## St Robert of Newminster Catholic School and Sixth Form College



## Work Related 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 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

#### Procedure

A provider wishing to request access should contact:

Mr John Green, Assistant Headteacher – Vocational Leader

Telephone: *0191 5613810*

Email: *careers@strobertofnewminster.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:

|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| --- | --- | --- | --- |
| **Year 8** |  | Careers FairEmployer Engagement Assembly | Life skills – assembly and tutor group opportunitiesEnrichment WeekEmployer Engagement Conference |
| **Year 9** |  | Careers FairYear 9 Options / Parents EveningEmployer Engagement Assembly | Work Discovery EventEnrichment WeekEmployer Engagement Conference |
| **Year 10** | Life Skills – work experience preparation sessionsLife Skills - Employer Engagement Assembly | Careers Fair | Life Skills – work experience preparation sessionsLife skills – assembly and tutor group opportunitiesEmployer Engagement Conference |
| **Year 11** | Life Skills – Employer Engagement Assembly | Careers FairPost 16 eveningPost 16 taster sessions |  |
| **Year 12** | Post 18 assembly – apprenticeshipsEmployer Engagement Assembly | Careers FairSmall group sessions: future education, training and employment options | Small group sessions: future education, training and employment optionsEmployer Engagement Conference |
| **Year 13** | Tutorial Programme – HE and higher apprenticeship applicationsCV Writing WorkshopsEmployer Engagement Assembly | Careers FairConnexions – Apprenticeship Workshops |  |

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

The school policy on safeguarding [*here*](http://www.strobertofnewminster.co.uk/wp-content/uploads/2016/10/Child-Protection-Policy-2017-18-ratified-by-Governors.pdf) 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 Vocational 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 *[date]* by Governors at Curriculum and Standards Committee

Next review: *December 2019*

Signed: *Mr G Moorhouse* Chair of Governors *Mr D Juric* Head teacher