



# Harrogate Grammar School

## Careers Education - Provider Access Policy

### Rationale

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
- Section 72 of the Education and Skills Act 2008

### Student Entitlement

All students 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

At Harrogate Grammar School we encourage all students, including students in Year 7, to participate in our Careers Education programme so we would also include those students in any activities which a provider would like to offer therefore providing access to all students in all year groups.

### Management of provider access requests

A provider wishing to request access should contact:

Mrs Jane Hinkins  
Personal Development Coordinator and Careers Leader  
jfh@harrogategrammar.co.uk  
01423 531127

## Opportunities for access

A range of events integrated into the school careers programme throughout the school year offer providers an opportunity to come into school to speak to students and/or their parents/carers. These opportunities are listed below and a provider wishing to identify any opportunity to work with us should contact the Personal Development Coordinator/Careers Leader as above:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• Annual HGS Careers Fair in November</li> </ul>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• National Careers Week</li> <li>• National Apprenticeship Week</li> </ul>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• Annual HGS Careers Fair in November</li> </ul>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• National Careers Week</li> <li>• National Apprenticeship Week</li> </ul>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• Annual HGS Careers Fair in November</li> </ul>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• Year 9 Key Stage 4 Options Process</li> <li>• National Careers Week</li> <li>• National Apprenticeship Week</li> </ul>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• Annual HGS Careers Fair in November</li> </ul>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• National Careers Week</li> <li>• National Apprenticeship Week</li> </ul>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• Annual HGS Careers Fair in November</li> <li>• Year 11 Careers 'Your Future Your Choice' Super Learning Day in October</li> <li>• Promoting the value of Work Experience with Year 11 who</li> </ul>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• Year 11 Post-16 Options Process</li> <li>• National Careers Week</li> <li>• National Apprenticeship Week</li> </ul>	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• CEIAG assembly/workshops</li> <li>• Speaker opportunities in subject areas</li> <li>• Promoting the value of Work Experience with Year 11 who will be encouraged to find work experience</li> </ul>

	will be encouraged to find work experience placements after the GCSE exams	<ul style="list-style-type: none"> <li>Year 11 Careers Taster Day for students not intending to stay for Sixth Form</li> </ul>	placements after the GCSE exams
<b>Year 12</b>	<ul style="list-style-type: none"> <li>Introduction to the Packages</li> <li>Group guidance sessions</li> <li>Employer talks by package</li> <li>University visits</li> <li>Introduction to Oxbridge</li> <li>Volunteering and Enrichment activities</li> <li>HGS Annual Careers Fair in November</li> </ul>	<ul style="list-style-type: none"> <li>Higher Education Information Evening</li> <li>Introduction to HE research materials</li> <li>Individual appointments exploring HE and employment</li> <li>Package talks and Enrichment activities continue</li> </ul>	<ul style="list-style-type: none"> <li>Attend university open days</li> <li>Further University visits with school</li> <li>Progression Days</li> <li>IBM Big Interview Day</li> <li>Work Experience</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>UCAS applications and support with personal statements</li> <li>Individual appointments exploring HE and employment</li> <li>Oxbridge and Medicine interview conference</li> <li>Oxbridge and Medicine interview weekend</li> <li>HGS Annual Careers Fair in November</li> </ul>	<ul style="list-style-type: none"> <li>Apprenticeship and alternatives to university support programme</li> <li>CV Workshop</li> <li>Student Finance Evening</li> </ul>	<ul style="list-style-type: none"> <li>Post results day support including clearing and employment advice</li> </ul>

### **Premises and facilities**

The school will make the main hall, Forum, 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 Personal Development Coordinator/Careers Leader and other members of staff who will be involved with the presentation.

### **Monitoring, Evaluation and Review**

The Careers Leader (with strategic responsibility for Careers) will monitor, evaluate and review this policy through analysis of practice and dialogue with stakeholders and will present any amendments to SLT for approval on an annual basis in conjunction with the HGS Careers Education Policy annual review.