

# King Edward VII Science and Sport College: *Provider Access Policy*

## Introduction

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

## Student entitlement

Students in years 10-13 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact:

*Emma Booth, Vice Principal*

*Amy Bowles, Deputy Director of Sixth Form, Co-ordinator of PSHE and SMSC*

Telephone: 01530 834925

Email: [ebooth@kinged.org.uk](mailto:ebooth@kinged.org.uk) / [abowles@kinged.org.uk](mailto:abowles@kinged.org.uk)

## 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 students and/or their parents. The following is a vision statement and strategy overview of King Edward VII College's Careers and Enterprise provision:

### **'Getting Ready for Work'** following Lord Young's 'Enterprise for all' report 2014.

*The Department for Education's Statutory Guidance issued in March 2015 identifies the need for schools to: "Have a strategy for the careers guidance they provide to young people. The strategy should be embedded within a clear framework linked to outcomes for students."*

**King Edward VII College is working in partnership with the 'Careers & Enterprise Company' & LLEP to ensure that links between local employers remain strong. Employers are a valuable asset in terms of helping students develop key employability skills and this complements what they learn in our curriculum.**

Below is a summary of our 'Enterprise and Employability' strategy that continues to grow and develop in order to ensure nothing less than *brilliant* destinations for students post 16 and post 18.

# Enterprise and Employability Strategy King Edward VII Coalville

Promoting 'enterprise education' and 'work related learning' at King Edward VII College

## What is 'enterprise education?'

- Teaching students the knowledge and skills to be effective and proficient employees and potential employers.

## Secondary schools should:

- Ensure there is a coherent programme to develop enterprise education
- Develop stronger links with local business and set clear objectives for intended outcomes of these partnerships
- Make effective use of the expertise in staff to deliver the programmes
- Ensure the programmes assess progress in developing knowledge, understanding and skills

## Employers should:

- Support local schools in offering mock interviews, careers fairs
- Opportunities for work experience and work shadowing

What?	Year Group?	When?	Who?	How do we know impact?
<p><b>Tutor 1:1</b> mentoring / coaching sessions Individualised sessions based on student personal needs: skill development for progress, matters of attendance, applying for apprenticeships / UCAS personal reference</p>	<p>Sixth Form Year 10 Year 11</p>	<p>PSE Sixth Form tutor allocated time on timetable <i>On-going</i></p>	<p>EB JP LC ABo ML DA JH Tutors &amp; Well-being tutors</p>	<p>Past 3 years growing percentage of students applying to university; higher percentage applying for higher / L3 apprenticeships; higher percentage of KS4 securing apprenticeships as a P16 option.</p>
<p><b>Employability Assembly Launch</b> students are introduced to what enterprise education is, what employability skills are, resources include Barclay's Life Skills</p>	<p>Sixth Form Year 10 Year 11</p>	<p>Main Hall <i>September and ongoing via PSHE curriculum</i></p>	<p>Guest University Speaker / ABO</p>	<p>Follow up PSHE students complete activities, discussion and record progress in Employability booklets</p>
<p><b>Employability skills.</b> Taught as a discrete element (following assembly launch).</p>	<p>Year 10 Year 11 Sixth Form</p>	<p>PSHE <i>September/October</i></p>	<p>EB / ABo Tutors</p>	<p>Students record what they've learned on PSHE reflection sheets</p>
<p><b>Employability Skills Across the Curriculum &amp; PSHE</b></p>	<p>Year 10 Year 11 Sixth Form</p>	<p><i>On-going</i> Audit in June 2018</p>	<p>EB / ABo Faculty Heads Subject heads Subject teachers</p>	<p>Literacy, oracy &amp; problem solving skills improve.... <i>Attainment and progress improve across the curriculum</i></p>

