



Icknield Community College

PROVIDER ACCESS POLICY



Approval & Review

Author: SVP
Review Period: Annually
Status of Policy: Key Policy

Reviewed by (Committee):	Governing Body
Date of Review:	22 January 2019

Signed: David Mason
(Chair of Governing Body)

Date of Next Review:	January 2020
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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.

Student 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 - Vicky Pickford, Assistant Headteacher (Careers Lead)

Telephone: 01491 612691 ext 213

Email: vicky.pickford@icknield.oxon.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. See below some of the Careers Events that come up through the year as part of our Careers Program. This gives you an overview of these opportunities.

For more detail look at the Careers page of our website at our Careers Curriculum Map.



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	Year 7	Year 8	Year 9	Year 10	Year 11
Autumn Term		Careers Assemblies – external speakers Careers workshops with employers Pop up Careers Stalls Entrepreneur Week Careers Aspirations Assembly PSHCE Lessons			
	Careers Activities through faculties eg. STEM workshops, Author Visits, Careers based lesson activities	Business Mentors Further & Higher Education Fair	Adviza Interviews Further & Higher Education Fair Speed Networking	Adviza Interviews Further & Higher Education Fair Careers Fest Mock Interviews	
Spring Term		Careers Assemblies – external speakers Entrepreneur Week Careers Workshops with employers Pop up Careers Stalls Apprenticeship Assembly PSHCE Lessons			
	Careers Activities through faculties eg. STEM workshops, Author Visits, Careers based lesson activities	Guided Choices Business Mentors	University Scholars Trip University of Reading Trip	BMW Apprenticeship Tour Henley College Trip	
Summer Term		Careers Assemblies – external speakers Careers Workshops with employers Pop up Careers Stalls Summer School PSHCE Lessons			



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If you would like to be part of any of these events, please speak to Vicky Pickford to identify the most suitable opportunity for you.

If you would like to come into school outside of these events please do get in contact as above but please be aware that there may be occasions where we cannot grant access due to clashes with other school events, exams etc however we will do our best to find an opportunity that is agreeable for all.

The schools policy on Safeguarding (available on the school website) sets out the school's approach to allowing providers into school as visitors to talk to our students.

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 Vicky Pickford or Helen Richardson (Careers Coordinator – helen.richardson@ickniel.oxon.sch.uk)

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by Helen Richardson. The Careers Library is available to all students at lunch and break times.