



Guru Gobind Singh Khalsa College: Provider Access Policy

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.

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.

Management of provider access requests

Procedure

A provider wishing to request access should contact Gurinder Sidhu, School Manager, Telephone: 020 8559 9160; Email: gsidhu@ggskcollege.co.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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
7	<p>An introduction to careers education.</p> <p>Introduction to careers resources- Unifrog, Indigo.</p> <p>Preparing invitations for speakers to come and talk about their jobs.</p>	<p>Employer events for pupils – market stall event giving overview of local, regional and national opportunities and skills requirement.</p> <p>Preparing questions for speakers.</p>	<p>Hosting and reflection.</p> <p>Looking at skills and personal qualities.</p> <p>What am I good at?</p>
8	<p>Jobs families- how are jobs categorised.</p> <p>Research on different jobs. Overview of post 16 options for pupils and parents/carers, to include: A-levels, BTECs,</p>	<p>Employer events for pupils – market stall event giving overview of local, regional and national opportunities and skills requirement.</p>	<p>Meeting with careers professional</p> <p>What influences me? Decisions and character Shaping the future</p> <p>KS4 options event</p>



	technical/vocational, apprenticeships, traineeships and supported internships	Self-reflection; selling yourself Meeting with careers professionals	
9	Meeting with careers professionals Choosing KS4 options Influences on subject choice - planning	Making informed choices Qualification options	Finding good careers information and advice Who can help me?
10	Life skills – work experience preparation sessions (Bright futures) What skills and qualities do employers look for? Work experience; introduction and diary	The importance of a positive attitude in the workplace Health and safety in the workplace	Work experience debrief- what did I gain? Competition for jobs NEETS Careers Research
11	Post-16 provider open evenings. Opportunities to visit local further education and sixth form colleges. Financial education (speaker) Writing a CV – Life skills	Interview Skills Entrepreneurships Post-16 options Post-16 interviews	Job hunting- some successful approaches Choosing a-levels Confirmation of post 16 education destinations for all pupils
12	Higher education fair for a variety of HE providers. Options and timeline Financial education (speaker) What else can I get involved in? Making decisions	Small group sessions- future education, training and employment options Apprenticeships Gap year Understanding the changing labour market	Applying to HE Personal statements Self-reflection Small group sessions
13	Choosing universities Choosing courses Looking at predicted grades Completing personal statements and UCAS applications	Open days Interviews What do admissions tutors look for?	Confirmation of post 18 education destinations for all pupils



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 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, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved 21st July 2019

Next review: 20th July 2020

Signed:

Head teacher