

COCKBURN SCHOOL

Specialist status in the Performing Arts



# Provider Access Policy

Reviewed by: Governors

Date of Policy: September 2022

To be reviewed: September 2023

# Cockburn 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 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 guided destination 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

Alison Ireland – Guidance, Aspirations and Wellbeing Co-ordinator

Telephone: 0113 2719962

Email: IrelandA@cockburnschool.org

## 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	Aspiration Focus	Careers Guidance and Activities	Careers Adviser Support
<b>7</b>	<ul style="list-style-type: none"> <li>• Encounter 1 with employers.</li> <li>• Explore employment skills, interests and personal qualities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Year 7 Encounter with employers</b> through assemblies which include a range of guest speakers from the world of work.</li> <li>✓ <b>Start your careers plan</b> during form time with activities that focus on developing your personal qualities and skills.</li> <li>✓ <b>Learn about the world of work</b> in PSHE lessons.</li> </ul>	<ul style="list-style-type: none"> <li>◇ <b>A one-to-one careers guidance meeting</b> is available on request, ask your PSHE teacher for details.</li> </ul>
<b>8</b>	<ul style="list-style-type: none"> <li>• Encounter 2 with employers.</li> <li>• Understand where Guided Destination choices can take you in the future.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Year 8 Encounter with employers</b> through assemblies which include guest speakers from local businesses and their career paths.</li> <li>✓ <b>Develop your careers plan</b> during form time by focusing on your skills as a learner.</li> <li>✓ <b>Learn about the labour market</b> and future career paths in PSHE lessons.</li> <li>✓ <b>Make your Guided Destinations choices</b> and the links to your future career paths.</li> </ul>	<ul style="list-style-type: none"> <li>◇ <b>A one-to-one careers guidance meeting</b> is available on request, ask your PSHE teacher for details.</li> <li>◇ <b>An appointment for you and your parents/carers</b> on request at Progress Review Evenings.</li> </ul>

9	<ul style="list-style-type: none"> <li>• Encounter 3 with employers.</li> <li>• Importance of enterprise and employability skills.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Year 9 Encounter with employers</b> through assemblies which include a range of guest speakers from local businesses and enterprises.</li> <li>✓ <b>Develop your careers plan</b> during form time.</li> <li>✓ <b>Learn about the importance of enterprise and employability</b> in PSHE and Citizenship lessons. Take part in STEM activities.</li> </ul>	<ul style="list-style-type: none"> <li>◇ <b>A one-to-one careers guidance meeting</b> is available on request, ask your PSHE teacher for details.</li> </ul>
10	<ul style="list-style-type: none"> <li>• Encounter 4 with employers - undertaking Work Experience.</li> <li>• Understand Post-16 options and the application process.</li> <li>• Focus on employability skills such as building a CV and job interviews.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Year 10 Encounter with employers</b> through assemblies and talks which include guest speakers from Universities, Civil Services, Armed Forces, careers in creative industries and local employers.</li> <li>✓ Have a mock interview with an employer.</li> <li>✓ <b>Develop your careers plan</b> during form time.</li> <li>✓ <b>Learn about how to prepare for work experience</b> in Citizenship lessons.</li> <li>✓ <b>Opportunities to complete Work Experience</b> placements or workshops related to careers.</li> </ul>	<ul style="list-style-type: none"> <li>◇ <b>Receive a one-to-one careers guidance meeting</b> to discuss potential Post-16 options and applications and support with arranging Work Experience.</li> <li>◇ <b>An appointment for you and your parents/carers</b> on request at Progress Review Evenings.</li> </ul>
11	<ul style="list-style-type: none"> <li>• Encounter 5 with employers – Post 16 interviews.</li> <li>• Personal guidance on preparing to leave school and the transition to Post-16.</li> <li>• Focus on employability skills such as Post-16 interviews.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Year 11 Encounter with employers:</b> Attend assemblies and talks including speakers from Post-16 providers, Universities, Armed Forces.</li> <li>✓ <b>Develop your careers plan</b> during form time.</li> <li>✓ <b>Learn about how to prepare for Post-16</b> in Citizenship lessons and complete UCAS Progress.</li> <li>✓ <b>Attend a Careers Fair and/or National Apprenticeship show.</b></li> <li>✓ Have access to virtual work experience placements.</li> <li>✓ Attend Post-16 interview.</li> </ul>	<ul style="list-style-type: none"> <li>◇ <b>Receive a one-to-one careers guidance meeting</b> to discuss Post-16 options and applications.</li> <li>◇ <b>One-to-one meetings with your Assertive Mentor</b> to discuss progress with Post-16 applications.</li> <li>◇ <b>An appointment for you and your parents/carers</b> can be made on request at Progress Review Evenings to discuss Post-16.</li> </ul>

The school policy on safeguarding (*available on the school website*) informs visitors of the protocols involved with working with young people in our school.

## Premises and facilities

The school will make the theatre, classrooms or private meeting rooms available where possible 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 a member of the careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the front office. This will then be placed in our Careers Centre which is available to all students at break and lunchtimes.