

Status	Approved	Approval	Full Governing Body
Maintenance	Full Governing Body	Role(s) responsible	Head Teacher
Date Effective	January 2021	Date of last review	January 2021
Date of next review	January 2022	Date withdrawn	Not withdrawn.
Lead Professional	Deputy Headteacher	Location of policy	www.coltonhills.co.uk

Provider Access Policy



Policy reviewed date: Spring Term 2021

Review date: Spring Term 2022

Author: Miss E Lopez (CEIAG Aspirations Leader)

Rationale

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 - 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, 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 our named CEIAG Aspirations Leader:

Miss Emma Lopez

Telephone: 01902 558420

Email: elopez@coltonhills.co.uk

Opportunities for access

Various 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.

Please see the Colton Hills Community School Careers Programme overview (Appendix 1) to find more about opportunities offered to our young people and speak to our Careers Leader to identify the most suitable opportunity for you.

Premises & Facilities

The school will make the building, including classrooms or private meeting rooms, available for discussions between the provider and students, as appropriate to the activity. The school will also make available Audio Visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader / CEIAG Aspirations Leader.

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, break times or afterschool.

Safeguarding

All visitors to our school should be aware of their Safeguarding responsibilities and work within the guidance as laid out in the school policy on safeguarding.

Date for Review

Spring Term 2022

Links with other policies

CEIAG

Equality

Safeguarding

SEND

Appendix 1

CEIAG Careers Programme 2021 - 2022

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	<p>'Guess the Job' Workshop (6th October) Gatsby Benchmark 2, 4, 5</p> <p>Black History Month (October 2021) assemblies, student talks, classroom sessions, employer encounters Gatsby Benchmark 3,4,5,7,8</p> <p>University Visit (24th November) Gatsby Benchmark 4, 5, 7</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (8th- 12th November) Gatsby Benchmark 2, 3,4,5,7,8</p>	<p>International Day of Women & Girls in Science (11th February) Gatsby Benchmark 2, 3,4,5, 8</p> <p>National Careers week (1st – 5th March) – assemblies, student talks, classroom sessions Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (7th – 22nd March) Gatsby Benchmark 2, 3,4,5,7,8</p> <p>Employer Engagement Activities Gatsby Benchmark 4, 5</p>	<p>PSHE Careers module International Women in Engineering Day (23rd June) Gatsby Benchmark 2, 3,4,5, 8</p> <p>Employer Engagement Activities Gatsby Benchmark 4, 5</p> <p>1:1 IAG careers meeting for year 7 students (May - July) Gatsby Benchmark 3, 8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (4th July – 8th July)</p>
Year 8	<p>'Meet the Employer' Workshop (15th September) Gatsby Benchmark 2, 4, 5</p> <p>Black History Month (October 2021) - assemblies, student talks, classroom sessions, employer encounters Gatsby Benchmark 3,4,5,7,8</p> <p>'Exploring Career Sector' Workshops (3rd November) Gatsby Benchmark 2, 4, 5</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (8th- 12th November)</p>	<p>International Day of Women & Girls in Science (11th February) Gatsby Benchmark 2, 3,4,5, 8</p> <p>National Careers week (1st – 5th March) – assemblies, student talks, classroom sessions Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (7th – 22nd March) Gatsby Benchmark 2, 3,4,5, 7, 8</p> <p>Selected students attend Big Bang Stem careers fair (March TBC) Gatsby Benchmark 2, 3,4,5, 8</p> <p>Employer Engagement Activities (Dates/Times TBC) Gatsby Benchmark 4, 5</p>	<p>1:1 IAG careers meeting for year 8 students (May - July) Gatsby Benchmark 3, 8</p> <p>International Women in Engineering Day (23rd June) Gatsby Benchmark 2, 3,4,5, 8</p> <p>Selected students attend Sector Skills Career Talks Gatsby Benchmark 4, 5</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (4th July – 8th July)</p>

