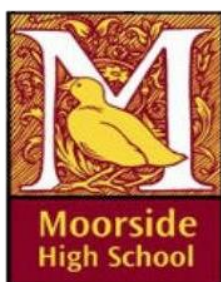




# Moorside High School

## Careers (Provider Access) Policy

rev. January 2024



**Date Reviewed:** January 2024

**Date of Next Review:** January 2025

**Reviewed by:** Quality of Education Governors

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## Engage and Achieve

### 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 purposes 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 and the updated Provider Access Legislation (PAL) enacted in January 2023.

#### Student entitlement

Students in years 7 - 11 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

The updated PAL specifies schools must provide at least four encounters with approved providers of apprenticeships and technical education for all their students:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend

This new legislation will become a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact Nicola Bell, Assistant Headteacher OR Lee Gordon, Careers Adviser at Moorside High School, Cellarhead Road, Werrington, Stoke-on-Trent, ST9 0HP. Tel: 01782 551200. Email: [nbell@mhs.potteries.ac.uk](mailto:nbell@mhs.potteries.ac.uk) or [lgordon@mhs.potteries.ac.uk](mailto:lgordon@mhs.potteries.ac.uk)

### Opportunities for access

All students, parents and families have access to a Level 6 qualified Careers Advisor. The adviser attends Parents Evenings, GCSE Choices Evening and is available for individuals and families to book appointments. Please contact Lee Gordon using the details above.

Students may contact Mr Gordon via lunch time/break time drop ins, by email and through form tutors.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Office, which is managed by the named contact. The Careers Office is available to all students at lunch times as well as during careers appointments etc.

Careers information, prospectuses etc can be handed out during a.m. registrations through L Gordon visiting form groups OR at the end of an assembly/provider talk.

All students participate in a Personal Development Day focussed on careers education which covers the topics listed below. Other events and visits take place during the academic year.

### Content of Careers Personal Development Days

#### Year 7

#### The Real Game 2023

A series of classroom-based programmes developed to help students learn more about themselves and both the opportunities and the responsibilities of adult life in a fun and constructive way. Students learn:

- The importance of education and qualifications in getting the jobs they want;
- How occupational choice impacts upon lifestyle;
- How to balance monthly income and leisure time

## Content of Careers Personal Development Days

<p><b>Year 8</b></p>	<p style="text-align: center;"><b>GCSE Choices</b></p> <p>Students take part in the following activities to help them make informed decisions about their GCSEs starting in Year 9:</p> <ul style="list-style-type: none"> <li>• Get to know yourself</li> <li>• Decision Making</li> <li>• Unifrog – an online platform helping to explore career ideas based on strengths and likes</li> <li>• Progression routes at 16 – what can you do when you leave school?</li> <li>• LMI (Local/Labour Market Information)/Real Life Choices</li> </ul> <p>The Personal Development Day is followed by a Parents Event offering opportunities to talk to subject staff, local colleges and universities (tbc).</p>
<p><b>Year 9</b></p>	<p>‘Design a University Open Day’ activity. Each group selects a Project Manager, agrees on a target student and then plans a day based on that student’s aspirations to try and encourage them to attend the open day. Presentations by student teams include information on finance, study options, accessibility, social aspects and campus facilities etc. External judges are arranged from local colleges/education provider to choose a winning presentation.</p>
<p><b>Year 10</b></p>	<p>Students participate in the following sessions:</p> <ul style="list-style-type: none"> <li>• What is an apprenticeship?</li> <li>• Networking</li> <li>• What is a CV and how to write one</li> <li>• Your Skills, your team, your future (new 2021)</li> <li>• ‘University: of course you can!’ (resources produced by Keele University)</li> <li>• Interview Skills: an introduction</li> </ul>
<p><b>Year 11</b></p>	<p>After completing work experience in October, students participate in the following activities in November:</p> <ul style="list-style-type: none"> <li>• Work experience debrief and update on LMI– what did I learn from the world of work?</li> <li>• Update CV and letter of application</li> <li>• Interview Skills: preparing for their first interview</li> <li>• Apprenticeships: how and when to find one</li> <li>• The transition to Further Education and possible Higher Education</li> <li>• Is self-employment an option?</li> </ul>

Please speak to our named contact to identify the most suitable opportunity for you.

The activities listed above, Parents Evenings and assemblies (8.50 a.m. until 9.10 a.m daily) offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year, so providers need to contact the staff member named above to identify the most suitable opportunity. These events are usually calendared well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Access to students will be granted on the understanding that the information and guidance offered by providers is related to technical courses and apprenticeship opportunities only.

## **Premises and facilities**

Access to appropriate rooms and facilities will be discussed and agreed in advance of the visit.