



Icknield Community College

PROVIDER ACCESS POLICY



Approval & Review

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

Reviewed by (Committee):	Governing Body
Date of Review:	25 January 2022

Signed:

(Chair of Governing Body)



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

Helen Richardson, Careers Coordinator
Telephone 01491 612691 ext 264
Email: helen.richardson@icknield.oxon.sch.uk

Or

Charlotte Gibson, Assistant Headteacher (Careers Lead)
Telephone: 01491 612691 ext 297
Email: charlotte.gibson@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 for some of the Careers Events that come up throughout 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 Careers Aspirations Assembly Careers lessons in Citizenship Careers Tutor Time programme Icknield CareersFest				
	Careers activities through departments eg. Careers focused lesson objectives, STEM workshops, author visits,	Business Mentors		Careers information, advice and guidance meeting with Careers Coordinator College trips College and 6 th Form Interviews CV writing	
Spring Term	Careers assemblies – external speakers Tenner Challenge/Entrepreneur Week Careers workshops with employers Apprenticeship assembly Careers lessons in Citizenship				
	Careers activities through departments eg. Careers focused lesson objectives, STEM workshops, author visits, Careers carousel	Guided choices Business mentors Speed networking Careers carousel		University trip Work experience	Careers information, advice and guidance meeting with Careers Coordinator BMW apprenticeship Mock interviews College and 6 th Form interviews
Summer Term	Careers Assemblies – external speakers Careers Workshops with employers Careers lessons in Citizenship				



Summer Term Continued	Careers activities through departments eg. Careers focused lesson objectives, STEM workshops, author visits,		Careers information, advice and guidance meeting with Careers Coordinator CV writing	
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If you would like to be part of any of these events, please speak to Helen Richardson or Charlotte Gibson 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 Charlotte Gibson or Helen Richardson. 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.