to the activity. The school will also make available specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or an appropriate member of staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, which is managed by the school Resources Manager. The Resource Centre is available to all students at lunch; break times and during some lessons.