



# PROVIDER ACCESS POLICY

<b>Status</b>	Approved & Adopted	<b>Approval</b>	Full Governing Body
<b>Maintenance</b>	Resources Committee	<b>Role(s) responsible</b>	Headteacher
<b>Date effective</b>	March 2021	<b>Date of last review</b>	March 2021
<b>Date of next review</b>	March 2023	<b>Date withdrawn</b>	Not withdrawn

## COLTON HILLS COMMUNITY SCHOOL

### Rationale

This policy sets out the schools arrangements for managing the access of providers to students at the school for the purpose of giving them information about the providers education and training offer. This complies with the schools legal obligations under section 42B of the Education Act 1997.

### Student Entitlement

All students in year 7 -13 are entitled:

- To find out about technical education qualifications and apprenticeship 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, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made. Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional activities for the students.

Any insurance costs will be included in charges for trips or activities.

### MANAGEMENT OF PROVIDER ACCESS REQUESTS

#### Procedure

A provider wishing to request access should contact Miss E Lopez (CEIAG Aspirations Leader).

Telephone: 01902 558420

Email: [elopez@coltonhills.co.uk](mailto:elopez@coltonhills.co.uk)



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## **Opportunities for access**

A number of events, integrated into the schools careers programme, will offer providers an opportunity to come into school and speak to students and/or their Parents/Carer.

Please see the Colton Hills Community Careers Programme over (Appendix 1) to find out more about the opportunities offered to our young people and speak to our Careers Leader to identify the most suitable opportunity for you.

## **PREMISES & FACILITIES**

The school will make the building, including classrooms or private meeting rooms, available for discussions between the provider and students, as appropriate to the activity. The school will also make available Audio Visual and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with Careers Leader . CEIAG Aspirations Leader.

Providers are welcome to leave a copy of their prospectus or the relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to students at lunch, break times or afterschool.

## **SAFEGUARDING**

All visitors to our school should be aware of their Safeguarding responsibilities and work within the guidance as laid out in the school policy on safeguarding.

## **LINKS WITH OTHER POLICIES**

**CEIAG**

**EQUALITY**

**SAFEGUARDING**

**SEND**



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## Appendix 1

### CEIAG Careers Programme 2021 - 2022

Year Group	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	<p>'Guess the Job' Workshop (<b>6<sup>th</sup> October</b>) Gatsby Benchmark 2, 4, 5</p> <p>Black History Month (<b>October 2021</b>) assemblies, student talks, classroom sessions, employer encounters Gatsby Benchmark 3,4,5,7,8</p> <p>University Visit (<b>24<sup>th</sup> November</b>) Gatsby Benchmark 4, 5, 7</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>8<sup>th</sup>- 12<sup>th</sup> November</b>) Gatsby Benchmark 2, 3,4,5,7,8</p>	<p>International Day of Women &amp; Girls in Science (<b>11<sup>th</sup> February</b>) Gatsby Benchmark 2, 3,4,5, 8</p> <p>National Careers week (<b>7<sup>th</sup> – 12<sup>th</sup> March</b>) – assemblies, student talks, classroom sessions Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>7<sup>th</sup> – 12<sup>th</sup> March</b>) Gatsby Benchmark 2, 3,4,5,7,8</p> <p>Employer Engagement Activities Gatsby Benchmark 4, 5</p>	<p>PSHE Careers module</p> <p>International Women in Engineering Day (<b>23<sup>rd</sup> June</b>) Gatsby Benchmark 2, 3,4,5, 8</p> <p>Employer Engagement Activities Gatsby Benchmark 4, 5</p> <p>1:1 IAG careers meeting for year 7 students (<b>May - July</b>) Gatsby Benchmark 3, 8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>4<sup>th</sup> July – 8<sup>th</sup> July</b>)</p>
<b>Year 8</b>	<p>'Meet the Employer' Workshop (<b>15<sup>th</sup> September</b>) Gatsby Benchmark 2, 4, 5</p> <p>Black History Month (<b>October 2021</b>) - assemblies, student talks, classroom sessions, employer encounters Gatsby Benchmark 3,4,5,7,8</p> <p>'Exploring Career Sector' Workshops (<b>3<sup>rd</sup> November</b>) Gatsby Benchmark 2, 4, 5</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>8<sup>th</sup>- 12<sup>th</sup> November</b>)</p>	<p>International Day of Women &amp; Girls in Science (<b>11<sup>th</sup> February</b>) Gatsby Benchmark 2, 3,4,5, 8</p> <p>National Careers week (<b>7<sup>th</sup> – 12<sup>th</sup> March</b>) – assemblies, student talks, classroom sessions Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>7<sup>th</sup> – 12<sup>th</sup> March</b>) Gatsby Benchmark 2, 3,4,5, 7, 8</p> <p>Selected students attend Big Bang Stem careers fair (<b>March TBC</b>) Gatsby Benchmark 2, 3,4,5, 8</p> <p>Employer Engagement Activities (<b>Dates/Times TBC</b>) Gatsby Benchmark 4, 5</p>	<p>1:1 IAG careers meeting for year 8 students (<b>May - July</b>) Gatsby Benchmark 3, 8</p> <p>International Women in Engineering Day (<b>23<sup>rd</sup> June</b>) Gatsby Benchmark 2, 3,4,5, 8</p> <p>Selected students attend Sector Skills Career Talks Gatsby Benchmark 4, 5</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>4<sup>th</sup> July – 8<sup>th</sup> July</b>)</p>



