

Careers Provider Access Policy



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1. 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.

2. 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.

3. Management of provider access requests

Procedure - A provider wishing to request access should contact the school directly.

Mark Instone, Assistant Headteacher, Careers Line manager email: minstone@prsbucks.com

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.

Work Related Learning

The aim of the Academy is to ensure that students receive the appropriate amount of Information, Advice and Guidance (IAG) that is relevant to their needs. The purpose of IAG is

- To help students to understand themselves and develop their capabilities in managing transitions, assessing themselves and setting targets.
- To help students to investigate careers opportunities from different information sources both internal and external.

The delivery of careers education is both formal and informal as part of the PHSE programme, through subject specific work related learning opportunities, Enterprise Education activities and through Adviza, the Careers and Enterprise Company and Enterprise Advisers.

As a school we are members of the Bucks Careers Network as well as the Bucks Skills Hub. We work actively with our nominated Enterprise Advisor to engage with external opportunities which include workplace visits, CV writing workshops, mentoring, training and skills fairs and promote access to the Bucks Skills Show for all students.

Information, Advice and Guidance

Primary to Secondary school transition.

We work closely with feeder schools to ensure a smooth transition for all students. As part of the process, the SENDtralised team (ASD ARP, Mainstream Learning Support and Pastoral Support) work closely with SEND students and all vulnerable students, their parents and Primary Schools to assess needs and to put in to place interventions.

As part of our Transition Programme students sit reading and spelling tests which are used to ensure students follow appropriate curriculum pathways and receive appropriate booster support.

Year 8 and 9 – ‘Guided Choices’ options process

Heads of Year, Subject Teachers, Form Tutors and Support Staff work closely with students throughout the Options process to ensure they make informed decisions when choosing subjects that best suit their personal and academic interests in order to ensure they ‘Aspire & Achieve’. Students and their parents are invited to an Options Evening to discuss suitability of courses for their children. Year 8 students can elect to follow art and technology options in advance of choosing GCSE courses in Year 9. Individual IAG interviews also occur for all Year 9 students during the options process.

Year 10 & 11

As part of their work in PSHE all students study units focused on the world of work. They also consider how to make informed 'Next Steps' decisions with regard to post 16 education.

Students in Year10 are involved in a series of one-to-one interviews with the 'Senior School' team. These, together with 'taster days' (both internal 6th Form Taster Day and a visit to the Bucks Skills Show) ensure that all students have applied the knowledge gained in PSHE lessons and made considered decisions.

We actively promote open days and evenings hosted by external colleges in order to allow students to make better decisions for post 16.

There is a Careers Day for Year 10 students in the summer term. Work experience opportunities are actively promoted, including VWEX

Year 12 & 13

There is a Programme of Higher Education events that form part of the IAG (information, Advice and Guidance) package.

Throughout Year 12, students are encouraged to take part in a number of HE focused events which range from visiting speakers to university visits. Essential elements of IAG are delivered by the 6th form team (Head & Assistant Head of 6th form + 6th form tutors) both through 'core' lessons and individual mentoring sessions. Contact with Adviza is maintained on an individual basis where necessary.

Students will have access through Form Time to presentations from apprenticeship providers.

One hour per week timetabled supervised study is dedicated to careers, apprenticeships and HE preparation.

As part of our ongoing commitment to safeguarding at Princes Risborough School, providers will be expected to meet the school's safeguarding requirements as outlined in our Child Protection Policy

Premises and facilities

The school will make the main 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 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 Learning Resource Centre, which is situated in the Sixth Form Study Centre. The Resource Centre is available to all students at nominated break times.

4. Version Control

Date	Circulation	Amendments to previous version