

Ludlow Church of England School



Careers Guidance: PROVIDER ACCESS POLICY

Approved By	School Performance Committee
Date Approved	September 2020
Last Updated	November 2022
Review Date	September 2023

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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 students in Years 7-11 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, workshops, group discussions, careers adviser appointments and taster events;
- to understand how to make applications for the full range of academic and technical courses

For students at compulsory school age these encounters are mandatory and there will be a minimum of one encounter for Year 7, two encounters for every young person in Years 8 to 9 and two encounters for Years 10 and 11.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (Including the opportunity to meet staff and students from the provider)
- answer questions from students.

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider.

We are committed to providing meaningful encounters to all students using the [Making it meaningful checklist](#).

Previous providers

In previous terms/years, we have invited the following providers from the local area to speak to our students:

- Ludlow Sixth Form College (A-Levels)
- Herefordshire and Ludlow College (BTEC Diplomas and Apprenticeships)
- Herefordshire and Worcestershire Group Training Apprenticeships (Apprenticeships)
- Holme Lacy College (Agriculture and animal care)
- University of Worcester

Destinations of our students

Last year, our Year 11 students moved to a range of providers in the local area after school:

In rank order:

- Herefordshire and Ludlow College
- Ludlow College
- Hereford Sixth Form College
- Holme Lacy College
- Shrewsbury Colleges Group
- Walford and North Shropshire College

Opportunities for access

Ludlow School offers the required number of encounters required by law:

- Every year, from the age of 11, students should participate in at least one meaningful encounter* with an employer.
- * A 'meaningful' encounter is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace. www.gatsby.org.uk

This is in addition to a number of additional events, integrated into the school's careers programme.

We will offer providers an opportunity to come into school to speak to students, particularly at key transition points.

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 specialist equipment to support provider presentations and displays. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at school Reception, for the attention of Alex Griffiths-Jones, CEIAG Lead, who is available at lunchtimes for students to speak to, along with scheduled appointments. Parents and Carers are also encouraged to contact the CEIAG lead with any post-16 query they may have.

Procedure for the management of provider access requests

A provider wishing to request access should contact:

Alexandra Griffiths-Jones

CEIAG Lead

01584 872691

a.griffiths-jones@ludlowschool.com

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure.

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers with an opportunity, to come into school to speak to students and/or their parents/carers/carers. These events include:

	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none"> Oakerwood (Team Building; resilience; Life Skills) START Profile (Login details provided to students and parents/carers via website) KS3 Award (Volunteering opportunities in the local community) Careers Newsletter Tutor Time (links to virtual events) Careers update in whole school newsletter to students and parents/carers 	<ul style="list-style-type: none"> Careers Newsletter Tutor Time (links to virtual events) Careers update in whole school newsletter to students and parents/carers Virtual assemblies: Local colleges 	<ul style="list-style-type: none"> Y10 Work Experience Tutor time feedback, Q&A Careers Newsletter Tutor Time (links to virtual events) Careers update in whole school newsletter to students and parents/carers
Year 8	<ul style="list-style-type: none"> Careers Convention Live presentation story from Armed Services Engagement Group (Virtual) START Profile (Login details provided to students and parents/carers via website) KS3 Award (Volunteering opportunities in the local community) STEAM Event Y10 Work Experience Tutor time feedback, Q&A Careers Newsletter Tutor time (links to virtual events) Careers update in whole school newsletter to students and parents/carers 	<ul style="list-style-type: none"> Apprenticeship Show – advertised to all students Careers Newsletter Tutor Time (links to virtual events) Careers update in whole school newsletter to students and parents/carers Virtual assemblies: Local colleges 	<ul style="list-style-type: none"> The Real Game/Money Matters, using Nationwide Building Society resources (Maths SOW Summer HT1). Careers Newsletter Tutor Time (links to virtual events) Careers update in whole school newsletter to students and parents/carers Y10 Work Experience Tutor time feedback, Q&A Residential: Arthog (Life Skills; Resilience; Team Building)
Year 9	<ul style="list-style-type: none"> Options Launch: Parents/carers/Carers and students provided with user guides explaining post-16 choices (Apprenticeships, A-Level, BTEC) Careers appointments prioritised for Y9, focus on PPG, SEND, MA, boys, during Y11 mock week Careers Convention START Profile (Login details provided to students and parents/carers) DofE launch KS3 Award (Volunteering opportunities in the local community) Careers Newsletter Tutor Time (links to virtual events) Careers update in whole school newsletter to students and parents/carers 	<ul style="list-style-type: none"> VTT Day: Planning my Future: Encounters with local employers, post-16 pathways advice and guidance Options talk (AimHigher/NCOP) Careers appointments with school Adviser (1:1, small group, reflecting common interests, vulnerable groups) Options focus Apprenticeship Show – advertised to all students Careers Newsletter Tutor Time (links to virtual events) Careers update in whole school newsletter to students and parents/carers Department based GCSE Options launch (Link with Career Pathways) Taster sessions of GCSE subjects Virtual assemblies: Local colleges 	<ul style="list-style-type: none"> University visit to Worcester (AimHigher) for whole of cohort Careers appointments with school Adviser (1:1, small group, reflecting common interests, vulnerable groups) Careers Newsletter Tutor Time (links to virtual events) Careers update in whole school newsletter to students and parents/carers 'Become a Hero' NCOP (Raising Aspirations in boys) RAF – Ready, Steady, Cook (employer encounter) Pre-work experience visit Work Experience Week

