



Careers Provider Access

Policy Change History

| Date | Version | Description of Change |
|-----------|---------|---|
| June 2018 | 1 | New Policy in line with Statutory Requirement |
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| Raised: MCO | Authorised: | Approved: |
| Signature: | Signature: | Signature: |

1. Document Rationale:

This policy statement sets out Longcroft 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.

2. 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.

3. Management of provider access requests Procedure

A provider wishing to request access should contact Marco Colepio, Assistant Headteacher with responsibility for Progress, Transition and Careers / IAG.

Email: marco.colepio@longcroftschooleriding.net.

MCO will liaise with Year Leaders and other staff to ensure that appropriate opportunities are granted to providers

4. Opportunities for access

Longcroft School works successfully with a number of local colleges and other providers to allow our students full access to a range of options to best meet their needs. This is supported by impartial advice and guidance from a Level 6 Careers Advisor at KS4. 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:

| Year Group | Activity | Date | Additional Information |
|------------|--|----------|--|
| 8 | Year Options Evening. Opportunity to meet students / staff. | February | Distribution of flyers / leaflets from providers |

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| | Assemblies | All Year | |
| 9 | Assemblies | All Year | Distribution of flyers / leaflets from providers |
| 10 | Assemblies Impartial Level 6 Careers Advisor guidance to all students 1 to 1. | All Year April - July | East Riding College visit July Distribution of flyers / leaflets from providers |
| 11 | Year 11 options Evening. Opportunity to meet students / staff. Impartial Level 6 Careers Advisor guidance to all students 1 to 1 Assemblies | November Sept – March All Year | Bishop Burton Apprenticeship Fair January Leicester University Visit March Distribution of flyers / leaflets from providers |
| 12/13 | Assemblies | All Year | Hull University Visit June |

This list is subject to change as the strategy for Careers provision develops and will be updated accordingly.

Please speak to our named Careers Coordinator to identify the most suitable opportunity for you. Any provider visiting the school must ensure that they are compliant with the school policy on safeguarding when allowing providers into school as visitors to talk to our students.

5. Premises and facilities

Longcroft School will make the main theatre, 6th Form Social Area, Lower School Hall 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 with the Careers Contact who will ensure these are available to all students at lunch and break times.

6. Links to other Policies

- Safeguarding
- Careers / IAG (full policy by Sept 2018)
- Curriculum

7. Reason for Revision

Issue No Date of Revision Reason for Revision