

**GORDON'S SCHOOL**  
**APPRENTICESHIP AND FE PROVIDERS POLICY**

**1. Introduction**

As part of Gordon's School's commitment to informing our pupils of the full range of learning and training routes on offer to them, Gordon's School is happy to consider requests from training providers, vocational education and apprenticeship providers to speak to students and will also approach these partners ourselves when planning and organising key Careers events throughout the school year.

**2. Careers Events**

In the first instance, providers wishing to speak with students should consult our calendar of Careers events published on the school website as we would welcome their input at these events throughout the school year:

- **6<sup>th</sup> Form Options Evening** - **October**
- **School Careers Fair** - **March**
- **Post-18 Options Day** - **June**

These events provide ample opportunities to speak to students and parents both individually and in groups to offer information on vocational, technical and apprenticeship routes. These are usually held in the school hall and timings, facilities and parking and registration details are emailed to exhibitors in good time before the event. Enquires about these events can made to the school's Head of Careers at the email address below.

**3. Whole Year Assemblies**

We also have a number of whole year group assembly slots which give providers a short opportunity to quickly spread the word about their offer. These are 20 minutes slots to a year group of around 100 students in our main assembly hall which has a whiteboard projector and speakers for sound. These assemblies are usually on offer through the early part of the Autumn and Spring terms as, at other times, our halls are used for exams and assemblies do not take place.

All requests should be emailed at least 6 weeks (a school half term) in advance of an expected date for the planned session. All requests will be given due consideration by Gordon's school's Head of Careers and Senior Leadership link and requests will only be turned down if:

- they impinge on students preparation for public or internal exams
- they clash with other school events such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parent communication events etc.
- the school is unable to provide staff to support the presentation or talk due to previous commitments
- rooming for the talk or event is unable to be found due to timetabling clashes

Responses to requests will come from the school's Head of Careers. For requests that are approved, the School will provide clear instructions before the event on visitor parking, visitor registration, a contact member of staff and their contact details, the room to be used at the session and the presentation facilities this space offers.

#### **4. Reporting**

As part of Gordon's School's wider CEIAG policy, the range of Careers provision for students is reported every academic year to the school governing body and Head Teacher.

If you have questions regarding this document please contact our Head of Careers, Alexa Tarsey:  
[atarsey@gordons.school](mailto:atarsey@gordons.school)

**Alexa Tarsey**  
**Head of Careers**

**Written: September 2018**