	<p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p>	<p>PSHE Careers module Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p>	
Year 9	<p>Life Skills Career Workshops (September - December) <i>Gatsby Benchmarks 2, 4, 5, 7</i></p> <p>Black History Month (October) - assemblies, student talks, classroom sessions, employer encounters <i>Gatsby Benchmark 3,4,5,7,8</i></p> <p>'Employer Encounter' Workshop (17th November) <i>Gatsby Benchmark 4, 5</i></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (8th- 12th November)</p> <p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p> <p>PSHE Careers module</p>	<p>1:1 IAG careers meeting exploring different job roles for all Year 9 students (January – July) <i>Gatsby Benchmark 3, 8</i></p> <p>International Day of Women & Girls in Science (11th February) <i>Gatsby Benchmark 2, 3,4,5, 8</i></p> <p>Employer Engagement Activities/Workshops (Dates/Times TBC) <i>Gatsby Benchmark 4, 5</i></p> <p>National Careers week (1st – 5th March) – assemblies, student talks, classroom sessions <i>Gatsby Benchmark 3,4,5,7,8</i></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (7th – 22nd March)</p> <p>Selected students attend Big Bang Stem careers fair (March) <i>Gatsby Benchmark 3,4,5,7,8</i></p> <p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p>	<p>1:1 IAG careers meeting exploring different job roles for all Year 10 students (January – July) <i>Gatsby Benchmark 3, 8</i></p> <p>International Women in Engineering Day (23rd June) <i>Gatsby Benchmark 2, 3,4,5, 8</i></p> <p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (4th July – 8th July)</p>
Year 10	<p>'Careers Introduction to Apprenticeships' Workshop (9th September) <i>Gatsby Benchmark 2, 4, 5</i></p> <p>Black History Month (October) assemblies, student talks, classroom sessions, employer encounters <i>Gatsby Benchmark 3,4,5,7,8</i></p>	<p>Employer Engagement Activities/Workshops with EYS (January – February) <i>Gatsby Benchmark 4, 5</i></p> <p>National Apprenticeship Week (3rd – 9th February)</p> <p>International Day of Women & Girls in Science (11th February) <i>Gatsby Benchmark 2, 3,4,5,7,8</i></p> <p>National Careers week (1st – 5th March) – assemblies, student talks, classroom sessions</p>	<p>1:1 IAG careers meeting with all Year 10 students (May – July) <i>Gatsby Benchmark 3, 8</i></p> <p>International Women in Engineering Day (23rd June) <i>Gatsby Benchmark 2,3,4,5,8</i></p> <p>Nominated students attend college taster days <i>Gatsby Benchmark 3, 7</i></p> <p>Selected students attend Training Provider taster days</p>

	<p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (8th- 12th November)</p> <p>Careers Roadshow (17th November) Gatsby Benchmark 3,4,5,7,8</p> <p>Selected students attend Sector Skills Career Talks Gatsby Benchmark 4, 5</p> <p>1:1 IAG careers meeting with selected Year 10 students Gatsby Benchmark 8</p> <p>Selected students participate in STEM career days Gatsby Benchmark 3, 4</p> <p>Support / Allocation pf Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p>	<p>Gatsby Benchmark 3,4,5,7,8</p> <p>Year 10 Work Experience Placements (7th –11th March) Gatsby Benchmark 5, 6</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (7th – 22nd March)</p> <p>Selected students attend Big Bang Stem careers fair (Dates/Venue TBC) Gatsby Benchmark 3,4,5,7,8</p> <p>Nominated students attend Skills and Apprenticeship Event Molineux Stadium, W-ton NEC (March) Gatsby Benchmark 3,4,5,7,8</p> <p>Employer Engagement Activities (Dates/Times TBC) Gatsby Benchmark 4, 5</p> <p>University Visit (Date TBC) Gatsby Benchmark 4, 5, 7</p> <p>1:1 IAG careers meeting with all Year 10 students (April – July) Gatsby Benchmark 3, 8</p> <p>Selected students attend college taster days Gatsby Benchmark 3, 7</p> <p>Nominated students attend Training Provider taster days Gatsby Benchmark 3, 7</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p>	<p>Gatsby Benchmark 3, 7</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (4th July – 8th July)</p> <p>Year 10 Careers Summer Programme (July) Students experience different career sectors virtually and face2face. Gatsby Benchmark 3, 5, 6 7</p>
<p>Year 11</p>	<p>University Visit (29th September) Gatsby Benchmark 4, 5, 7</p> <p>Black History Month (October) - assemblies, student talks, classroom sessions, employer encounters</p>	<p>International Day of Women & Girls in Science (11th February) Gatsby Benchmark 2, 3,4,5,7,8</p> <p>National Apprenticeship Week (3rd – 9th February) Gatsby Benchmark 2,3,4,5,7,8</p>	<p>Continued 1:1 IAG careers meeting with all Year 11 students (May – July) Gatsby Benchmark 3, 8</p> <p>Students participate in NCS Challenge Gatsby Benchmark 3, 7</p>

