



## **Parmiter's School**

### **Careers Strategy Provider Access Statement**

To be read in conjunction with the **Policy for Careers & Enterprise Education, Guidance and Advice**

#### **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.

#### **PUPIL ENTITLEMENT**

All students in Years 7 to 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.

**For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (Year 8 to 9) and two encounters for students during the 'second key phase' (Year 10 to 11). For students in the 'third key phase' (Year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.**

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 . Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students .

## MANAGEMENT OF PROVIDER ACCESS REQUESTS

A provider wishing to request access should contact Jo Zanetti, Careers Advisor:

Telephone: 01923 671424

Email: [j.zanetti@parmiters.herts.sch.uk](mailto:j.zanetti@parmiters.herts.sch.uk)

## OPPORTUNITIES FOR ACCESS

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers. These events will vary slightly each year.

Cohort	Programme
Years 7, 8 & 9	<ul style="list-style-type: none"><li>▪ Careers education in the lower school is embedded in the Personal Development programme and covers topics such as understanding the range of jobs and careers available, challenging stereotypes, the jobs of the future, and the skills and strengths required for various roles.</li><li>▪ There will also be assemblies, lunchtime workshops and presentations related to careers and enterprise.</li><li>▪ In Year 8, students are provided with the opportunity to undertake work shadowing where this is possible.</li><li>▪ Year 9 students are given information about university life and can be invited to visit a university.</li><li>▪ Year 9 students and parents/carers are invited to take part in apprenticeship awareness events and the annual Careers Fair.</li><li>▪ Impartial advice is given to students and parents/carers in Year 9 on GCSE subject choices and one to one interviews are offered for this.</li><li>▪ Students have ongoing access to Unifrog, an online platform to support students' understanding and decision making around their careers options.</li></ul>
Year 10	<ul style="list-style-type: none"><li>▪ Careers education is embedded in the Personal Development programme and covers topics such as CV writing, covering letters &amp; work experience and understanding labour market information.</li><li>▪ Students take part in an Army Outreach Elite Skills day to enhance their employability skills.</li><li>▪ All students take part in a week of offsite work experience in May and various careers workshops offered throughout the year.</li><li>▪ The annual Careers Fair and Universities, Apprenticeships and Further Education Fair give students and parents/carers the opportunity to speak to a wide range of professionals, university and further education representatives</li><li>▪ Year 10 students and parents/carers are invited to take part in a variety of apprenticeship awareness events</li><li>▪ Lunchtime talks delivered by employers, university representatives, apprenticeship providers and alumni are organised on various careers-related subjects and Year 10 students are invited to attend.</li><li>▪ Various group visits to workplaces and organisations which align with students' careers interests are undertaken.</li><li>▪ Students have ongoing access to Unifrog, an online platform to support students' understanding and development of careers and educational options and their careers-related decision-making.</li></ul>

Year 11	<ul style="list-style-type: none"> <li>▪ Careers education is embedded in the Personal Development programme and covers topics such as CV writing, covering letters, work experience, understanding labour market information, and learning about all the post-16 options available to them.</li> <li>▪ Impartial careers advice runs throughout the year, with the Head of Year, Form Tutors and the Careers department discussing with the students their personal strengths, interests and career aspirations so that the best possible route following GCSEs is offered to them.</li> <li>▪ All Year 11 students have access to impartial one to one interviews with the school's Level 6 qualified Careers Advisor.</li> <li>▪ In October a Sixth Form Open Evening is held for students and parents/carers.</li> <li>▪ The annual Careers Fair and Universities, Apprenticeships and Further Education Fair give students and parents/carers the opportunity to speak to a wide range of professionals, university and further education representatives</li> <li>▪ Year 11 students and parents/carers are invited to take part in a variety of apprenticeship awareness events</li> <li>▪ Lunchtime talks delivered by employers, university representatives, apprenticeship providers and alumni are organised on various careers-related subjects and Year 11 students are invited to attend.</li> <li>▪ Various group visits to workplaces and organisations which align with students' careers interests are undertaken.</li> <li>▪ Students have ongoing access to Unifrog, an online platform to support students' understanding and development of careers and educational options and their careers-related decision-making.</li> </ul>
Year 12	<ul style="list-style-type: none"> <li>▪ Preparations for application to Higher Education and other post-18 opportunities begin in the Autumn Term and students are encouraged to do research and take part in taster courses and work experience during the year.</li> <li>▪ Students attend the Careers Fair and Universities and Apprenticeships Fair to gain further knowledge.</li> <li>▪ We also organise a series of talks and workshops for the students, including apprenticeship information, alumni coffee morning, specialist subject presentations, a personal statement workshop and information on gap years. These are delivered by employers, alumni, apprenticeship providers and university representatives.</li> <li>▪ Impartial careers interviews delivered by the school's Level 6 qualified Careers Advisor are available throughout the year.</li> <li>▪ Students considering applying for apprenticeships are offered an awareness and application support programme.</li> <li>▪ Students are encouraged to join societies relating to their interests, which are run by students, these include dissection, medical, law, debating, economics, feminism, LGBTQ.</li> <li>▪ In the summer term, students are encouraged to attend University Open Days and undertake employer visits and projects relating to their subject areas.</li> <li>▪ Various group visits to workplaces and organisations which align with students' careers interests are undertaken.</li> <li>▪ A Sixth Form folder containing full information and links to useful websites is shared in Google drive.</li> <li>▪ Students have ongoing access to Unifrog, an online platform to support students' understanding and development of careers and educational options and their careers-related decision-making.</li> </ul>

