

Queen Elizabeth's Girls' School

Policy on provider access

POLICY TITLE: Policy on provider access

STATUS: Pending Ratification

REVIEWED BY: Governing Body

DATE of REVIEW: January 2018

DATE of NEXT REVIEW: November 2019

1. About this policy

1.1 This policy statement sets out Queen Elizabeth's Girls' 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

2. Pupil entitlement

2.1 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.

3. Management of provider access requests

Procedure A provider wishing to request access should contact

Name: Anna Myatt

Telephone: 020 8449 2984

Email: a.myatt@qegschool.org.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:

Assemblies are also an opportunity to speak to students to supplement the careers programme.

At Queen Elizabeth's Girls' School we also offer a programme of after school careers talks which take place once every half term. This is an opportunity for employers to speak with students about working in their sector.

	Autumn term	Spring term	Summer term
Year 8			PSCHE lessons - Thinking about my future and careers
Year 9		PSCHE options lessons. Assemblies	Study skills for Key Stage 4 in PSCHE lessons.
Year 10		Year 10 Careers and employability day. Meetings with local employers	PSCHE lessons - Employability skills
Year 11	Post 16 choices assemblies. Post 16 CEIAG workshops and interviews	Post 16 taster sessions	
Year 12	Enrichment lessons Preparing for work experience	Interview skills programme.	Preparing for university applications Year 12 work experience week
Year 13	UCAS evening and Apprenticeships talks.		

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

4. Premises and facilities

4.1 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.

4.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature which will be placed in the Careers section of the school library. These resources are available to students in the library before school, at break and lunchtimes and after school to all students.