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	<p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p>	<p>PSHE Careers module</p> <p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p>	
<b>Year 9</b>	<p>Life Skills Career Workshops (<b>September - December</b>) <i>Gatsby Benchmarks 2, 4, 5, 7</i></p> <p>Black History Month (<b>October</b>) - assemblies, student talks, classroom sessions, employer encounters <i>Gatsby Benchmark 3,4,5,7,8</i></p> <p>'Employer Encounter' Workshop (<b>17<sup>th</sup> November</b>) <i>Gatsby Benchmark 4, 5</i></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>8<sup>th</sup>- 12<sup>th</sup> November</b>)</p> <p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p> <p>PSHE Careers module</p>	<p>1:1 IAG careers meeting exploring different job roles for all Year 9 students (<b>January – July</b>) <i>Gatsby Benchmark 3, 8</i></p> <p>International Day of Women &amp; Girls in Science (<b>11<sup>th</sup> February</b>) <i>Gatsby Benchmark 2, 3,4,5, 8</i></p> <p>Employer Engagement Activities/Workshops (<b>Dates/Times TBC</b>) <i>Gatsby Benchmark 4, 5</i></p> <p>National Careers week (<b>7<sup>th</sup> – 12<sup>th</sup> March</b>) – assemblies, student talks, classroom sessions <i>Gatsby Benchmark 3,4,5,7,8</i></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>7<sup>th</sup> – 12<sup>th</sup> March</b>)</p> <p>Selected students attend Big Bang Stem careers fair (<b>March</b>) <i>Gatsby Benchmark 3,4,5,7,8</i></p> <p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p>	<p>1:1 IAG careers meeting exploring different job roles for all Year 10 students (<b>January – July</b>) <i>Gatsby Benchmark 3, 8</i></p> <p>International Women in Engineering Day (<b>23<sup>rd</sup> June</b>) <i>Gatsby Benchmark 2, 3,4,5, 8</i></p> <p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>4<sup>th</sup> July – 8<sup>th</sup> July</b>)</p>
<b>Year 10</b>	<p>'Careers Introduction to Apprenticeships' Workshop (<b>9<sup>th</sup> September</b>) <i>Gatsby Benchmark 2, 4, 5</i></p> <p>Black History Month (<b>October</b>) assemblies, student talks, classroom sessions, employer encounters <i>Gatsby Benchmark 3,4,5,7,8</i></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>8<sup>th</sup>- 12<sup>th</sup> November</b>)</p>	<p>Employer Engagement Activities/Workshops with EYS (<b>January – February</b>) <i>Gatsby Benchmark 4, 5</i></p> <p>National Apprenticeship Week (<b>3<sup>rd</sup> – 9<sup>th</sup> February</b>)</p> <p>International Day of Women &amp; Girls in Science (<b>11<sup>th</sup> February</b>) <i>Gatsby Benchmark 2, 3,4,5,7,8</i></p> <p>National Careers week (<b>7<sup>th</sup> – 12<sup>th</sup> March</b>) – assemblies, student talks, classroom sessions <i>Gatsby Benchmark 3,4,5,7,8</i></p>	<p>1:1 IAG careers meeting with all Year 10 students (<b>May – July</b>) <i>Gatsby Benchmark 3, 8</i></p> <p>International Women in Engineering Day (<b>23<sup>rd</sup> June</b>) <i>Gatsby Benchmark 2,3,4,5,8</i></p> <p>Nominated students attend college taster days <i>Gatsby Benchmark 3, 7</i></p> <p>Selected students attend Training Provider taster days <i>Gatsby Benchmark 3, 7</i></p>



