

Holly Lodge High School

College of Science



Information, Advice and Guidance Coordinator Policy September 2018

Date Adopted: _____

To be reviewed: _____

Signed by Governors: _____

Signed by Head Teacher: _____

Information, Advice & Guidance Coordinator Policy

Introduction

This policy statement sets out the 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.

Pupil entitlement

All pupils in years 7-13 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.

Management of provider access requests

Procedure

A provider wishing to request access should contact **Mrs Deborah Southall** Assistant Headteacher responsible for Information, Advice and Guidance

Telephone: **0121 558 0691** Email: **dsouthall@holly-lodge.org**

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. Please speak to **Mrs R Kaur or Mrs T Hayes** to identify the most suitable opportunity for you. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Careers Programme

	Autumn Term	Spring Term	Summer Term
Year 7/8	Life Skills – assembly and tutor group opportunities Personal Development sessions	Life Skills – assembly and tutor group opportunities – Personal Development Programme	CEIAG event (collapsed morning)
Year 9	Life skills – assembly and tutor group opportunities – Personal Development Programme	KS4 Options and CEIAG event	STEM / Enterprise event
Year 10	Careers Fair and CEIAG event Work experience launch	CEIAG - Personal Development Enterprise event	Work experience preparation
Year 11	Careers and CEIAG event	Post 16 preparation	Study skills

	Work experience follow up Post 16 preparation	Life skills – Personal Development programme	
Year 12	Life/Transferable skills – Personal Development programme University Open Day visit	Work experience preparation University visits Apprenticeship Fair UCAS Fair/Day	Work experience Study Skills
Year 13	Life/Transferable skills – Personal Development programme UCAS support Student Finance	University visits Apprenticeship Fair UCAS Fair/Day Guest speakers Mock interviews	Study Skills

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

Measuring Impact

By measuring and assessing the outcomes of Holly Lodge High School in conjunction with The Careers and Enterprise Company, the compass audit tool has been applied. The results enable us to plan and work by benchmarking our activities for the future

Premises and facilities

The school will make the main hall, 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 Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by **Connexions**.

Approval and review

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

Next review: *[date]*

Signed: *[name]* Chair of Governors *[name]* Head teacher