

Trinity School
Careers Programme
Provider Access Policy



DOCUMENT REVIEW

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Introduction

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, 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 Mrs Natalie Harman (Acting Careers Leader) Telephone: 01732 469111; Email: nharman@trinitysevenoaks.com

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.

Key Stage 3

Term	Year 7	Year 8
Autumn	<p>PSHE – Sixth Form leaders (prefects) go into form time to talk to Year 7 about careers</p> <p>Everywhere Communication- written & verbal Teamwork Problem solving/ thinking skills/ decision making Leadership Organisational skills/ time management Perseverance/ resilience Motivation Ability to work under pressure Self confidence Good IT skills Ability to analyse information Literate & numerate</p>	<p>Overview of post 16 options for pupils and parents/carers, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational quals, apprenticeships, traineeships Inc. University Technical Colleges</p> <p>Communication Group interviews</p>

Spring	<p>Introduction to Careers Programme</p> <p>Communication Teamwork Problem solving Basic CV</p>	<p>Employer events for pupils based on career sector interest.</p> <p>KS4 options event.</p> <p>Meetings with careers professional</p> <p>Communication Basic CV Types of qualifications available and what they get you</p>
Summer	<p>Employer events for pupils based on career sector interest.</p> <p>Communication Team work Problem solving Group interviews Attending the best universities talk</p> <p>Jobs that are important to local economy Apprenticeships- what are they?</p>	<p>Employer events for pupils based on career sector interest.</p> <p>KS4 Options confirmed</p> <p>Communication Soft skills- What are they and what are your gaps' / Preparing for jobs that don't exist Attending the best universities talk</p> <p>Linking subjects to future career options</p> <p>Making informed decisions about my future options</p> <p>Oxbridge prep- brilliant club</p>

Key Stage 4

Term	Year 9	Year 10	Year 11
Autumn	<p>Event for providers of technical education/ apprenticeships to include Further Education colleges, UTCs and training providers</p> <p>Communication Group interviews</p> <p>How do I choose the right career?</p>	<p>Employer events for pupils based on career sector interest.</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into Writing CV, letter of application etc Job areas/categories that you look into (parent videos)</p>	<p>Post 16 provider open evenings: opportunities to visit local Further Education and sixth form colleges, other school UTCs, Studio schools and other training providers regarding Post 16 courses and apprenticeships.</p> <p>Meetings with careers professional</p> <p>Visits to careers fairs</p> <p>Post 16 applications</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into</p>

<p>Spring</p>	<p>Employer events for pupils based on career sector interest.</p> <p>Communication Basic CV</p>	<p>Employer events for pupils based on career sector interest.</p> <p>Life Skills – work experience preparation sessions.</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into Basic CV</p>	<p>Employer events for pupils based on career sector interest.</p> <p>Post-16 interviews</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into CV</p>
<p>Summer</p>	<p>Employer events for pupils based on career sector interest.</p> <p>University trips</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Communication Career ‘surveys’-what subjects you like, what jobs they may lead to etc Attending the best universities talk</p> <p>Linking subjects to future career options</p> <p>Making informed decisions about my future options</p>	<p>Life skills – assembly and tutor group opportunities work experience preparation & debrief.</p> <p>Work experience placement.</p> <p>Meetings with careers professional</p> <p>University trips</p> <p>College Presentation</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into</p> <p>Possibilities after year 11 Attending the best universities talk</p> <p>Developing leadership and teamworking skills</p> <p>Know my strengths and weaknesses</p> <p>What employees looking for?</p> <p>Working for yourself?</p>	<p>Employer events for pupils based on career sector interest.</p> <p>Confirmation of post 16 education destinations for all pupils</p> <p>EPQ Launch – link to careers</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into</p> <p>Attending the best universities talk</p> <p>Skills London</p> <p>Guest speakers- Y11/12/13</p> <p>How to stand out from the crowd?</p>



Key Stage 5

Term	Year 12	Year 13
Autumn	<p>Higher Education Fair for a variety of HE providers including local Further Education colleges</p> <p>Post-18 assembly – higher and degree apprenticeships</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into</p>	<p>Workshops – HE and higher apprenticeship application</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into</p>
Spring	<p>Small group sessions: future education, training and employment options</p> <p>Meetings with careers professional</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into CV</p>	<p>Meetings with careers professional</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into</p>
Summer	<p>Small group sessions: future education, training and employment options</p> <p>Meetings with careers professional</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into</p> <p>Working for yourself?</p> <p>What is an entrepreneur?</p> <p>The importance of networking</p>	<p>Confirmation of post 18 education destinations for all pupils</p> <p>Communication Interview skills Knowledge/Awareness of career they may want to go into</p>

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.