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| Title: Careers Provider Access Procedure | Ref: | Version: 2 |
| Approval Body: Local Governing Committee | Date: November 1 st 2023 | Review: October 29 th 2024 |
| Lead Person: Headteacher | | |
| Statutory Policy Link: GOV002 Provider Access Policy | | |
| Equality Impact Assessment: | | |
| Version | Reviewer / Approval | Review Noes |
| 1. November 13th 2024 | LGC | Review 1 |

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 Student's 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:

Name – Leonie Timperley KS4 co-ordinator

Telephone 01793 207920 Email: LTimperley@utcswindon.co.uk

Name – Stephaine Bolter - Head of Employer Engagement

Email: stephaine.bolter@alet.org.uk

Name – Sarah Crookes- Head of Sixth Form

Telephone: 01793 207920 Email: scrookes@utcswindon.co.uk

Name: Hollie Taylor – Careers Lead

Telephone: 01793 207920 Email: htaylor@utcswindon.co.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 Student's and/or their parent/carers. These events include an annual Careers Fair, Human Library and a specific English, Maths, Science and Engineering Human Library. Opportunities can be discussed upon request.

Premises and Facilities

The school will make the main hall, boardroom, classrooms, or private meeting rooms available for discussions, assemblies and workshops between providers and students, as appropriate to the activity. The school will also make available AV and other specialised equipment to support provider presentations. This will also be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Main Reception or via email to CTranter@utcswindon.co.uk

Approval and Review

Approved (date) by Governors at _____ (careers link)

Next Review:

Signed:

Hollie Taylor – Headteacher