



QUEEN ELIZABETH'S GRAMMAR SCHOOL

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 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.

Student Entitlement

Students in years 7-13 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

Procedure

A provider wishing to request access should contact; Gurj Bains, Careers Coordinator. By telephone 01335 343685 extension 1422 or by email bains@qegs.email

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:

Year Group	Timescale	Activity
All Year Groups	Attendance at Progress Leader and Tutor meetings early September	Career Tutor packs Tutors and Progress Leaders provided with tutor pack including copies of prospectuses and details of open days at colleges etc. (to be displayed in form rooms), information of DCC service in school, Impartial Careers Advisors from Ideas for Careers, how to refer, posters on careers information points around the school, info on 'Start Profile' website. Employer profiles
	September - July	Assemblies with Enterprise Advisor and employers
		Wellbeing programme during tutor time These will be designed and disseminated to tutors and will include careers education and guidance activities.
		Careers Interviews/Appointments Available upon referral from form tutors/progress leaders.



		<p>DCC and Ideas for Careers Interviews Students identified as in higher need of support with transition (SEN, poor attendance, health issues, those raised at collaborative meetings, potential NEET) are interviewed by a Careers adviser throughout the year. Transition is discussed & planned in detail. A universal service is available which enables Y10 students to request interviews/appointments if they wish.</p>
Year 7	May	<p>Employer/ Curriculum workshop E.ON Energy employers to deliver a workshop. About the workshop: The Creative Conductors Workshop is an exciting 'maker-style' workshop that covers energy conduction, circuits and the design process - with a creative twist! Students will use a Makey Makey (the kit that "turns the world into a controller") to combine their knowledge of energy concepts with engineering thinking. Exploring concepts in Physics, Design & Technology and Engineering.</p>
Year 8	May	<p>Go to work with your parent day Year 8 will be given the opportunity to go to work with their parent/carer for the day.</p>
	June	<p>Careers Lesson A collapsed lesson aimed at y8 students only. The lesson will introduce the students to the broader concept of work. The lesson will also explore the reasons why people work. Elements of financial education will also be included.</p>
Year 9	January	<p>YEAR 9 OPTIONS WEEK National Careers Service: All day Employability and STEM Day: All of Year 9 on a carousel of STEM challenges – Sixth Form Centre Year 9 Options evening: Thursday evening 5-7pm</p>
		<p>Keep Moat Regeneration in the main hall: Girls in Construction and Engineering and Employability skills</p>
Year 10	January – July	<p>Work Experience</p>
	January	<p>We process starts; students introduced to the process and are asked to start considering their choices/preferences for placements. Parental Permission letters distributed.</p>
		<p>Placement forms collected advice & support given to all year group with regards to finding/choosing a suitable work experience placement.</p>
	February-April	<p>Health & Safety deadline – all work experience requests to be submitted to Derbyshire CC who then carry out the risk assessments.</p>
<p>Work Experience Briefs – all students receive a session (one form at a time) re. H&S, behaviour, aims etc. in the workplace.</p>		
July	<p>WOW week – Employability week This is a 5-day activity where students are given opportunities to write CVs, attend mock interviews, attend occupational talks given by local employers, understand apprenticeship pathways, and visit FE establishments of their choice.</p>	



		Routes Ahead sessions – delivered during Careers Week.
Year 11	Spring Term	<p>Careers talks Local employers, colleges and universities are invited into school to deliver a talk on employability skills, industry specific information and post 16/18 provision.</p> <p>Talk: Apprenticeships</p> <p>Talk: Entrepreneurship</p>
	March/April	DART to talk about options with them after leaving Y11) Additional at various points throughout the year
	Summer Term	<p>Careers talks Local employers, colleges and universities are invited into school to deliver a talk on employability skills, industry specific information and post 16/18 provision.</p>
	September – First 3 Weeks	Work Experience Debrief – students provided with feedback from their work experience and asked to complete 2 activities, to reflect on their work experience and consider knowledge/skills gained. Reminded of Pride Park event and Careers Conventions as opportunities to explore possible career choices and post-16 options.
	September - July	<p>Ideas for Careers Interviews Students identified as in higher need of support with transition (SEN, poor attendance, health issues, those raised at collaborative meetings) are interviewed by a DCC adviser throughout the year. Transition is discussed & planned in detail and the opportunity to partake in taster days/practice journeys to the provider are offered (in collaboration with SENco), Colleges/providers contacted to ask for support with the transition of these students. DCC staff attend all review meetings for SEN students, where a written plan for transition is detailed. Careers adviser writes a Section 139 assessment, reporting needs for SEN students. A universal service is available to all students, but DCC assess priority of need for all students.</p> <p>All of Year 11 students will receive a careers appointment, all other year groups on request</p>
	December-January	Post-16 Interviews/Post mock interviews
	November	Sixth form Open evening -Careers co-ordinator and Ideas for Careers are available for information on careers/post 16 providers etc.
	Spring Term	DCC Interviews – all students but particularly those with SEN, poor attendance, health issues etc. and who require more support
	March/April/May	DCC Intended Destinations questionnaire – Y11 pupils fill out questionnaire to ensure that the next steps are planned and any issues with transition can be observed and attended to.
	August	Attendance at GCSE results day – to provide careers support and advice to students as they receive their exam results.



	Throughout the Year	Careers drop-in services
Year 9 –Year 13	January	Aspirations, Careers & Employability Fair (ACE Fair)
		Employers, Labour Market Information, HE providers

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, 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

Date Approved:	January 2018
Approved By:	Chair of QEGS Local Governing Body
Signed:	Helen Baker
Headteacher Name:	Scott Garrity
Headteacher Signature:	
Next Review Date:	September 2019