	<p>Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (8th- 12th November)</p> <p>Careers Roadshow (17th November) Gatsby Benchmark 3,4,5,7,8</p> <p>Year 11 Parents Evening and Future-Fest (December) Gatsby Benchmark 3,5,7,8</p> <p>World Skills LIVE NEC, Birmingham (Date TBC)</p> <p>1:1 IAG careers meeting with all Year 11 students (September – December) Gatsby Benchmark 3, 8</p> <p>Selected students attend Training Provider taster days Gatsby Benchmark 3, 7</p> <p>Selected students attend Sector Skills Career Talks Gatsby Benchmark 4, 5</p>	<p>Selected students attend Skills and Apprenticeship Event, Molineux Stadium, W-ton NEC Gatsby Benchmark 3,4,5,7,8</p> <p>National Careers week (1st – 5th March) – assemblies, student talks, classroom sessions Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (7th – 22nd March)</p> <p>Interview Preparation Workshops (Date TBC) Gatsby Benchmark 3, 5, 8</p> <p>Employer Mock Interview Workshops (Date TBC) Gatsby Benchmark 3, 5, 8</p> <p>1:1 IAG careers meeting with all Year 11 students Gatsby Benchmark 3, 8</p> <p>Selected students attend college taster days Gatsby Benchmark 3, 7</p> <p>Nominated students attend Training Provider taster days Gatsby Benchmark 3, 7</p> <p>Guest Speakers in to promote FE & HE opportunities (e.g., NCS Challenge, Greater Mind Bus Tour) Gatsby Benchmark 3, 7</p>	<p>Support/Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (4th July – 8th July)</p> <p>Year 11 Post 16 Careers Summer Programme (June – July) Students attend college, Training Provider and Employer taster days Gatsby Benchmark 3, 5, 6, 7</p>
<p>Year 12</p>	<p>Birmingham UK University & Apprenticeship Search Fair (28th September) Gatsby Benchmark 3,4,5,7,8</p> <p>Black History Month (October) - assemblies, student talks, classroom sessions, employer encounters Gatsby Benchmark 3,4,5,7,8</p> <p>Careers Roadshow (17th November)</p>	<p>National Apprenticeship Week (3rd – 9th February) Gatsby Benchmark 3,4,5,7,8</p> <p>International Day of Women & Girls in Science (11th February) Gatsby Benchmark 3,4,5,7,8</p> <p>National Careers week (1st – 5th March) – assemblies, student talks, classroom sessions Gatsby Benchmark 3,4,5,7,8</p>	<p>UCAS and apprenticeship week Gatsby Benchmark 3,4,5,7,8</p> <p>Employer Engagement Activities Gatsby Benchmark 4, 5</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>PSHE Drop down sessions</p>

