

Launceston College Provider access policy statement

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide pupils in Years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

What are pupils entitled to?

Pupils must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

Who handles our access requests?

Any provider wishing to request access should contact our careers leader, Mark Adams, on stfjma@launcestoncollege.org.uk. Any sixth form related requests should be directed to Steve Rush on stfsr@launcestoncollege.org.uk All general CEIAG enquiries should be directed to dawn@launcestoncollege.org.uk

What opportunities are provided to allow access to pupils?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and/or their parents. Our annual schedule of events involves;

Year 7

A programme of work is delivered by tutors and IAG teachers to raise awareness of individual skills through both written work and the use of IT. Students can identify their skills and qualities and recognise the importance of these in future career planning and achievement of their goals and ambitions. Students identify their preferred learning style and recognise how these can relate to specific employment/career sectors. Students use other network and internet programmes to begin to research alternative career options and relate these to their school work, skills and qualities. Students begin to formulate an Action Plan highlighting their skills and qualities and beginning to formulate their aspirations for the future.

During Year 7 students also complete modules of work with their tutors in IAG about responsibility, emotional wellbeing, understanding others and enterprise. External visits involve students meeting employers from a range of areas in a speed networking style.

Year 8

The Careers Programme is delivered by IAG teachers and tutors. The students begin looking at real life issues, relating to adult life and employment through a role play activity exploring careers and the adult world of work and change. This also includes the financial implications and decisions which must be made according to the salary received. This is then related to local opportunities in employment and training through the 'Take Your Child to Work' programme which gives a 'real' experience of the workplace and also helps students to identify the skills used in the work place. Students continue to assess their own skills, abilities and personal qualities and identify how these relate to the world of work.

During Year 8 students also complete modules of work with their tutors in IAG about The Global Village, emotional wellbeing, rights and responsibilities, conflict resolution and a bespoke unit on Careers Education IAG (CEIAG).

Year 9

The Year 9 programme is delivered by Citizenship teachers and tutors in IAG. Students are prepared for making their Option Choices by providing them with the information and skills necessary to make informed choices both through timetabled IAG lessons and through collapsed curriculum sessions run through IAG where they are given specific information relating to the choices available to them and are able to identify the implications of making certain choices..

During Year 9 students also complete modules of work with their tutors in IAG about British Vales and PREVENT, emotional wellbeing, skills and bills. In addition Year 9 students all attend a residential and a full week of CEIAG titled 'Kick Start to Key Stage 4' (KS2KS4). During this week student's work with members of the Educational Business Partnership (EBP) and The Careers and Enterprise Company to help all students make the correct informed choices about their futures.

Key Stage 4

At Key Stage 4 the programme concentrates primarily on the World of Work and aims to:

- raise awareness of choices available locally in terms of education, training and employment
- provide students with impartial information, advice and guidance on the routes and pathways available
- develop the skills needed to make informed choices
- ensure students are aware of their own skills and abilities and how these relate to employment
- provide students with the opportunity to discuss their future career plans individually with trained Careers professionals
- provide students with 'real' experiences of the world of work which can be cross referenced to the CEIAG Programme in school.
- develop skills in writing letters of application in response to specific job adverts
- develop skills in writing a CV in preparation for an interview
- develop and improve interview techniques

Year 10

The Year 10 programme for Careers Education is delivered through IAG and tutor time.

Students apply for specific jobs by writing letters of application and completing CVs, and then prepare for interviews. Students prepare for the interview using videos, role play and discussion groups and are given feedback on their interview by their tutor.

During Year 10 students also complete modules of work with their tutors in IAG about mental health and emotional wellbeing, preparing for work experience and financial capability. In addition, Year 10 students have a series of CEIAG presentations organised by sixth form staff at Launceston College. Furthermore, external careers professionals are brought into weekly IAG sessions to deliver on CV writing and interview technique.

Work Experience Programme in Year 10

Students undertake a 5-day placement in the summer term. Students are encouraged to organise their own placement by writing letters of application or by visits to the organisation.

The work experience programme is supported by the Work Related Learning Coordinator, the IAG Co-ordinator, Head of Year and tutors to ensure adequate standards of preparation, safety and quality.

The WRL Co-ordinator is responsible for all the administration of the Work Experience Programme and liaises with employers.

Health and Safety preparation will be through a collapsed curriculum day with additional day courses for high risk placements in specific employment sectors. The programme is supported by the Work Experience Policy and Action Plan drawn up in consultation with Cornwall and Devon Education Business Partnership.

Some students following Vocational Courses undertake Work Experience on one day (occasionally 2 days) per week. These placements are individually agreed with students, parents and College staff. These placements are closely monitored by the WRL Co-ordinator and Head of Vocational learning and the students are supported and mentored.

Year 11

The Year 11 programme for Careers Education is delivered through IAG and tutor time.

Individual careers interviews are available to all students in Year 11 but priority is given to those students who have been identified as being 'at risk of being NEET' and also to individual requests by students and/or parents.

Students have the opportunity to research their options Post 16 and workshops are held to give specific information regarding training schemes and Apprenticeships. Students are advised on the implications of the different options and the progression routes available to them.

Students are prepared for making their college applications through the IAG identifying their strengths and weaknesses, their aims and preferences and by researching and discussing the available courses and their suitability.

Destinations information is used to further inform students of the trends and changes in employment in different employment sectors.

Specific careers forms are used by the Careers Adviser and covers applications to all colleges in Cornwall. Students who wish to apply for colleges outside of Cornwall are supported in their applications and all students are free to make their own applications if they wish.

Year 12 and 13

The 6th form programme for Careers Education is delivered through IAG, tutor time and collapsed sessions both in college and as visits.

There is also lots of support available to students through the sixth form team, led by Steve Rush. For all enquiries please contact Steve Rush on stfsr@launcestoncollege.org.uk

The college supports a full range of destinations and outcomes including university, apprenticeships and places of work. Many employers, universities and places of work are regular visitors to college and speak with our students in a range of sessions, both as whole cohorts and bespoke sessions.

Work Experience Programme in Year 12/13

Students undertake a 5-day placement in the summer term. Students are encouraged to organise their own placement by writing letters of application or by visits to the organisation.

The work experience programme is supported by the Work Related Learning Coordinator, the Sixth form Team and tutors to ensure adequate standards of preparation, safety and quality.

The WRL Co-ordinator is responsible for all the administration of the Work Experience Programme and liaises with employers.

Some students following Vocational Courses undertake Work Experience on one day (occasionally 2 days) per week. These placements are individually agreed with students, parents and College staff. These placements are closely monitored by the Sixth form team and Head of Vocational learning and the students are supported and mentored.

Administration Support

The administrative support for Careers is provided within the role of the WRL Coordinator, Dawn Acaster, dawn@launcestoncollege.org.uk and continues to be essential in ensuring effective and efficient delivery of Careers education, information and guidance.

Launceston College also supports a full Careers Fair and those interested should contact Dawn Acaster on the email above,

Who should providers contact to discuss events and options?

Providers can speak to our careers leader Mark Adams to discuss possible attendance at relevant events.

Our Child Protection and Safeguarding and Visitors Policies set out the college's approach to allowing providers into college to speak to our pupils.

What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors and televisions, available to providers.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

Can providers leave prospectuses for pupils to read?

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the college reception.