

# ST JOSEPH'S COLLEGE

FIDES INTREPIDA

## PROVIDER ACCESS POLICY

Draft

January 2019

Approved by Governor

Awaiting Approval

Governor Responsible

Review

### ST JOSEPH'S COLLEGE: Provider Access Policy

#### 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 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 Mr S Cabrera, Director of Development, Telephone: 0208 761 1426 Email: [scabrera@sjc.ac](mailto:scabrera@sjc.ac)

#### Opportunities for access

Students at St Joseph's College will receive Careers Education Information Advice and Guidance (CEIAG) to prepare them for the key transition points in Year 8 and Year 11 and as an important part of preparation for their future beyond school. Pupils will have access to impartial careers information, advice and guidance from Year 7 supported by a planned programme of careers education, access to the careers website and events across the curriculum.

In Year 7, students are introduced to careers through planned careers lessons, business and enterprise activities and life skills.

Year 8's will also have planned careers lessons, business and enterprise activities and life skills. There is support for student option choices in Year 8. Students have an options assembly, there is a parent information event and students are given the opportunity to discuss their choices with their form tutor.

In Year 9, all students have access to the same programme as year 7 and year 8 as well as a CSI (Crime Scene Investigation) workshop.

In Year 10, all students have access to a careers programme, which includes a financial awareness day and encouragement for students to explore possible post 16 routes in greater detail.

In Year 11, all students are given an individual careers interview by an independent careers advisor to discuss their career choices and the routes open to them. The big interview morning gives all students the opportunity to be interviewed by an employer in their chosen career path. An apprenticeship workshop is run for interested students with visiting speakers.

There is a range of visits organised through the careers department that pupils across the year groups can participate in. The head of careers is available most mornings for any pupil requesting careers information or advice.

SEN and vulnerable students will have additional support to prepare them for their Year 9 and Post16 transitional point choices including; meetings with school staff, specialist careers advisors and meetings with parents.

### **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 director of development.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the School library, which is managed by the school librarian. The school library is available to all students at lunch and break times.