Year 13	<ul style="list-style-type: none"> <li>▪ Students benefit from one to one impartial careers interviews with a Level 6 qualified Careers Advisor and, under the supervision of the Sixth Form team and Form Tutors, UCAS forms are completed in advance of the deadlines. Applications to other institutions, such as Art colleges, Conservatoires, Apprenticeships and School Leaver Programmes are also completed at this time.</li> <li>▪ Students applying for apprenticeships are supported through the process with meetings, guidance and interview preparation.</li> <li>▪ Mock interviews are arranged to cater for all students who will require an interview including Oxbridge and Medicine/Veterinary/Dentistry/Engineering courses.</li> <li>▪ Guidance is available throughout the year, and continues to be available when A Level results are published and beyond.</li> <li>▪ A preparation programme is organised in school to support students with their application process and interviews for Oxbridge, Medicine/Dentistry/Veterinary/Engineering.</li> <li>▪ Students benefit from a programme of talks and workshops, including apprenticeship information, alumni coffee morning, specialist subject presentations, a personal statement workshop and information on gap years. These are delivered by employers, alumni, apprenticeship providers and university representatives.</li> <li>▪ The Sixth Form folder containing full information and links to useful websites is shared in Google drive.</li> <li>▪ Students have ongoing access to Unifrog, an online platform to support students' understanding and development of careers and educational options and their careers-related decision-making.</li> </ul>
Sixth Form Enterprise Challenge	<p>The Enterprise Challenge is a unique business venture run by two teams of Sixth Form students. Running at the school for several years, Sixth Formers have raised thousands of pounds for local charities. The challenge allows students to introduce, plan and run different events each year. Through hands-on experience and the guidance of mentors, the two teams learn how to deal with aspects of running a business plus the management skills of communication, time management, problem-solving, decision-making, delegation and negotiation.</p>

Please speak to Mrs Zanetti (Careers Advisor) to identify the most suitable opportunity for you.

#### **GRANTING AND REFUSING ACCESS:**

- Safeguarding - access will be refused if the school deems the provider not safe or appropriate.
- Health & Safety - to gain access, the provider must adhere to the school's H&S requirements.

#### **SAFEGUARDING**

The school safeguarding policy sets out our approach with regards to checking the identity and suitability of visitors and to allowing providers into Parmiter's to talk to our students. At all times, we ensure that there are no issues of safeguarding and that our students are always completely safe whilst meeting or speaking with external providers.

Education and training providers will be expected to adhere to this policy.

## **PREMISES AND FACILITIES**

The school will make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations where possible. This will all be discussed and agreed in advance of the visit with the Careers Co-Ordinator or a member of the team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Hub and/or the Sixth Form Study Area (Old Library). The literature is available to all students at lunch and break times, and for Sixth Form, during study periods.

## **LINKS TO OTHER POLICIES**

- Child Protection and Safeguarding Policy
- Health & Safety Policy
- Careers Education Guidance Policy

## **POLICY REVIEW**

Unless there is a change to legislation, this document, alongside the Policy for Careers & Enterprise Education, Guidance and Advice will be reviewed every three years by the Standards and Curriculum Committee.