

<b>Title:</b> Careers Provider Access Procedure	<b>Ref:</b> UTC R	<b>Version:</b> 1
<b>Approval Body:</b> Local Governing Committee	<b>Date:</b> 08.11.23	<b>Review:</b> 08.11.24
<b>Lead Person:</b> Executive Principal		
<b>Statutory Policy Link:</b> GOV002 Provider Access Policy		
<b>Equality Impact Assessment:</b>		
Version	Reviewer / Approval	Review Noes
1. Date of LGC meeting: 8 <sup>th</sup> November 2023	LGC	New Procedure

## **Careers Provider Access Procedure**

### **Introduction**

This procedure sets out the school's arrangements for managing the access of providers to the 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 10 -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, employer days 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:

Assistant Head of School – Careers and Futures Lead

Name: Stephanie Mitchell

Telephone: 0118 9381020 Email: Stephanie.mitchell@utcreading.org.uk

Careers Co-ordinator

Name – Michelle Wardle

Telephone: 0118 9381020 Email: michelle.wardle@utcreading.org.uk

### **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 pupils or their parents/guardians such as but not limited to:

- Careers & Destinations Exhibition (Careers Fair)
- Lunchtime Careers Stands
- Curriculum Talks & Classroom Projects
- Careers Talks & Workshops
- Project Days
- Student Mentoring
- Employability Skills Support
- Post 16 Next Steps Evening
- Post 18 Destinations Day and Evening
- Lunchtime Careers Stalls
- Specialist Weeks e.g. National Apprenticeship Week
- Careers and Futures Curriculum Programme

### **Premises and Facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and the 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 Assistant Head or a member of the Careers Team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Hub and Library. We will additionally be happy to widely promote and advertise any vacancies which you may have for possible employment or apprenticeship opportunities. The Careers Hub is available to students throughout the day and they can access resources during their own time, or within small group appointments.