



Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Name:	CEIAG Provider Access Policy
Approved by	Governors – TLB&S Committee
Policy created	2011
Date of review	2 years
Update approved	February 2023
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 purposes 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

1.	Students in Years 8-13 are entitled:
1.1	<ul style="list-style-type: none">To access at least six encounters during Year 8-13, which will result in two in each key stage
1.2	<ul style="list-style-type: none">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.
1.3	<ul style="list-style-type: none">To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
1.4	<ul style="list-style-type: none">To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

2.	Procedure A provider wishing to request access should contact Kate Gillibrand, CEIAG Coordinator Telephone: 0161 912 5912 Email: kgillibrand@aggs.bright-futures.co.uk
-----------	---

3.	Premises and facilities
3.1	The school will make the main hall or classrooms available for discussions between the provider and students, as appropriate to the activity.
3.2	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 lead or a member of their team.
3.3	Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Library.
3.4	The Careers Library is available to all students at lunch and break times.

Opportunities for access

4.	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:
-----------	--



Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

	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 World of work week, opportunity for external speakers	Opportunity to deliver assembly or offer a lunchtime talk
Year 9	Opportunity to deliver assembly or offer a lunchtime talk	Year 9 options evening Enterprise day, where there is an opportunity for a talk at lunchtime	Opportunity to deliver assembly or offer a lunchtime talk
Year 10	Meetings with career adviser	Careers Convention (biennial, next held in March 2023)	Year 10 world of work, including practise interviews and Year 10 careers day to receive talks from employers Year 10 careers day, including advise on alternative to university and opportunity for external speakers
Year 11	Careers morning Y11 University & Apprenticeship fair Y11 Careers week, where there are opportunities for external speakers Sixth Form Open Evening Meetings with career adviser Opportunity to deliver assembly or offer a lunchtime talk	Careers Convention (biennial - next held in March 2023) Post-16 interviews with leadership	
Year 12	Careers Fortnight, where students receive talks from future pathways Opportunity to deliver assembly or offer a lunchtime talk	Careers Convention (biennial - next held in March 2023) Post 18 Options Evening Higher Education Fair (students visit, external venue) Opportunity to deliver assembly or offer a lunchtime talk	Year 12 Post-18 options day, where students have an opportunity to receive talks from future pathways Opportunity to deliver assembly or offer a lunchtime talk
Year 13	Finance talks, opportunities for external speakers Opportunity to deliver assembly or offer a lunchtime talk	Careers Convention (biennial - next held in March 2023)	



Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Please speak to Kate Gillibrand to identify the most suitable opportunity for you. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students. The visiting speakers' policy should also be read in conjunction with this policy.

Responsibility

Responsible Staff	Mrs K. Galvin, Assistant Vice Principal: Head of Sixth Form Mrs K. Gillibrand. CEIAG Co-ordinator Mr A. Ali, Link Governor
Approving body	Governors – Teaching, Learning, Behaviour and Safety committee