



## King Edward VI School

### CAREERS INFORMATION ADVICE AND GUIDANCE (IAG) PROVIDER ACCESS POLICY STATEMENT

**OCTOBER 2018**

Prepared by:	Beverley Tucker Deputy Headteacher  Angela Hahn CIAG Co-Ordinator
Approved by:	Pastoral Committee 16/10/18
Signature of Chair of Governors:	
Status & review cycle	Statutory Three Years
Date approved:	
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## **1.0 Introduction**

This policy statement sets out the arrangements for managing the access of providers to students at King Edward VI School, Bury St. Edmunds for the purpose of giving them information about the providers' education or training offers. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## **2.0 Student entitlement**

All students in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeship 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 vocational 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.

## **3.0 Careers Education, Information Advice and Guidance (IAG)**

Information Advice and Guidance (IAG) is offered within the school and also in partnership with a range of external providers, including employers, Further Education (FE) and Higher Education (HE) providers and specialists such as independent impartial careers advice delivered by an external provider.

Connections have been established with the Network for East Anglian Collaborative Outreach (neaco) and the New Anglia Enterprise Adviser Network (EAN) to ensure that the school has an inclusive and comprehensive strategy in Careers IAG for all our students.

Careers Education and Guidance and Work Related Learning make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, which supports a successful and positive transition to adulthood.

### **Aim**

Our aim is to help our students with careers and work related learning activities and experiences so that they are able to:

- Understand and make informed decisions on all options
- Develop their understanding of themselves in relation to future learning and employment opportunities
- Learn and experience careers and the world of work
- Plan and manage their own futures
- Achieve their full potential

## 4.0 Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact:

Angela Hahn, Information Advice and Guidance (IAG) Co-ordinator

Telephone: 01284 761393 ext. 276 Email: [ahn@king-ed.suffolk.sch.uk](mailto:ahn@king-ed.suffolk.sch.uk)

### 4.2 Opportunities for access

A number of events embedded in the school careers programme will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	Assembly: <i>Why come to school?</i> Linking curriculum to Careers	King Edward VI School Careers Week Engineering Workshop (West Suffolk College - WSC)	Visit to University of Suffolk (UoS)
Year 8	Networking event: Staff & students	King Edward VI School Careers Week Engineering Workshop (WSC)	Visit to UoS
Year 9	Visit: Skills Show 2018 Networking event - Staff & students	King Edward VI School Careers Week WSC Careers Fair Engineering Workshop (WSC) Barclays Life Skills Workshop	Royal Institute of Chartered Surveyors workshop University & College visits
Year 10	Assembly: Guest speakers: <i>Career paths</i>	King Edward VI School Careers Week WSC Careers Fair Engineering Workshop (WSC) Barclays Life Skills Workshop	University and College visits 1:1 interviews (WSC) Networking event Staff & students
Year 11	WSC Assemblies: <i>Apprenticeships</i> <i>Post-16 Information</i>	King Edward VI School Careers Week Employability Skills Institute of Civil Engineering (ICE) workshop	1:1 interviews University visits UEA, UoS Networking event Staff & students
Year 12	Assembly: <i>Employability Skills</i> Visit: Warren Services Engineering	King Edward VI School Careers Week WSC Assembly: <i>Introduction to Higher Education</i>	Progression Information Evening University of Essex Student Conference Recruitment company interviews
Year 13	Assembly: <i>Employability Skills (Time management)</i>	King Edward VI School Careers Week	Recruitment company interviews

Please speak with Angela Hahn (ahn@king-ed.suffolk.sch.uk) to identify the most suitable opportunity for you.

### **4.3 Premises and facilities**

The school will make the Lower Hall, PAC, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio visual 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 a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception to be placed in the Careers Resource area, which is managed by the School Librarian. The Resource area is available to all students at lunch and break times.