

## Haileybury Turnford Careers Education and Guidance for Students in Years 7-13

### Haileybury Turnford Provider Access Policy 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 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 events, 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 Miss K Ward, Careers Leader,  
Telephone: 01992308333; Email: wardk@haileyburyturnford.com

### 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 students and/or their parents/carers.

All year groups have Careers Education, Information, Advice & Guidance (CEIAG) in Personal & Social Development (PSD) lessons across the year and in weekly careers form times. Careers is also covered in all subjects within the curriculum.

|               | Autumn Term   | Spring Term   | Summer Term  |
|---------------|---|---|--|
| <b>Year 7</b> | Introduction to careers through form time activities and explore LMI information. | Visiting Speakers to Discuss Careers & Enterprise Project.          | Careers Enrichment activities including University of Hertfordshire Outreach activities and STEM Activities. |
| <b>Year 8</b> | Enterprise project and explore LMI information.                                   | Visiting Speakers to Discuss Careers & form time careers activities | Careers Enrichment activities including University of Hertfordshire Outreach activities and STEM activities. |

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| <b>Year 9</b>  | Employability Skills Development through careers form times and explore LMI Information.                                 | Visiting Speakers to Discuss Careers & University of Hertfordshire Pathfinder Day.           | Careers Enrichment activities including University of Hertfordshire Outreach activities and STEM activities. |
| <b>Year 10</b> | Employability Skills Development through careers form times and explore LMI Information.                                 | Visiting Speakers to Discuss Careers & Preparation for Work Shadowing.                       | Careers Day, work shadowing, sixth form and college talks and STEM activities.                               |
| <b>Year 11</b> | Exploring opportunities and ideas for future progression, career guidance interviews and explore LMI Information.        | Visiting Speakers to Discuss careers, career guidance interviews and progression interviews. | Sixth form experience, guidance with next steps.   |
| <b>Year 12</b> | Employability Skills Development through form times and explore LMI information.<br>Visiting speakers to discuss careers | Career Guidance Interviews and work shadowing preparation.                                   | Work Shadowing and futures week.   |
| <b>Year 13</b> | Applications support and follow up guidance interviews.  | Visiting Speakers to discuss careers.  | Guidance with next steps.  |

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

### **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. 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 Careers Resource Centre is available to all students at lunch and break times.

### **Approval and review**

Approved: September 2018 by Governors at Education Committee

Next review: September 2019

Signed: Stephen Campbell, Chair of Education Committee  
Robin Newman, Principal

*Document collated by Miss K Ward Careers Leader*