<b>Vocational opportunities in main stream curriculum</b>	Year 10 Year 11 Sixth Form	Scania option KS4 <i>Y9 October options</i> Tech & alternative providers BTEC qualifications Introduction of T levels post 16 <i>On-going dependent on individual need of the student</i>	EB / LM	Apprenticeships secured Post 16 for students wishing to pursue this line of work.
<b>Inspirational Assemblies</b>	Y11 & Sixth Form	Main Hall Local business entrepreneurs, members of the Chambers of Commerce, local MP & MEP, (GAP year & employment opportunities) <i>On-going see PSHE calendar for specific dates</i>	EB / MFR/ ABO	Raising aspirations of students (impact on school ethos & culture)
<b>Advice &amp; Guidance Apprenticeships &amp; Technical Qualifications.</b>	Year 10 Year 11 Sixth Form	Guest Careers Advisor from Loughborough University talks to students about apprenticeship opportunities & how to apply.  <i>February</i>	ABO / EB	Students apply for apprenticeships (logged on school tracking & monitoring data base) and secure an apprenticeship Post 16 / Post 18
<b>'Brilliant Career Guidance'</b>	Year 10 Year 11	Year 10 and Year 11 students are selected for intensive careers guidance and follow-up appointments  <i>December</i>	EB /JW Loughborough university	Students apply for apprenticeships (logged on school tracking & monitoring data base) and secure an apprenticeship Post 16 / Post 18
<b>Careers &amp; Guidance well-being Tutors and Careers Leader: 'Dream Destinations'</b>	Year 10 Year 11 Sixth Form	Bespoke letters to parents enabling them to support their child's application to FE and / or apprenticeships at home  <i>February / March</i>	EB / LC / JP	Students make applications to apprenticeships / FE of choice.

<b>'Brilliant Careers Day'</b>	Year 10 Year 11 Sixth Form	PSE / P1 & P2 A range of local employers provide workshops for students and allow Q and A time  <i>February</i>	ABo / EB Guest speakers / Tutors / subject staff	Student evaluation/feedback at the end of the sessions
<b>CEVA Logistics Company</b> Mission Impossible & follow-up employability workshops delivered by delegates Reflections and Feedback Harley Theatre for all	Y10 Sixth Form 'Art of Brilliance' students	'Collapsed' timetable P4 & 5  <i>November</i> <i>April</i>	EB / JP / DA / MB / LC Director CEVA CEVA delegates	Student and delegate evaluation/feedback at the end of the sessions
<b>'Dream Lifestyles'</b>	Year 12 particularly those 'not applying for university'	Advice & guidance from Leicestershire Cares specifically supporting applications to apprenticeships  <i>April</i>	ABo / EB	100% students who applied for apprenticeships secured their preferred placement
<b>'Post 18 Brilliant Destinations'</b>	Year 13 not applying to university	Programme of support that includes: an introduction to apprenticeships / writing C.Vs & letters of application / personal statement writing / students set up an account via ... <a href="https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch">https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch</a>  <i>From February</i>		
<b>Links with local employers &amp; Chambers of Commerce</b>	Y11 & Sixth Form	Sixth Form Study Centre  Interviews with targeted Y11 and 'not-university' students  <i>January</i>	EB / MFR / ABo / DG	Y11 Business Coursework Preparation for apprenticeship interviews can talk with confidence about employability skills they have gained whilst at school / in business

<b>Apprenticeship Advertisements</b>	Y11 & Sixth form	Frequently updated notice board outside the pastoral office for all students to access  <i>Jan / June</i>	ABO / Careers Leader	% of applications to vacant posts
<b>Leicester Cares Interview Day</b>	Y10 Y12 'not-university' students	Main Hall All year 10 and year 12 students have an appointment slip and attend a mock interview.  <i>June</i>	ABO / EB	Individual Award certificates 1:1 feedback from the employer to student on improvements Follow-up PSHE lessons
<b>Well-being Programme</b>	Year 10 Year 11 Sixth Form	Room 69 & Room 37 Students develop specific employability skills through the 'lateral thinking' and 'independent learners' workshops during PSHE sessions Different students are targeted every 6 weeks in line with the assessment cycle  <i>On-going</i>	EB / Abo / DA LFI / LF	Student evaluation Student progress data in Maths / Science & English indicates improvement.
<b>Sutton Trust &amp; Widening Participation Team PATHWAYS</b>	Year 10 Year 11 Sixth Form	Internal programmes delivered in the library & External visits arranged throughout the year  <i>On-going</i>	JPy / EB/ MFR/ ABo	Raising aspirations of students (impact on school ethos & culture) Progress data improves Increase in university and advanced apprenticeship applications
<b>Student Council</b>	All Years	Conference Room Developing employability skills & embedding British Values Led by the college Head Boy and Head Girl KS5 Senior Prefects KS4 Prefects  <i>On-going</i>	MFR / EC	Nomination of Head Boy & Head Girl via student leadership elections. Student leadership across the college more prevalent in a range of enrichment and curriculum areas

