

ST. IGNATIUS COLLEGE
'Men and women for others'



Provider Access Policy Statement for Careers Education and Guidance

February 2018

Curriculum and Standards Committee

Next Review February 2020

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St. Ignatius College Access Policy Statement

Introduction

This policy 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. 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 Ms G Pastore, Careers Leader, Telephone: 01992 717835, Email: careers@st-ignatius.enfield.sch.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 pupils and/or their parents/carers:

	<i>Autumn Term</i>	<i>Spring Term</i>	<i>Summer Term</i>
Year 7	<ul style="list-style-type: none"> ▪ START (U-Explore) registration ▪ Citizenship Lessons 	<ul style="list-style-type: none"> ▪ Careers Fair in February (Employment & Apprenticeships, career journey talks) ▪ Citizenship Lessons 	<ul style="list-style-type: none"> ▪ Citizenship Lessons ▪ Career Talks – Workshops, employability skills, apprenticeships, labour market awareness.
Year 8	<ul style="list-style-type: none"> ▪ START (U-Explore) computer access to explore and complete modules ▪ Develop Life Skills ▪ Citizenship Lessons ▪ Employer Site Visit to BBC 	<ul style="list-style-type: none"> ▪ START (U-Explore) computer access to explore and complete modules ▪ Careers Fair in February (Employment & Apprenticeships, career journey talks) ▪ University Visits ▪ Parent Information Evening – include Work Shadowing & Employability ▪ Citizenship Lessons ▪ Career Talks – Workshops, employability skills, apprenticeships 	<ul style="list-style-type: none"> ▪ Work shadow day in July – (Students spend the day experiencing a day at work) ▪ University Visits ▪ Citizenship Lessons ▪ Career Talks – Workshops, employability skills, apprenticeships, labour market awareness.
Year 9	<ul style="list-style-type: none"> ▪ START (U-Explore) computer access to explore and complete modules ▪ Citizenship Lessons ▪ Develop Life Skills ▪ Uni Pathway Programme- A selection of students given a better understanding and experience Russel group universities. ▪ Careers Interviews ▪ Employer Site Visit to BBC 	<ul style="list-style-type: none"> ▪ START (U-Explore) computer access to explore and complete modules ▪ Careers Fair in February (Employment & Apprenticeships, career journey talks) ▪ Options Evening ▪ Careers Interviews ▪ Citizenship Lessons ▪ Uni Pathway Programme 	<ul style="list-style-type: none"> ▪ Careers Interviews ▪ Employer Site Visit ▪ Career Talks – Workshops, employability skills, apprenticeships, labour market awareness. ▪ START (U-Explore) computer access to explore and complete modules ▪ Citizenship Lessons
Year 10	<ul style="list-style-type: none"> ▪ START (U-Explore) computer access to explore and complete modules ▪ Parent Information 	<ul style="list-style-type: none"> ▪ Careers Fair in February (Apprenticeships, Universities & Workshops) 	<ul style="list-style-type: none"> ▪ Work shadow Day in July– Students spend the day experiencing a day at work) ▪ Citizenship Lessons

	<p>Evening – include Work Shadowing & Employability</p> <ul style="list-style-type: none"> ▪ Career Talks – Workshops, employability skills, apprenticeships, labour market awareness. ▪ Citizenship Lessons 	<ul style="list-style-type: none"> ▪ Citizenship Lessons ▪ University Visits ▪ Employer Site Visit ▪ START (U-Explore) computer access to explore and complete modules 	<ul style="list-style-type: none"> ▪ Employer workshop ▪ Finance workshop ▪ Citizenship Lessons ▪ Career Talks – Workshops, employability skills, apprenticeships, labour market awareness. ▪ START (U-Explore) computer access to explore and complete modules ▪ EnRok -Mentoring
<p>Year 11</p>	<ul style="list-style-type: none"> ▪ START (U-Explore) computer access to explore and complete modules ▪ 1:1 Careers Interviews ▪ University Talk/Workshop ▪ 6th Form Open Day ▪ Citizenship Lessons ▪ Career Talks – Workshops, employability skills, apprenticeships, labour market awareness, mentoring. ▪ 6th Form Transition Day ▪ Employer Engagement - Degrees and Apprenticeships with PWC Online Workshop 	<ul style="list-style-type: none"> ▪ Careers Fair in February ▪ 1:1 Careers Interviews ▪ Careers Fair (Apprenticeships, Universities & Workshops) ▪ Citizenship Lessons ▪ START (U-Explore) computer access to explore and complete modules 	<p>PUBLIC EXAMS</p>
<p>Year 12</p>	<ul style="list-style-type: none"> ▪ START (U-Explore) computer access to explore and complete modules ▪ Brilliant Club ▪ Employer Site Visit ▪ University Talks ▪ Career Talks – Workshops, employability skills, apprenticeships, labour market awareness. ▪ Citizenship Lessons 	<ul style="list-style-type: none"> ▪ Careers Fair in February (Apprenticeships, Universities & Workshops) ▪ CV Workshops ▪ Citizenship Lessons ▪ Parent Evening focus on UCAS ▪ External Career Fair ▪ START (U-Explore) computer access to explore and complete modules 	<ul style="list-style-type: none"> ▪ years, writing personal statements and a speaker from ASK informing students on apprenticeship programs ▪ University Talk ▪ CV Workshops – All students participate in CV writing, writing personal statements, use of career websites. ▪ Citizenship Lessons – All year 12 students participated in the importance of work experience and registration for work

			<ul style="list-style-type: none"> experience ▪ Career Festival ▪ University visit ▪ Interview practice ▪ Employer visit
Year 13	<ul style="list-style-type: none"> ▪ START (U-Explore) computer access to explore and complete modules ▪ Employer Visit ▪ Develop Life Skills ▪ University & Apprenticeship Fair Trip ▪ CV Workshops ▪ Citizenship Lessons ▪ Brilliant Club 	<ul style="list-style-type: none"> ▪ Careers Fair in February (Apprenticeships, Universities & Workshops) ▪ Parent Evening focus on UCAS ▪ Citizenship Lessons ▪ Employer engagement ▪ START (U-Explore) computer access to explore and complete modules 	<ul style="list-style-type: none"> ▪ CV Workshops ▪ Citizenship Lessons ▪ START (U-Explore) computer access to explore and complete modules <p style="text-align: center; color: red;">PUBLIC EXAMS</p>

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

Premises and facilities

The school will make the main hall, library, classrooms 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 at the Careers Resource Centre, which is managed by the Career Leader. The Resource Centre is available to all students Before school starts, lunch and break times.

Approval and review

Approved 7 February 2018 by Governors at Curriculum and

Standards Committee Next review: February 2020

Signed: Mr John Donnelly, Chair of Governors Mrs Mary O’Keeffe, Head teacher