



Careers - Provider Access Policy



Person responsible: S Caluda (Assistant Headteacher) **Date:** March 2018

Next review due by: Sept 2019

Newly drafted policy. Draft copy awaiting ratification at next governors' meeting.

Policy review

This policy was reviewed and adopted at the Governing Body Meeting on

This policy is due for review in September 2019

Signature Date

Headteacher

Signature Date

Chair of governors

Introduction

As specified in the January 2018 Department of Education Careers guidance and access for education and training providers paper, this policy statement sets out the school's arrangements for managing the access of providers to pupils 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 pupils 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 complete the visit request form which can be found [here](#) on our website or should contact Salise Caluda, Assistant Headteacher, Telephone: 02085902245; Email: scaluda@oakspark.redbridge.sch.uk .

Opportunities for access

We are always actively looking to secure partnerships, work experience placements and talks from outside agencies to broaden our students horizons. We believe that it is essential that all of our students have meaningful exposure to businesses and employers in order to enhance their understanding of potential career routes when leaving school.

These are the events and services we offer which enable you to speak to pupils and/or their parents/carers. Please complete the form below, writing a brief message outlining why you wish to work with our school, what you could offer our students and how we as a school can support you.

Careers Fairs

- Our careers fair is a great way for you to meet hundreds of interested OPHS students.
- This takes place annually in February.

Careers Cafés

- A Careers Café session allows you to reserve a semi-private area of our 6th form student café where you can facilitate one-to-one or group student activities, either on a drop-in or pre-selected basis.

Bespoke presentations

- These allow you to deliver presentations and speak to a large body of students in either an assembly time slot (15-20 minutes) or one hour lesson slot.

Employer-led skills seminars/workshops

- Careers seminars give you a chance to develop the careers education of OPHS students by teaching them application and interview skills, or providing insights about a particular industry. It is free to run a seminar for OPHS Careers.

List your event on our careers google classroom

- You can list your own career-related events on our student event system for free.

Send a targeted email invite

- Sending a targeted invite is a highly effective way of promoting your event to a specific group of students or alumni, allowing you to reach the most interested or qualified cohort directly.

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 AV and other 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 Resource Centre is available to all students at lunch and break times.