

| <b>Elizabeth Woodville School</b> |   |
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| Policy Name:                      | Provider Access Policy & Careers Plan 2023-24 |
| Owner:                            | Headteacher                                   |
| Statutory:                        | Yes   |
| Date Ratified:                    | By Governing Body December 2022               |
| Review:                           | December 2024                                 |

This policy statement 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 provider’s education or training offer. This complies with the schools legal obligations under Section 42B of the Education Act 1997.

### **Overview**

At Elizabeth Woodville School we place a great emphasis on our students having a personal development programme that ensures they are well equipped for transition to their next step. This starts as soon as they arrive at school in Year 7 and builds significantly through Years 8 -13. We make every effort to get our students onto the right pathway suitable for their particular skill set and this is achieved through a focus on careers from Year

### **Student entitlement:**

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.
- 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

### **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 using the [Making it meaningful checklist](#).

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

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact the relevant Careers Lead on relative site.

#### **Careers Lead:**

The Personal Development Assistant Headteacher with responsibility for careers at Elizabeth Woodville School is Mrs Rebecca Griffin (North Site) and Mr Donovan Pillay (South Site) who can be contacted: -  
Address: Elizabeth Woodville School, Stratford Road, Deanshanger MK19 6HN or Stratford Road, Roade, NN7 2LP  
Via telephone: 01908 563468 (South Site) or 01604 862125 (North Site)  
Via email: [rebecca.griffin@ewsacademy.org.uk](mailto:rebecca.griffin@ewsacademy.org.uk) (North) & [donovan.pillay@ewsacademy.org.uk](mailto:donovan.pillay@ewsacademy.org.uk) (South)

A provider wishing to request access should contact the school using the details above.

Opportunities for access: The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you.

#### **Vision:**

To provide students with a range of career activities to enable them to discover opportunities which are available to them on completion of their education at Elizabeth Woodville School that support them to be ready for the world of work.

### **Our careers education has three aims:**

#### **Self-development:**

To help students understand themselves and the influences on them, build a track record of their experiences and achievements and develop their capabilities. Work via National Baccalaureate.

#### **Career exploration:**

To help students identify, investigate and weigh up opportunities in learning, work and placements and linking their curriculum learning to careers.

#### **Transition:**

To help students to make and adjust plans to reflect their strengths, options and choices in order to develop the skills that current and future workforces/labour markets need/want.

#### **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. EWS 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 Rebecca Griffin or Donovan Pillay.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with Rebecca Griffin or Donovan Pillay, who will ensure this resource is placed in an appropriate place to allow students



opportunity to access the material.



### **Previous providers**

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Royal Navy
- IEM
- AMF1
- Courteen Hall Farms
- Nestle
- Revolute
- NHS
- Northampton General Hospital
- West Northamptonshire County Council - Emergency Planning
- University of Leicester
- University of Northampton
- University of Buckingham

**Career guidance:**

Career guidance forms part of the student's entitlement. Careers guidance gives students an opportunity to talk through their future prospects and plans following their education at Elizabeth Woodville School. Its purpose is to help students focus on the transition process and to support them with their next step. Our impartial Careers Advice and Personal Guidance is through All Together and an external careers advisor who works 1 day a week on each site.

**Careers guidance is impartial and involves:**

- Establishing the student's starting point
- Helping the student to explore their interests, abilities, values and potential and to identify possible ways forward
- Confirming realistic possibilities, taking account of what's available and potential constraints
- Helping the young person to make informed decisions and develop, test and implement an action plan

**Quality & Impact:**

The careers programme is monitored and evaluated through: -

- Feedback from students who have received independent careers advice and guidance
- Feedback from events / experiences throughout the year
- Feedback from employer encounters
- Feedback from careers events
- Analysis of destinations & progress, where available, in further / higher education, training and employment

**Students:**

The careers adviser, tutor and subject teachers will work with students to help them develop the skill

they need for life and employment. Students will receive information about placements and work opportunities and will meet people from the world of work, who could help them acquire the skills needed to be successful in work.

### **What can you expect?**

- Assistance when choosing your KS4/5 choices through career related activities with external companies and curriculum areas
- To meet with a variety of employers both in curriculum areas and through stand-alone events
- To be given the opportunity to attend networking sessions with employers or career related trips
- To have access to independent and impartial advice regarding your careers options and next steps via an individual action plan

### **Information for students**

In addition to the activities and opportunities you can expect from us at school, it is always best if you develop your own skills and knowledge through extra-curricular activities after school and in the school holidays. Employers are always impressed to see students who have shown they are engaged in multiple projects and have done more than the bare minimum.

