



**Revised:** June 2019

**Policy Owner:** Assistant Headteacher, Careers Leader

**Frequency of Review:** Every 2 Years

**Review Due Date:** May 2021

## Introduction

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide students in years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

## What are students entitled to?

Students must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs students of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

## Who handles our access requests?

Any provider wishing to request access should initially contact our Careers Administrator, Rachel Breden on 01430 430 884 or via [office@howdenschool.net](mailto:office@howdenschool.net)

## What opportunities are provided to allow access to students?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to students and/or their parents. Our annual schedule of events is as follows:

	Autumn	Spring	Summer
Year 7	Deep Learning Day		Employer Engagement Deep Learning Day
Year 8	Deep Learning Day	KS4 Options Evening Deep Learning Day	Employer Engagement Deep Learning Day
Year 9		Deep Learning Day	Employer Engagement Deep Learning Day
Year 10	Work experience preparation sessions		Work Experience Placements
Year 11	Assemblies about opportunities at 16 Post-16 options evening	Post-16 taster sessions Mock Interviews	

**The school appreciates any support that employers can give to the school so please contact us if you would like to be involved in any of the above events or in any other ways.**

### **Who should providers contact to discuss events and options?**

Providers can speak to our Careers Administrator, Rachel Breeden in the first instance, to discuss possible attendance at relevant events. Providers will need to meet with representatives of SLT and the Careers Team to discuss the aims of the required access to enable the selection of an appropriate event which gives access to student groups.

Howden School welcomes engagement from local employers and businesses, but these must be scheduled at an appropriate time within the CEIAG programme.

### **What are the rules for granting and refusing access requests?**

We will grant access requests that meet the following criteria:

- Support the learning of Howden School students.
- Develop student understanding of careers and employment
- Inspire young people to consider a range of career opportunities

We will refuse any access request that:

- Do not support the learning of Howden School students.
- Do not make it clear that there are a range of qualifications of employers that students could find future placements or employment

### **What can providers expect once a request has been accepted?**

Once we have approved a provider, we will work with them to identify the best method for providing access to our students.

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and students. We will also make presentation equipment, such as projectors and televisions, available to providers.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

### **Can providers leave prospectuses for students to read?**

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the Careers Administrator to be placed in the KS4 Pastoral Office, the Library and the Careers Interview Room.