

The Harvey Grammar School Careers Provider Access Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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.

Pupil Entitlement

All students in years 7-13 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

Key Stages 3 & 4

We are committed to ensuring that each of our students is effectively prepared both for the next stage of his school career and long-term future. Although, as a selective school, we place due emphasis on academic achievement, we also try to ensure that each pupil makes the best of his individual talents and skills and through the delivery of independent Information, Advice & Guidance (IAG) is aware of alternative routes for learning outside and beyond The Harvey.

In particular, we aim to provide all students with appropriate advice and guidance at all stages of their development. This will allow them to develop the necessary qualities to cope with the rapidly changing world of work. Systematic careers education begins in Year 7. Discreet Careers Education & Guidance is delivered by Tutors, our Careers Coordinator, external agencies, in particular the CXK Careers Service. In addition to this careers education, a CXK Careers Personal Adviser is available to each pupil in order to help to decide the best way to achieve individual aspirations, career related and otherwise, through the provision of independent Information, Advice & Guidance (IAG).

Students are also instructed in the use of the various computer programs that help them investigate possible career paths. Detailed information on entry qualifications, the type of work involved and the skills required in a wide range of careers is available, enabling students to consider their own strengths and preferences.

All students in Year 10 participate in a Work Experience programme whereby each pupil is placed in a local commercial or industrial establishment for a period of two weeks, placements being carefully chosen in order to give all students a useful insight into the world of work as part of their entitlement to Work Related Learning during Key Stage 4.

In Year 11 each pupil has either a personal or group interview, as appropriate, with a Personal Adviser to assist in making the decision as to the most appropriate course of action for that pupil to follow at 16+. This is complemented by progress & target setting interviews conducted by his personal tutor in which challenging individual SMART targets are set and reviewed. Students are guided in their choices for post-16 learning on the basis of ability, interests and career aspirations. Each pupil receives a copy of the School's own Sixth Form Brochure alongside access to information about post-16 learning courses at other institutions, including other schools and Further Education Colleges. Once students have indicated their potential post-16 choices each is interviewed by a member of the Leadership Team. Consideration is given to those choices and appropriate alternatives and support given where necessary.

The Careers Education and Guidance Coordinator maintains a fully-equipped Careers Library with constantly updated information on the full range of careers possibilities, including details of all courses offered by both Higher and Further Education establishments.

Sixth Form

All Sixth Formers are encouraged to prepare carefully for the next stage of their careers, with the benefit of advice from their personal tutors, Sixth Form Support Manager and the Careers Coordinator. Sixth Formers have the opportunity to attend formal presentations on making choices and application procedures to Higher Education, Apprenticeships and employment with training. Further interviews with a member of the CXX Careers Service and local employers are also arranged for those students committed to entering employment directly on leaving School.

Local businesses regularly contact the school with apprenticeship advertisements. These are shared with students and when appropriate students in Year 11 students via the Sixth Form Support Manager and the news feed on the Intranet.

Every Higher Education applicant is fully briefed about application procedures and provided with up-to-date information on available courses and Open Days. This is supported by an Information Evening for parents and students about the UCAS HE application process. Through the computer network, Sixth Formers have free access to university and college web pages in addition to a range of careers programs including Higher Ideas and the UCAS directory, which offer guidance on appropriate Higher Education courses.

Assistance and advice to students does not end when their time at the School comes to an end. Once A Level results become available, we provide assistance to Higher Education candidates who are experiencing difficulties with Clearing, whilst former students are always welcome to seek advice about employment or continuing education from the Careers Coordinator, the Sixth Form Support Manager and other senior staff.

In all Key Stages there are opportunities to hear from local business, including Old Harveians, about their experiences. This is invaluable for students as it helps them work out the best route into their desired careers.

Monitoring the Impact of the Careers Programme

The school uses Unifrog for all students whereby they can record their competencies and careers activities. Staff also supplement this when an external provider delivers a sessions and this is then recorded on the student's profile.

The school annually completes Compass (the Evaluation and planning tool) from the Careers Enterprise Company to measure progress over time.

The school annually requests that students in Years 10-13 complete the "Moving Forwards with Careers" survey. This enables the school to tailor provision to the needs of the students, such as industry specific guidance from an independent careers advisor or a visitor currently working in a particular industry.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

Examples of providers from the local area who have been into school previously to speak to our pupils are:

- East Kent Colleges
- CCCU
- Eurotunnel
- SAGA

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

- 2% Apprenticeships
- 9% FE Colleges
- 7% Other Sixth Form Schools
- 82% The Harvey Grammar School Sixth Form

Last year our year 13 pupils moved to range of providers in the local area after school:

- 11% Apprenticeships
- 12% Employment
- 77% University/Higher Education

Management of provider access requests

Procedure

A provider wishing to request access should contact Mr Neil Bristow, Assistant Headteacher (Careers Coordinator)

Tel. 01303 252131

nbristow@harveygs.kent.sch.uk

Opportunities for access

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Policy which can be seen on the school website.

Please speak to your tutor, Heads of House, Librarians or Mr Bristow to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the school library.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. This can take the form of assemblies, lesson visits or special events throughout the year.

Premises and facilities

The school will endeavour to provide the Quiet Room in the Library, 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 Neil Bristow or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Library, which is managed by the Careers Lead and is found in the Reflection Room (Student Support). The Reflection Room is available to all students at the start of the school day and lunchtime.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

	Autumn	Spring Term	Summer Term
Year 7		Motivational Speaker	Unifrog – Careers Lessons Employer talk (Engineering and Business of Sport)
Year 8		Motivational Speaker	Unifrog – Careers Lessons External Provider Workshop - Engineering
Year 9	Employer talk (Police and Professional sports officiating) GCHQ National Virtual Language Competition	Unifrog – Careers Lessons External Provider Workshop – Rollercoaster GCSE Options Evening Motivational Speaker	
Year 10	Unifrog – Careers Lessons	Careers Fair External Provider Assembly (Higher Education)	Work Experience External Provider 1-1 mock interviews Post-work experience review day
Year 11	External Provider Assembly (The Education People – Apprenticeships) CXK Impartial Careers Guidance Meetings	Unifrog – Careers Lessons External Provider Assembly (EKC Folkestone College) Post-16 Options Evening Careers Fair CXK Impartial Careers Guidance Meetings	
Year 12	Unifrog – Careers Lessons CXK Impartial Careers Guidance Meetings External Provider Assemblies (Higher Education and Apprenticeships)	Unifrog – Careers Lessons CXK Impartial Careers Guidance Meetings External Provider Assemblies (Higher Education and Apprenticeships)	UCAS support
Year 13	Unifrog – Careers Lessons UCAS support CXK Impartial Careers Guidance Meetings External Provider Assemblies (Higher Education and Apprenticeships) External Provider (Oxbridge Interview Workshop)	CXK Impartial Careers Guidance Meetings External Provider Assemblies (Higher Education and Apprenticeships)	

Date 01/09/2023

Review date 18/10/2024