<b>PROSPECTs targeted 1:1</b>	Y11 Sixth Form 'Not – going to university students'	Targeted slots on timetable <i>Jan / Feb</i>	EB RM PROSPECTs	0% NEET Application forms meet expectations and interviews confirmed Apprenticeships secured post 16
<b>Assembly launch of NCS</b>	Y11 & Y12	Main Hall Focus on the importance of employability skills (Champion status for 3 consecutive years; Gold Award 2018!)  <i>February</i>	EB / ABo / NCS Team	Application packs completed and payment made! (College pays for disadvantaged students)
<b>NCS workshops</b>	Y11 and targeted Y12	Old House / Sports Hall / Astro turf Developing range of employability skills. EVERY year 11 will complete workshop in TG/PE/after school Targeted workshops for Y12  <i>February</i>	EB / ABo NCS Team	% of students completing 4-week programme Y11 summer % of Y12 students completing 4-week mentoring scheme over summer (work ready)
<b>Duke of Edinburgh Award</b>	Year 11 Year 12	Meetings held in Science External Field Trips  <i>On-going</i>	JPy / TW	Raising aspirations of students (impact on school ethos & culture) Progress data improves Increase in university and advanced apprenticeship applications
<b>Academic Mentoring Programme</b>	Y12 & Y13	Training is delivered in faculty specific areas Y12 trained as academic mentors (all schools in the area) and develop employability skills whilst supporting younger students make academic progress  <i>October</i>	DTH / ABo / MFr	Certificate as evidence of training Y10/11 Mentees make more progress UCAS / letter of application



<b>Attendance Coaching Programme</b>	Y12 & Y13	Training is delivered in faculty specific areas and during PSHE Y12 trained as attendance coaches that support KS4 students vulnerable to low attendance levels. Trained by professional coaches <i>October</i>	EB / DA / JH	Certificate as evidence of training Y10/11 coachees improve their attendance UCAS / letter of application
<b>Preparing for medicine</b>	KS4 & KS5	Room 57 Support and guidance in how best to prepare and apply for medical –linked courses at university <i>On-going</i>	Jpye / JL / CS	Students applying for medicine and linked courses secure work placements in the summer and a place at university
<b>Engineering Enterprise</b>	Sixth Form	Meetings held in Science Students prepare and devise technological solutions to problems set by industry eg Caterpillar <i>On-going</i>	DTH/	UCAS personal statements and letters of application indicate employability skills developed. Places secured at preferred destination
<b>‘Art of Brilliance’</b>	All Years Led by Sixth Form students	Core team of ‘brilliant’ students organise and host key events that develop employability and embed values of resilience and effort. <i>On-going</i>	JP / MB	
<b>Sixth Form Enrichment Programme</b>	Y12 & Y13	<i>On-going</i> Academic mentoring / local school links / Sports Leadership	ABo / SJ / EB	UCAS personal statements and letters of application indicate employability skills developed. Places secured at preferred destination
<b>‘UCAS Day’</b>	Year 12	Two day collapsed timetable. Workshops delivered via range of agencies / partners with the aim of students writing UCAS / covering letter with employability skills learned / developed (time allocated in computer rooms for this at end of 2 days) <i>July</i>	MFR / ABo	Student evaluation (last year it was outstanding!!) Paragraph completed highlighting the employability skills they have developed during the days’ activities

<b>Preparing for UCAS*</b>	Y12	Timetable of events to support students in preparing for successful UCAS applications  September / July	Jpye / MFr/ ABo	Students applying for university place secure destination
<b><i>At King Edward VII we aim to evaluate the effectiveness of careers and enterprise support for students. Our close work with the Careers and Enterprise Company and the Leicester &amp; Leicestershire Enterprise Partnership (LEEP) quality assures our provision against the Gatsby Benchmark criteria.</i></b>				

\* Trips to HE fairs / Taster lectures / PS writing day & guest university speakers / one –to –one mentoring sessions with tutors / student finance talk DfE /

Please speak to your tutor, PPL or Miss Bowles to identify the most suitable opportunity for you.

The school policy on safeguarding [\[link\]](#) sets out the school’s approach to allowing providers into school as visitors to talk to our students.

## **Premises and facilities**

The school will make the main hall, Harley Theatre, classrooms or the conference room 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 Leader or Vice Principal.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the library staff. The Resource Centre is available to all students at lunch and break times.

## Approval and review

Approved *[date]* by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors

*[name]* Head teacher