	<ul style="list-style-type: none"> • Visit to Tapas Restaurant (communication skills; employer encounter) • Visit to Primary School (Spanish) – (communication skills; Career Pathways) 		<ul style="list-style-type: none"> • Fast Fashion ‘Alternative Prom’ (organising event, business set up, marketing) • Health and Safety at Work • NCOP Assembly
Year 10	<ul style="list-style-type: none"> • Careers Convention • Work Experience launch • Letters to employers/1:1 contact (Work Experience requests) • COPE Group visit Shrewsbury and Hereford Colleges, County Training and local employers, throughout the year • Citizenship sessions: College applications • START Profile (Login details provided to students and parents/carers) • Ludlow College PE pathways • Continue D of E • Careers Newsletter Tutor Time (links to virtual events) • Careers update in whole school newsletter to students and parents/carers • Pentabus Theatre Company performed Little Bits of Ruined Beauty by Tom Wenworth, on 17th October 2022. The play was performed to the Y10 GSCE Drama class, followed by a Q&A session with the actors and Artistic Director of Penatabus 	<ul style="list-style-type: none"> • START Profile (Login details provided to students and parents/carers) • Work Experience • ‘Where to Next’ forms • Apprenticeship Show – advertised to all students • Citizenship sessions: College applications • ‘Speak Out’ – Speakers Trust • Careers appointments (Parents/carers, carers, student @ Y10 PTCE) • Careers Newsletter Tutor time (links to virtual events) • Careers update in whole school newsletter to students and parents/carers • Virtual assemblies: Local colleges • RAF – Ready, Steady, Cook 	<ul style="list-style-type: none"> • Tutor time small group Careers appointment • Post-16 Pathways talks(AimHigher/NCOP) – Raising Aspirations • Taster Day at Ludlow College • Citizenship sessions: College applications • ‘Speak Out’ Final • MCMT Trip (STEM) University of Worcester • ‘Because you are a girl’ – Challenging gender stereotypes • Careers Newsletter Tutor Time (links to virtual events) • Careers update in whole school newsletter to students and parents/carers
Year 11	<ul style="list-style-type: none"> • Ludlow Food Festival (GCSE Food group) • Careers Convention • Continue D of E • COPE Group visit Shrewsbury and Hereford Colleges, County Training and local employers throughout the year • START Profile (Login details provided to students and parents/carers) • Ludlow College PE Pathways • Careers appointments (parents/carers, carers and students) at PTCE • Information to parents/carers/carers – ‘Post-16 Pathways explained’ • Army: Careers in the Armed Forces • Army: Application form - general • Careers Newsletter Tutor Time (links to virtual events) 	<ul style="list-style-type: none"> • Post-16 provider interviews • NCOP • Apprenticeship Show – advertised to all students • Motivational Speaker (AimHigher) (tbc) • Assembly for HWTG re apprenticeships (tbc) • RAF Careers Pathways • RAF: Interview skills workshops • Ludlow College session ‘Why choose Criminology and Psychology at A Level • Careers Newsletter Tutor Time (links to virtual events) • Careers update in whole school newsletter to students and parents/carers • Assemblies - Shrewsbury, Hereford and Ludlow Colleges (Virtual) • Virtual assemblies: Local colleges 	<ul style="list-style-type: none"> • Post-16 provider interviews • AimHigher ‘Where your subjects can take you.’ • Careers Newsletter Tutor Time (links to virtual events) • Careers update in whole school newsletter to students and parents/carers

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The school will make the main hall, classrooms, or private meetings rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the IAG Manager.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the IAG Manager for distribution in school.