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	<p><b>Careers Roadshow (17<sup>th</sup> November)</b> <b>Gatsby Benchmark 3,4,5,7,8</b></p> <p>Selected students attend Sector Skills Career Talks <i>Gatsby Benchmark 4, 5</i></p> <p>1:1 IAG careers meeting with selected Year 10 students <i>Gatsby Benchmark 8</i></p> <p>Selected students participate in STEM career days <i>Gatsby Benchmark 3, 4</i></p> <p>Support / Allocation of Work Experience Placements <i>Gatsby Benchmarks 2, 3, 4, 5, 6</i></p>	<p><b>Year 10 Work Experience Placements (7<sup>th</sup> – 11<sup>th</sup> March)</b> <b>Gatsby Benchmark 5, 6</b></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (7<sup>th</sup> – 12<sup>th</sup> March)</p> <p>Selected students attend Big Bang Stem careers fair (<b>Dates/Venue TBC</b>) <i>Gatsby Benchmark 3,4,5,7,8</i></p> <p>Nominated students attend Skills and Apprenticeship Event Molineux Stadium, W-ton NEC (<b>March</b>) <i>Gatsby Benchmark 3,4,5,7,8</i></p> <p>Employer Engagement Activities (<b>Dates/Times TBC</b>) <i>Gatsby Benchmark 4, 5</i></p> <p>University Visit (<b>Date TBC</b>) <i>Gatsby Benchmark 4, 5, 7</i></p> <p>1:1 IAG careers meeting with all Year 10 students (<b>April – July</b>) <i>Gatsby Benchmark 3, 8</i></p> <p>Selected students attend college taster days <i>Gatsby Benchmark 3, 7</i></p> <p>Nominated students attend Training Provider taster days <i>Gatsby Benchmark 3, 7</i></p> <p>Support / Allocation of Work Experience Placements <i>Gatsby Benchmarks 2, 3, 4, 5, 6</i></p>	<p>Support / Allocation of Work Experience Placements <i>Gatsby Benchmarks 2, 3, 4, 5, 6</i></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (4<sup>th</sup> July – 8<sup>th</sup> July)</p> <p>Year 10 Careers Summer Programme (<b>July</b>) Students experience different career sectors virtually and face2face. <i>Gatsby Benchmark 3, 5, 6 7</i></p>
<p><b>Year 11</b></p>	<p>University Visit (<b>29<sup>th</sup> September</b>) <i>Gatsby Benchmark 4, 5, 7</i></p> <p>Black History Month (<b>October</b>) - assemblies, student talks, classroom sessions, employer encounters <i>Gatsby Benchmark 3,4,5,7,8</i></p>	<p>International Day of Women &amp; Girls in Science (<b>11<sup>th</sup> February</b>) <i>Gatsby Benchmark 2, 3,4,5,7,8</i></p> <p>National Apprenticeship Week (<b>3<sup>rd</sup> – 9<sup>th</sup> February</b>) <i>Gatsby Benchmark 2,3,4,5,7,8</i></p>	<p>Continued 1:1 IAG careers meeting with all Year 11 students (<b>May – July</b>) <i>Gatsby Benchmark 3, 8</i></p> <p>Students participate in NCS Challenge <i>Gatsby Benchmark 3, 7</i></p> <p>Support/Allocation of Work Experience Placements <i>Gatsby Benchmarks 2, 3, 4, 5, 6</i></p>



