



PENWORTHAM GIRLS' HIGH SCHOOL

Careers, Impartial Advice and Guidance

PROVIDER ACCESS POLICY

(September 2020)

Updated Annually

Next review: Sept 2021

THE MISSION

**To prepare
Articulate, Questioning, Tolerant and Independent Women
for the future.**

1.0 Introduction

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

1.1 Pupil entitlement

All pupils in years 8-11 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 including
 - Hutton Grammar School
 - Runshaw College
 - Newman College
 - Myerscough College
 - Preston's College
- 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.

1.2 All pupils in years 8 to 11 are given access to online guidance and personalised information and guidance via the *Fast Tomato* software tool.

1.3 All pupils in years 10 and 11 will have at least one face-to-face careers interview with CIAG Advisor, Shamim Khan.

2.0 Management of provider access requests

2.1 Procedure

A provider wishing to request access should contact our Careers Lead:

John Ramsdale, Senior Assistant Headteacher

Telephone: 01772 743399 Email: j.ramsdale@penworthamgirls.lancs.sch.uk

Alternatively, a provider may contact:

Shamim Khan, CIAG Advisor

Email: careers@penworthamgirls.lancs.sch.uk

Shaheen Gul, Enterprise Advisor (Inspira Education), Lancashire Enterprise Company

Email: shaheen.gul@inspira.co.uk

3.0 Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. These include:

- Futures Evening
- Curriculum Information Evening
- Parents' Evenings
- Futures Lunchtime Drop Ins
- Regular assemblies
- Annual Enterprise and STEM activities
- Futures Days

3.1 Futures Programme 2019-2020

Year 10

Time	Event	Venue
8:50 – 9:10am	Preston's College Assembly	PGHS
8:50 – 9:10am	Newman College Assembly	
8:50 – 9:10am	Runshaw College Assembly	PGHS

8:50 – 9:10am	Hutton Sixth Form Assembly	PGHS
4 Days	Work Experience	Various
5:30 – 8:00pm	Year 10 Parents' Evening (College representatives available to offer advice and guidance)	PGHS
Day	EITHER Runshaw College Sampling Day OR Preston's College Sampling Day	Runshaw College or Preston's College
Day	EITHER Newman College Sampling Day or Hutton Sixth Form Sampling Day	Newman College or Hutton Sixth Form
Day	Hutton Taster Day	Hutton Grammar School
Day	Runshaw Taster Day	Runshaw College
Day	Newman Taster Day	Newman College
2 Days	Futures Days	PGHS

3.2 Year 11 Futures Programme

Time	Event	Venue
8:50 – 9:10am	Newman College Assembly	PGHS
8:50 – 9:10am	Runshaw College Assembly	PGHS
8:50 – 9:10am	Preston's College Assembly	PGHS
8:50 – 9:10am	Hutton Sixth Form Assembly	PGHS
12:30 – 1:15pm	Runshaw College – Vocational Courses Advice and Guidance – Drop In Session	PGHS
8:50 – 9:10am	Hutton Sixth Form Assembly	PGHS
12:30 – 1:15pm	Preston's College Application Drop-In Session	PGHS
12:30 – 1:15pm	Newman College Application Support Session	PGHS
	College Application Deadline	
10:30 – 12:30pm	Mock Interviews	PGHS
9:00 – 1:00pm	Runshaw College Interviews	PGHS

Please speak to our Careers Lead to identify the most suitable opportunity for you.

4.0 Premises and facilities

The school will make the main hall, training suite, 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 Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for our Careers Library, which is managed by our CIAG Advisor. This facility is available to all students at lunch and break times.

5.0 Approval and review

Approved on _____10th Nov 2020_____ by Governors at Curriculum and Standards Committee

Next review on: ____Autumn 2021_____

Signed: _____ Chair of Governors

_____ Head teacher