

Exmouth Community College



PROVIDER ACCESS POLICY

Policy Details	Date
Policy Written	Jenna Westcott-Wolstenholme
Policy ratified by	Curriculum Committee
Policy agreed by governors	05.02.19
Review Cycle	Annually
Policy Review date	Spring 1 2020

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 Mrs J Westcott, Careers, on telephone number: 01395 255688 or email: jenna.westcott@exmouthcollege.devon.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:

	Autumn Term	Spring Term	Summer Term
Year 8	Meetings with CSW advisor Community Cadets* Sharing of information via tutors, facebook, twitter, instagram and college website <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships 	Careers Fair Meetings with CSW advisor Careers Week activities Community Cadets* Apprenticeship coffee morning* Sharing of LMI via Kudos Sharing of information via tutors, facebook, twitter, instagram and college website <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships 	Careers Lessons Meetings with CSW advisor Community Cadets* Sharing of information via tutors, facebook, twitter, instagram and college website <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships

	Autumn Term	Spring Term	Summer Term
Year 9	<p>Careers Lessons</p> <p>Meetings with CSW advisor</p> <p>Next Steps activities</p> <p>Community Cadets*</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships 	<p>Careers Fair</p> <p>Meetings with CSW advisor</p> <p>Careers Week activities</p> <p>Next Steps activities</p> <p>Community Cadets*</p> <p>Exeter Scholars*</p> <p>Apprenticeship coffee morning*</p> <p>Sharing of LMI via Kudos</p> <p>Options process;</p> <ul style="list-style-type: none"> • Options morning • Options evening • Interviews with tutors <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships 	<p>Meetings with CSW advisor</p> <p>Next Steps activities</p> <p>Community Cadets*</p> <p>Exeter Scholars*</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships
Year 10	<p>Careers Lessons</p> <p>Meetings with CSW advisor</p> <p>Programme of Careers talks</p> <p>Next Steps activities</p> <p>Exeter Scholars*</p> <p>Sharing of LMI via Kudos</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships 	<p>Careers Fair</p> <p>Meetings with CSW advisor</p> <p>Programme of Careers talks</p> <p>Careers Week activities</p> <p>Next Steps activities</p> <p>Exeter Scholars*</p> <p>Apprenticeship coffee morning*</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships 	<p>Meetings with CSW advisor</p> <p>Next Steps activities</p> <p>Exeter Scholars*</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships

	Autumn Term	Spring Term	Summer Term
Year 11	<p>Meetings with CSW advisor</p> <p>Programme of Careers talks</p> <p>Next Steps activities</p> <p>Exeter Scholars*</p> <p>Sharing of LMI via Kudos</p> <p>Post 16 options evening</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships <p>CVL students- college one day a week</p>	<p>Careers Fair</p> <p>Careers lessons</p> <p>Meetings with CSW advisor</p> <p>Post-16 interviews and applications(with parents)</p> <p>Programme of Careers talks</p> <p>Careers Week activities</p> <p>Next Steps activities</p> <p>Exeter Scholars*</p> <p>Apprenticeship coffee morning*</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships <p>CVL students- college one day a week</p>	<p>Meetings with CSW advisor</p> <p>Confirmation of Post 16 education destinations for all pupils</p> <p>CVL students- college one day a week</p> <p>NCS (National Citizen Service)</p>
Year 12	<p>Meetings with CSW advisor</p> <p>Programme of Careers talks</p> <p>Next Steps activities</p> <p>Sharing of LMI via Kudos</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships <p>Work experience</p>	<p>Careers Fair</p> <p>Meetings with CSW advisor</p> <p>Programme of Careers talks</p> <p>Next Steps activities</p> <p>Apprenticeship coffee morning*</p> <p>Coach bright*</p> <p>Work experience presentation</p> <p>Work Experience</p> <p>Sharing of information</p>	<p>Meetings with CSW advisor</p> <p>Next Steps activities</p> <p>Work Experience</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships <p>Exeter progression*</p> <p>Uni open days</p> <p>Uni summer schools*</p>

	<p>NCS (National citizen service)</p> <p>Exeter progression*</p>	<p>via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships <p>Exeter progression*</p> <p>UCAS fair Uni open days</p>	<p>UCAS applications</p>
Year 13	<p>Meetings with CSW advisor</p> <p>Next Steps activities</p> <p>Sharing of LMI via Kudos</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships <p>UCAS applications</p>	<p>Careers Fair</p> <p>Meetings with CSW advisor</p> <p>Next Steps activities</p> <p>Apprenticeship coffee morning*</p> <p>Sharing of information via tutors, facebook, twitter, instagram and college website</p> <ul style="list-style-type: none"> • Open evenings • Apprenticeship events • Apprenticeships <p>Notifications- apprenticeships of the week</p> <p>Magnolia incentive</p> <p>Gap year providers</p> <p>ICS (international citizen service)</p>	<p>Meetings with CSW advisor</p> <p>Next Steps activities</p> <p>Confirmation of post 18 education destinations for all pupils</p> <p>Notifications- apprenticeships of the week</p>

*Not whole cohort

Premises and facilities

The school will make the hall, classrooms, careers library 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 team (Jenna Westcott/Julia Jacobs). Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers office where it will be made available in the careers library.

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

This policy is also compliant with General Data Protection Regulation