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	<p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>8<sup>th</sup>- 12<sup>th</sup> November</b>)</p> <p><b>Careers Roadshow (17<sup>th</sup> November)</b> Gatsby Benchmark 3,4,5,7,8</p> <p><b>Year 11 Parents Evening and Future-Fest (December)</b> Gatsby Benchmark 3,5,7,8</p> <p>World Skills LIVE NEC, Birmingham (<b>Date TBC</b>)</p> <p>1:1 IAG careers meeting with all Year 11 students (<b>September – December</b>) Gatsby Benchmark 3, 8</p> <p>Selected students attend Training Provider taster days Gatsby Benchmark 3, 7</p> <p>Selected students attend Sector Skills Career Talks Gatsby Benchmark 4, 5</p>	<p>Selected students attend Skills and Apprenticeship Event, Molineux Stadium, W-ton NEC Gatsby Benchmark 3,4,5,7,8</p> <p>National Careers week (<b>7<sup>th</sup> - 12<sup>th</sup> March</b>) – assemblies, student talks, classroom sessions Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>7<sup>th</sup> – 12<sup>th</sup> March</b>)</p> <p><b>Interview Preparation Workshops (Date TBC)</b> Gatsby Benchmark 3, 5, 8</p> <p><b>Employer Mock Interview Workshops (Date TBC)</b> Gatsby Benchmark 3, 5, 8</p> <p>1:1 IAG careers meeting with all Year 11 students Gatsby Benchmark 3, 8</p> <p>Selected students attend college taster days Gatsby Benchmark 3, 7</p> <p>Nominated students attend Training Provider taster days Gatsby Benchmark 3, 7</p> <p>Guest Speakers in to promote FE &amp; HE opportunities (e.g., NCS Challenge, Greater Mind Bus Tour) Gatsby Benchmark 3, 7</p>	<p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (<b>4<sup>th</sup> July – 8<sup>th</sup> July</b>)</p> <p>Year 11 Post 16 Careers Summer Programme (<b>June – July</b>) Students attend college, Training Provider and Employer taster days Gatsby Benchmark 3, 5, 6, 7</p>
<p>Year 12</p>	<p>Birmingham UK University &amp; Apprenticeship Search Fair (<b>28<sup>th</sup> September</b>) Gatsby Benchmark 3,4,5,7,8</p> <p>Black History Month (<b>October</b>) - assemblies, student talks, classroom sessions, employer encounters Gatsby Benchmark 3,4,5,7,8</p> <p><b>Careers Roadshow (17<sup>th</sup> November)</b></p>	<p>National Apprenticeship Week (<b>3<sup>rd</sup> – 9<sup>th</sup> February</b>) Gatsby Benchmark 3,4,5,7,8</p> <p>International Day of Women &amp; Girls in Science (<b>11<sup>th</sup> February</b>) Gatsby Benchmark 3,4,5,7,8</p> <p>National Careers week (<b>7<sup>th</sup> -12<sup>th</sup> March</b>) – assemblies, student talks, classroom sessions Gatsby Benchmark 3,4,5,7,8</p>	<p>UCAS and apprenticeship week Gatsby Benchmark 3,4,5,7,8</p> <p>Employer Engagement Activities Gatsby Benchmark 4, 5</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>PSHE Drop down sessions</p>



