

King Charles I School Provider Access Policy

Version Control

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 Policy approved by: Local Governing Body
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Version	Date	Details
1.0	January 2018	Policy written
2.0	July 2018	Opportunities for access overview updated
3.0	1 st April 2019	Opportunities for access overview updated

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.

Student entitlement

All students in Years 7-13 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; and
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

The school provides an extensive range of activities to ensure that all students have the information needed to make an informed decision about their future. Any additional access requests to the programme of events will be considered but are likely to be rejected if they replicate an event that is already taking place. Providers wishing to request access should contact Ruth Allen (deputy headteacher and 'Careers Leader') at school (telephone=01562 512880 or email rallen@kingcharles1.worcs.sch.uk). The school provides an extensive range of activities to ensure that all students have the information needed to make an educated decision about their future, any additional requests will be considered.

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:

	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none"> ▪ University talk ▪ Kidderminster College assembly 	<ul style="list-style-type: none"> ▪ Apprenticeship week activities ▪ Apprenticeship evening 	<ul style="list-style-type: none"> ▪ Careers fair ▪ Careers workshops during activities week
Year 8	<ul style="list-style-type: none"> ▪ University talk ▪ Kidderminster College assembly 	<ul style="list-style-type: none"> ▪ Small group careers talks ▪ Key stage 4 options evening event ▪ Apprenticeship week activities ▪ Apprenticeship evening 	<ul style="list-style-type: none"> ▪ Careers fair ▪ Enterprise project during activities week
Year 9	<ul style="list-style-type: none"> ▪ Careers fair 	<ul style="list-style-type: none"> ▪ Worcestershire Skills Show ▪ VAX employer assembly 	<ul style="list-style-type: none"> ▪ Opening doors week ▪ Employability day ▪ University visit

Year 10	<ul style="list-style-type: none"> ▪ Apprenticeship assembly ▪ Apprenticeship workshop ▪ Careers fair ▪ NEC World skills show 	<ul style="list-style-type: none"> ▪ World of work day ▪ Individual careers interviews ▪ Apprenticeship evening ▪ West Midlands Young Ambassadors Apprenticeship Network assembly 	<ul style="list-style-type: none"> ▪ Opening doors week ▪ Work experience ▪ Post 16 experience day
Year 11	<ul style="list-style-type: none"> ▪ Apprenticeship assembly ▪ Apprenticeship workshop ▪ Post 16 open evening ▪ Careers fair ▪ NEC World skills show ▪ Tailored apprenticeship support 	<ul style="list-style-type: none"> ▪ CV writing and interview training ▪ Mock interview day ▪ Apprenticeship evening ▪ Post 16 subject talks ▪ Tailored apprenticeship support ▪ Kidderminster College talk 	
Year 12	<ul style="list-style-type: none"> ▪ Careers fair ▪ University talks ▪ Apprenticeship assembly ▪ Young Enterprise activities 	<ul style="list-style-type: none"> ▪ Visit to the Higher education fair ▪ Apprenticeship evening ▪ Apprenticeship/training group work ▪ UCAS planning and preparation ▪ Young Enterprise activities 	<ul style="list-style-type: none"> ▪ Work experience ▪ UCAS and higher apprenticeship applications preparation ▪ Young Enterprise activities ▪ Next steps interviews
Year 13	<ul style="list-style-type: none"> ▪ Careers fair ▪ UCAS and higher apprenticeship applications 	<ul style="list-style-type: none"> ▪ Apprenticeship evening ▪ Apprenticeship/training group work ▪ UCAS and higher apprenticeship applications 	

In addition to the above there are a range of assemblies delivered to all year groups across the academic year related to careers/jobs including those that are STEM related and apprenticeship opportunities.

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

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'.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the library or give it to the careers leader. This information will be made available to students in the library on both sites and in the sixth form study room. The library is available to all students in at lunch and break times.