

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:

☒ **Sixth Form Open Evenings - October**

☒ **School Careers Fair - March**

☒ **Post-18 Options Evening - February**

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 Careers Lead 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 Careers Lead 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 Careers Lead. 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 Careers Lead, Caroline Sims: csims@gordons.school

5. Management of Provider Access Requests

Procedure

A provider wishing to request access should contact *Caroline Sims, Careers Lead on 01276 858084 or by email csims@gordons.school*.

Opportunities for access

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter on the school website.

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

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead so that they can be displayed in the Careers office.

Caroline Sims
Careers Lead
Written: May 2020