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	<p><b>Gatsby Benchmark 3,4,5,7,8</b></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (8<sup>th</sup>- 12<sup>th</sup> November)</p> <p>National Mentors Week (<b>Week commencing 27<sup>th</sup> October</b>) Gatsby Benchmark 3,4,5, 8</p> <p>World Skills LIVE NEC, Birmingham (<b>Date TBC</b>)</p> <p>International Volunteers Day (<b>5<sup>th</sup> December</b>)</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>PSHE Drop down sessions</p> <p>1:1 IAG careers meeting with Year 12 students (<b>September – December</b>) Gatsby Benchmark 3, 8</p> <p>Guest Speakers in to promote FE &amp; HE opportunities Gatsby Benchmark 3, 7</p> <p>Selected students attend Sector Skills Career Talks Gatsby Benchmark 4, 5</p>	<p>What Careers Love? What University Live? B-ham (<b>5<sup>th</sup>- 6<sup>th</sup> March 2012</b>)</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (7<sup>th</sup> – 12<sup>th</sup> March)</p> <p>Celebrating Careers in Finance, Tourism &amp; Hospitality (<b>April</b>) Employer Engagement Activities (<b>Dates/Times TBC</b>) Gatsby Benchmark 4, 5</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>PSHE Drop down sessions</p> <p>1:1 IAG careers meeting with Year 12 students (<b>January – April</b>) Gatsby Benchmark 3, 8</p> <p>Guest Speakers in to promote FE &amp; HE opportunities (e.g., Greater Minds Bus Tour) Gatsby Benchmark 3, 7</p>	<p>1:1 IAG careers meeting with Year 12 students (<b>May – July</b>) Gatsby Benchmark 3, 8</p> <p>Whole Year 12 cohort HE Visits Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (4<sup>th</sup> July – 8<sup>th</sup> July)</p>
<p>Year 13</p>	<p>Birmingham UK University &amp; Apprenticeship Search Fair (<b>28<sup>th</sup> September</b>) Gatsby Benchmark 3,4,5,7,8</p> <p>Black History Month (<b>October</b>) - assemblies, student talks, classroom sessions, employer encounters Gatsby Benchmark 3,4,5,7,8</p> <p>National Mentors Week (<b>Week commencing 27<sup>th</sup> October</b>)</p> <p><b>Careers Roadshow (17<sup>th</sup> November)</b></p>	<p>National Apprenticeship Week (<b>3<sup>rd</sup> – 9<sup>th</sup> February</b>)</p> <p>International Day of Women &amp; Girls in Science (<b>11<sup>th</sup> February</b>)</p> <p>National Careers week (<b>7<sup>th</sup> -12<sup>th</sup> March</b>) – assemblies, student talks, classroom sessions Gatsby Benchmark 3,4,5,7,8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (7<sup>th</sup> -12<sup>th</sup> March)</p> <p>Celebrating Careers in Finance, Tourism &amp; Hospitality (<b>April</b>)</p> <p>Employer Engagement Activities (<b>Dates/Times TBC</b>)</p>	<p>1:1 IAG careers meeting with Year 13 students (<b>January – April</b>) Gatsby Benchmark 3, 8</p> <p>Employer Engagement Activities Gatsby Benchmark 4, 5</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>Guest Speakers in to promote FE &amp; HE opportunities (e.g., Greater Minds Bus Tour) Gatsby Benchmark 3, 7</p>



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<p><b>Gatsby Benchmark 3,4,5,7,8</b></p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (8<sup>th</sup>- 12<sup>th</sup> November)</p> <p>World Skills LIVE NEC, Birmingham (Date TBC)</p> <p>International Volunteers Day (5<sup>th</sup> December)</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>PSHE Drop down sessions</p> <p>1:1 IAG careers meeting with Year 13 students (September – December) Gatsby Benchmark 3, 8</p> <p>Guest Speakers in to promote FE &amp; HE opportunities Gatsby Benchmark 3, 7</p> <p>Selected students attend Sector Skills Career Talks Gatsby Benchmark 4, 5</p> <p>Support with UCAS Process Gatsby Benchmark 8</p>	<p>Gatsby Benchmark 4, 5</p> <p>Support / Allocation of Work Experience Placements Gatsby Benchmarks 2, 3, 4, 5, 6</p> <p>PSHE Drop down sessions</p> <p>1:1 IAG careers meeting with Year 13 students (January – April) Gatsby Benchmark 3, 8</p> <p>Guest Speakers in to promote FE &amp; HE opportunities (e.g., Greater Minds Bus Tour) Gatsby Benchmark 3, 7</p> <p>Support with UCAS Process Gatsby Benchmark 8</p>	<p>Support with UCAS Process Gatsby Benchmark 8</p> <p>Themed 'World of Work Week' – a week of 'activities and events bespoke to the Black Country (4<sup>th</sup> July – 8<sup>th</sup> July)</p>
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## Additional Information about Career Related Events

- Sector Skills Careers Talks led by local employers – available to selected students, termly basis (Gatsby Benchmark 5)
- Subject Master Class by universities – available to selected students, termly basis (Gatsby Benchmark 7)
- Subject Specific Careers Talks to promote degree subjects (Art Foundation, Medicine, Veterinary science/ working with animals, Healthcare professions (other than medicine) Law, Psychology and Social Sciences, Biomedical Sciences and Biochemistry – available to selected students, termly basis (Gatsby Benchmark 7)



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