



Saint Ambrose College: CEIAG Provider Access Policy

Careers Education, Information Advice and Guidance

Name: CEIAG Provider Access Policy
Approved by: PENDING - Curriculum and General Purposes Committee
Policy Created: April 2018
Date of review: 2 years – April 2020
Update Approved: PENDING
All policies are available to stakeholders either on the school website or upon request from the school office.

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.

Student entitlement

All students in years 8-13 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 Lianne Coultas, Careers Coordinator. Telephone: 0161 980 2711, Email: mrslcoultas@st-ambrosecollege.org.uk

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/carers: Please speak to our Careers Coordinator to identify the most suitable opportunity for you.

Premises and facilities: The school will make the atrium, 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. The Resource Centre is available to all students at lunch and break times.

	Autumn Term	Spring Term	Summer Term
Year 8	Opportunity to deliver assembly or offer a lunchtime talk	Opportunity to deliver assembly or offer a lunchtime talk Careers Convention Year 9 Options Evening	Opportunity to deliver assembly or offer a lunchtime talk
Year 9	Opportunity to deliver assembly or offer a lunchtime talk	Opportunity to deliver assembly or offer a lunchtime talk Careers Convention	Opportunity to deliver assembly or offer a lunchtime talk
Year 10	Opportunity to deliver assembly or offer a lunchtime talk	Opportunity to deliver assembly or offer a lunchtime talk Careers Convention	Opportunity to deliver assembly or offer a lunchtime talk
Year 11	Opportunity to deliver assembly or offer a lunchtime talk Sixth Form Open Evening	Opportunity to deliver assembly or offer a lunchtime talk Careers Convention	Opportunity to deliver assembly or offer a lunchtime talk
Year 12	Opportunity to deliver assembly or offer a lunchtime talk	Opportunity to deliver assembly or offer a lunchtime talk Careers Convention	Opportunity to deliver assembly or offer a lunchtime talk

Year 13	Opportunity to deliver assembly or offer a lunchtime talk	Opportunity to deliver assembly or offer a lunchtime talk Careers Convention	Opportunity to deliver assembly or offer a lunchtime talk
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Responsibility:-

Responsible Staff	Mr Patrick Groves, Assistant Principal, Careers Leader Mrs Lianne Coultas, Careers Coordinator
Approving Body	Curriculum and General Purposes Committee