	<p>Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (8th- 12th November)</p> <p>National Mentors Week (Week commencing 27th October) Gatsby Benchmark 3,4,5, 8</p> <p>World Skills LIVE NEC, Birmingham (Date TBC)</p> <p>International Volunteers Day (5th December)</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>PSHE Drop down sessions</p> <p>1:1 IAG careers meeting with Year 12 students (September – December) Gatsby Benchmark 3, 8</p> <p>Guest Speakers in to promote FE & HE opportunities Gatsby Benchmark 3, 7</p> <p>Selected students attend Sector Skills Career Talks Gatsby Benchmark 4, 5</p>	<p>What Careers Love? What University Live? B-ham (5th- 6th March 2012)</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (7th – 22nd March)</p> <p>Celebrating Careers in Finance, Tourism & Hospitality (April) Employer Engagement Activities (Dates/Times TBC) Gatsby Benchmark 4, 5</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>PSHE Drop down sessions</p> <p>1:1 IAG careers meeting with Year 12 students (January – April) Gatsby Benchmark 3, 8</p> <p>Guest Speakers in to promote FE & HE opportunities (e.g., Greater Minds Bus Tour) Gatsby Benchmark 3, 7</p>	<p>1:1 IAG careers meeting with Year 12 students (May – July) Gatsby Benchmark 3, 8</p> <p>Whole Year 12 cohort HE Visits Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (4th July – 8th July)</p>
<p>Year 13</p>	<p>Birmingham UK University & Apprenticeship Search Fair (28th September) Gatsby Benchmark 3,4,5,7,8</p> <p>Black History Month (October) - assemblies, student talks, classroom sessions, employer encounters Gatsby Benchmark 3,4,5,7,8</p> <p>National Mentors Week (Week commencing 27th October)</p> <p>Careers Roadshow (17th November)</p>	<p>National Apprenticeship Week (3rd – 9th February)</p> <p>International Day of Women & Girls in Science (11th February)</p> <p>National Careers week (1st – 5th March) – assemblies, student talks, classroom sessions Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (7th – 22nd March)</p> <p>Celebrating Careers in Finance, Tourism & Hospitality (April)</p>	<p>1:1 IAG careers meeting with Year 13 students (January – April) Gatsby Benchmark 3, 8</p> <p>Employer Engagement Activities Gatsby Benchmark 4, 5</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>Guest Speakers in to promote FE & HE opportunities (e.g., Greater Minds Bus Tour) Gatsby Benchmark 3, 7</p>

<p>Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (8th- 12th November)</p> <p>World Skills LIVE NEC, Birmingham (Date TBC)</p> <p>International Volunteers Day (5th December)</p> <p>Support / Allocation of Work Experience Placements <i>Gatsby Benchmarks 2, 3, 4, 5, 6</i></p> <p>PSHE Drop down sessions</p> <p>1:1 IAG careers meeting with Year 13 students (September – December) <i>Gatsby Benchmark 3, 8</i></p> <p>Guest Speakers in to promote FE & HE opportunities <i>Gatsby Benchmark 3, 7</i></p> <p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p> <p>Support with UCAS Process <i>Gatsby Benchmark 8</i></p>	<p>Employer Engagement Activities (Dates/Times TBC) <i>Gatsby Benchmark 4, 5</i></p> <p>Support / Allocation of Work Experience Placements <i>Gatsby Benchmarks 2, 3, 4, 5, 6</i></p> <p>PSHE Drop down sessions</p> <p>1:1 IAG careers meeting with Year 13 students (January – April) <i>Gatsby Benchmark 3, 8</i></p> <p>Guest Speakers in to promote FE & HE opportunities (e.g., Greater Minds Bus Tour) <i>Gatsby Benchmark 3, 7</i></p> <p>Support with UCAS Process <i>Gatsby Benchmark 8</i></p>	<p>Support with UCAS Process <i>Gatsby Benchmark 8</i></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (4th July – 8th July)</p>
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