

**GORDON'S SCHOOL**  
**POLICY**

**APPRENTICESHIP AND FE PROVIDERS POLICY**

The core principle that guides everything we do is **Putting Students First**.

**Purpose**

To ensure that procedures are in place within Gordon's School to provide pupils with access to up-to-date and impartial information, advice and guidance that will help them to make well informed, realistic career and employment decisions.

**1. Introduction**

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

**2. Careers Responsibilities:**

Senior Leadership – Mr A Reeve (Deputy Head Curriculum)  
Link Governor for Careers – Mr D Horton  
Careers Leader – Mrs S Radford  
Independent Careers Advisor – Innervate  
Careers Administrator - Augusta Kennedy  
Head of KS3 – Mr C Lewis  
Head of KS4 – Mr A Grace  
Head of KS5 – Mrs S Radford

**3. Careers Events**

The Careers team actively seek vocational providers to come in and speak to students of all year groups. National Careers week and National Apprenticeship week provide the natural opportunity for a series of speakers to address pupils during PSHE, Form time and in P7. Across the school year we welcome applications from external providers to enhance our Careers programme. 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:

- **Career themed week with speakers and WEX focus – October**
- **KS4 Post 16 and WEX evening - October**
- **Y12 WEX and Apprenticeship evening - October**
- **6<sup>th</sup> Form Options Evening - October**
- **Apprenticeship week – February**
- **Y12 Post 18 preparation evening – February**
- **National Careers week - March**
- **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. The government white paper Skills for Jobs: Lifelong learning for opportunity and growth (Jan 2021) have informed our promotion of Apprenticeships, employability skills education and our collaboration with local FE providers.

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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 be made to the school's Head of Careers at the email address below.

### **4. 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 minute slots to a year group of around 120 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.

These themed career assemblies regularly invite speakers from employers to talk about their apprenticeships as well as speakers from local colleges to talk about their provision across all year groups Y7-Y13.

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.

### **5. 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 Career Lead, Mrs Sandra Radford [sradford@gordons.school](mailto:sradford@gordons.school)

**Sandra Radford**  
Career Lead

**Reviewed: September 2022**