If you are looking to make yourself the most competitive when applying for future options you may want to consider completing some of the following activities:

Gain work experience (ideally within the specific area you are considering pursuing after school)

- Join a club of interest (this could be related to a career such as Army Cadets or be a club that could help you develop more generic work skills)
- Do some volunteering
- Create a website, build a model, write a blog
- Set up a small business
- Take part in fundraising activities
- Complete the Duke of Edinburgh award
- Apply for the NCS programme
- Join a sport team
- Get a part-time job

If you want to know how to start deciding what to aim for in your career or working life, try asking yourself these questions:

- What do you enjoy doing?
- What subjects are you good at in school? What are your hobbies?
- What skills do you have (Think about your TENSILE skills)? What sort of a person are you?
- Do you like interacting with people?
- Would you like a job that is practical or more office based?

If you want more help answering these questions and deciding what you want to do please see Theresa Adable our independent careers adviser or use the useful links section below.

### **Useful links:**

- [www.icould.com](http://www.icould.com)
- [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)
- [www.careersbox.co.uk](http://www.careersbox.co.uk)

- [www.stepintothens.nhs.uk](http://www.stepintothens.nhs.uk)
- [www.successatschool.org](http://www.successatschool.org)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.learnhowtobecome.org](http://www.learnhowtobecome.org)
- [www.russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college/](http://www.russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college/)
- [www.ucas.com](http://www.ucas.com)
- [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

### Parents:

Your child will receive information about careers during their time at the Elizabeth Woodville School. We will provide opportunities for them to develop life skills and core competencies that employers value, by enabling them to take part in employment and enterprise events. There is a Parents section under the careers section of the website that provides additional support for parents to help support students.

### Information for parents

As well as the provision you can expect with regards to careers from the school, there are also many ways in which you can help your child with their careers and employability progression. Please find below some helpful tips and links that you can use to introduce discussion at home:

- Encourage them to participate in a variety of school extracurricular activities. This will help them to understand more about their strengths, weaknesses, likes and dislikes. In addition to this it will also give them valuable experience to draw upon in later years when writing CVs or attending interviews
- Talk to them about your job and encourage other relatives within your family to do the same. This will allow them to be aware and explore a range of roles
- Read the school newsletter for upcoming career related trips, talks or activities that you could encourage your son/daughter to get involved in
- In year 8/9 talk to them about their subject choices and how this may help them in their current ambitions. If you need help in supporting your son/daughter speak to staff at the KS4 Options evening and /or subject teachers at Year 8 parents' evening. There are some useful links below to help:  
<http://parentzone.careerpilot.org.uk/parent/info/how-can-i-help-my-child-make-the/?topic=5972>  
<https://www.studential.com/GCSEs/choosing-your-GCSE-subject-options>  
<https://icould.com/watch-career-videos/by-subject/>
- In year 10/11 speak to students about their next steps post-16. It is best to have these discussions early as many of the applications your son/daughter will need to make, often have deadlines within the first term of starting year 11
- In year 11, 12 and 13 encourage your son/daughter to use some of the websites listed above or the tools given to them via PSHE programme which include: on a regular basis: CV writing and Letter of application aids, University and Apprenticeship search tools.

### Employers:

To strengthen the careers information our students receive and the experiences they gain whilst at Elizabeth Woodville School, we are keen to engage with employers. If you are able to support activities within schools to help students to develop employability skills, please contact the named careers lead below.

### **What can you expect?**

- Access to students in order to inform them of relevant post-16 and post-18 opportunities (this is dependent on availability and demand)
- Assistance in creating links within the curriculum to improve the knowledge of wider careers roles, especially when promoting STEM related careers
- Access to attend speed interviewing events with our students at a variety of key stages to help them understand the world of work
- The ability to get involved in offering work experience opportunities to our students both on a short and long term basis
- Promotion of your career related events and apprenticeship vacancies through our newsletter, posters and leaflets

### **Teachers:**

In order to prepare our students for their next step, focus on providing opportunities for them to develop employability and life skills, such as confidence, creativity and communication skills. Draw students' attention to the skills they are acquiring and record them. Wherever possible, make links with employment. Information and advice for students referred for 1:1 support, guidance.

### **Careers Programme at Elizabeth Woodville School**

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](mailto:provideraccess@careersandenterprise.co.uk)







