



SALTBURN
Learning Campus

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Huntcliff School

Policy Statement on Provider Access and Careers Guidance

October 2018

DOCUMENT CONTROL

Date	Author	Version	Change Description	Approved / Quality Checked By & Date	Target Audience / Circulation	Document Review Date
October 2018	Mr C Rees	1	New Policy		All Staff employed by SLC Campus & Governors	October 2020

Document Retention Period	Destroy 5 years after administrative use has concluded
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Huntcliff School – Policy Statement on Provider Access and Careers Guidance

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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.

Statutory Duties

Huntcliff School has a number of statutory duties in relation to careers guidance (DfE Careers guidance and access for educations and training providers December 2018). This includes the following:

- An obligation to provide independent careers guidance from Years 8 to 13: Which is provided by either Careers Inc or Foundation for Jobs dependent on individual needs. The named contact from Careers Inc is: Pauline Leech and from Foundation for Jobs is: Andrea Robson
- Ensure there is an opportunity for a range of education and training providers to access all students in Years 8 – 13
- Use the Gatsby Benchmarks to improve careers provision
- Appoint a named person for the role of Careers Leaders (September 2018). This is Craig Rees (Assistant Headteacher – Curriculum)
- To publish details of the careers programme for young people and their parents (September 2018)

Student entitlement

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 evenings, 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

Opportunities for access: Provider Access Statement

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Opportunities for Access

Our provision includes various opportunities for students to access a range of events. These are mainly integrated into the school's careers programme and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate.

Procedure

A provider wishing to request access should contact: Miss Jodie Tassi, Y11 Pastoral Manager.
Telephone: 01287 621010;
Email: jtassi@slc.rac.sch.uk

Outline of Careers program

Below is an outline of the school's careers program. This is subject to change in order to maximise attendance at opportunities in the local area.

	Autumn Term	Spring Term	Summer Term
Year 8	One STEM Activity through Inspire to learn KS3 Science and Industry project and work place visits with link project. Lifeskills Day 1: My future RTC STEM Mentors: one to one mentors(Select Students)	College drop ins for post 16 access and information for all years National apprenticeship week – various events in school with external providers KS3 Science and Industry project and work place visits with link project. RTC STEM Mentors: one to one mentors(Select Students)	RTC STEM Mentors: one to one mentors(Select Students)
Year 9	STEM day on Curriculum Day 1 Additional STEM opportunity from Inspire to Learn offer KS4 mentors for KS3 Science and Industry project and work place visits with link project. RTC STEM Mentors: one to one mentors(Select Students) Brilliant Club	National apprenticeship week – various events in school with external providers Parents option information evening with post 16 providers present. KS3 Science and Industry project and work place visits with link project. KS4 mentors for KS3 Science and Industry project and work place visits with link project.	

	Autumn Term	Spring Term	Summer Term
	Lifeskills Day 1: My future	RTC STEM Mentors: one to one mentors(Select Students)	
Year 10	Attendance at Tees Valley skills event Parents evening has post 16 colleges in. KS4 mentors for KS3 Science and Industry project and work place visits with link project. ESH employer engagement programme – various events throughout year 10 Lifeskills Day 1: My future	College drop ins for post 16 access and information for all years Redcar and Cleveland council drop in to advertise apprenticeships National apprenticeship week – various events in school with external providers ESH employer engagement programme – various events throughout year 10 KS4 mentors for KS3 Science and Industry project and work place visits with link project.	Assemblies from 3 x Post 16 providers STEM one to one mentors Day visits to local post 16 providers Mock interviews ESH employer engagement programme – various events throughout year 10
Year 11	Parents evening has post 16 colleges in. Life Skills day – college carousel and apprenticeship presentation Promotion and support in students attending college taster sessions / open evenings	College drop ins for post 16 access and information for all years Parents evening has post 16 colleges in. National apprenticeship week – various events in school with external providers Redcar and Cleveland council drop in to advertise apprenticeships Promotion of NCS	

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

The school policy on safeguarding 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/sports 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 Careers Resource Centre within the library, which is managed by the school librarian and Y11 Pastoral Manager. The Resource Centre is available to all students at lunch and break times.