



**The White Hills Park Federation Trust**  
*A Culture of Excellence*

**The White Hills Park Federation Trust**  
**Careers Education and Access for Education and**  
**Training Providers Policy**

DRAFT

**Policy Date: June 2018**  
**Next review date: June 2020**

## Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at Bramcote College and Alderman White 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 contact Paul Broadley

Telephone: 0115 916 8900

Email: paul.broadley@whpfederation.org

### 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 and/or their parents/carers. The programme outlined in the table below applies to the regular, established programme. Beyond this there will be other opportunities to link to the curriculum.

	Autumn Term	Spring Term	Summer Term
Year 8		The Real Game – careers education lessons	
Year 9	Careers education lessons	KS4 specialisms assemblies KS4 specialisms evening	
Year 10		Careers education lessons	Careers education lessons Mock Interview Day
Year 11	Post 16 choices assembly Post 16 Evening	Post-16 taster day	
Year 12	Tutor group programme	Tutor group programme	Next Steps Day – HE and Apprenticeships
Year 13	Tutor group programme	Tutor group programme	

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 copies of their prospectus or other relevant course literature at the Library at each site, which is managed by the Librarian and Careers Manager. The Libraries are available to all students at break and lunch times as well as before and after school.

### **Approval and review**

Approved *[date]* by Governors at Achievement and Standards Committee

Next review: *[date]*

Signed:

Adam Bird: Chair of Governors

Signed:

Paul Heery: Executive Head teacher