



London Design & Engineering UTC

Access Policy

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Acknowledgements	Janice Tricks. Careers Lead. LDE UTC
Date Approved	24 September 2020
Policy Approved by	Board of Directors
Version	1.0
Next Policy Review Date	September 2021

Version Control Table

Version	Date	Amended by	Rationale
0.1	01/09/2020	Gloria Gold	First draft of new policy.
0.2	11/09/2020	Janice Tricks	Link Directors added and careers framework amend following feedback from staff
1.0	24/09/2020		Version approved by the Board of Directors

Guidance on version Control:

The above is an example of how to complete the Version control table.

Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.

Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up its about getting the policy right – it's all fine.

ACCESS POLICY

Policy Coverage

THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS			
Type of Learner	Tick (✓)	Type of Stakeholder	Tick (✓)
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	✓
Apprentices	✓	Visitors / Contractors	

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1. Policy Aims

This policy statement sets out the College's arrangements for managing the access of providers to learners at the College for the purpose of giving them information about the provider's education or training offer. This complies with the College's legal obligations under Section 42B of the Education Act 1997.

At the LDE UTC, we welcome the opportunity to work with employers and organisations both to support the curriculum of our learners and to prepare them for the world of work. We achieve this by utilising employer focused projects, presentations and other opportunities to develop learners' employability, academic and technical skills whilst providing them with invaluable information to support career choices.

2. Learner Entitlement

All learners in Years 9-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities along with information on university choices, 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 education and apprenticeships – through events, assemblies, group discussions and taster events;
- to understand how to make applications for the full range of courses and apprenticeships.

If you have an interest in supporting us in our journey to fill the skills gap within design, engineering, digital technology and the many other sectors our learners progress into or would like to know more about London Design and Engineering UTC, please call **Janice Tricks, Careers Lead**, on **0203 019 7333**, or email her at janice.tricks@ldeutc.co.uk. Janice, or one of her colleagues, will be only too happy to discuss possible future engagement with you.

The UTC also has a Link Director, responsible for the careers programme at Board / governance level. The Link Director is Harry Wain and he can be contacted at: admin@ldeutc.co.uk

3. LDE UTC Premises and Facilities

The College will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and learners, as appropriate to the activity. The College 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, which is managed by the College librarian. The Resource Centre is available to all learners at lunch and break times.

We have an existing Safeguarding Policy in place for external visitors (click here for Safeguarding Policy). When you arrive, you will be handed a lanyard and a copy of the abridged version of the policy. You will need to be escorted at all times by a member of staff. If you have a current DBS, and become a frequent visitor, we will hold a copy of the

document and issue a lanyard which should be worn at all times but will allow you to be unescorted on site.

All visitors must sign in and out of the building to fulfil health and safety requirements.

4. Monitoring and Evaluation

The policy will be evaluated by the Careers Lead and other appropriate members of staff using surveys, focus groups and feedback from learner voice and employers/organisations. The Careers Lead will evaluate the impact of events and activities undertaken at LDE UTC and amend the policy and careers framework accordingly.

The policy will also be regularly monitored with regards the COVID-19 pandemic and may be adjusted as necessary depending on Government guidelines, controls and restrictions in relation to controlling the spread and impact of the virus.

LDE UTC Careers Framework 2020-21

To enable learners to make informed choices Post 16 and Post 18, that benefit their future success in education, training or employment										
<i>Focus for each year group tailored to their age and ability with delivery to include targeted L4L and Tutor group sessions</i>										
Year 9 Develop an understanding of employability skills and the wider world of work Brief understanding of LMI Carousel of subject options for Y10 and careers information to support choices	Year 10 Develop the employability skills by way of Job shadowing 1 day Understanding of how subjects link into careers Basic CV writing Use of social media SCOPE targeted support			Year 11 Pathways Post 16 – Further Education and apprenticeships CV writing/Applications Independent careers advice Enrolment into Y12 subject choices for post 18 options. Targeted preparation for apprenticeships and Introduction to college courses		Year 12 1/ 2/3 year UCAS information – Personal statements, courses and choices Work Experience to support career choices – End of year Use of Social Media/etiquette Y12 L2 programme Targeted preparation for apprenticeships And Introduction to college courses		Year 13 Student Finance Continuing use of Social Media CV workshops and mock Interviews, assessment, video calls Independent careers interview 1-1 sessions with careers lead both by appointment and drop in		
Themes running throughout each phase – LDE UTC Careers logo at ACE Dock										
<i>Careers in STEM and beyond, Employability Skills, University options, Apprenticeship options, Employer Engagement, Workplace experience, Visits and Careers Fairs</i>										
Principal Support the growth of careers the careers programme.	Link Governor Support the growth of employer engagement through links. Support careers leader.	Vice Principals and senior team Support the implementation of a stable careers programme with careers leader. L4L/tutor sessions designed to support.		Heads of Year Engage with and support appropriate activities. Help to identify new opportunities. Update padlets with opportunities	Tutors Deliver tutor time activities and ensure completion.	Teachers Develop the link between subject and careers both internally and using employers and external organisations. Record and review activities. Display areas linking careers to curriculum	Careers Lead Provide tailored guidance for learners. Create a stable careers programme with planning, implementation and reviews for progress. Update padlets, social media, class and careers areas with current information	Families Support learner aspirations and future plans. Supported by LDE with information on the website and sent via school comms	Learners Engage in careers related activities and seek out information and support via staff careers lead, HoY, padlets and emails.	Communities Work in partnership with LDE with opportunities within the local area.
Delivery <i>Methods to deliver Careers provision</i>			Core Competencies <i>Key skills that employers and higher education require</i>			Evaluation <i>Assessment methods to evaluate and track activities</i>				
1-1 sessions with careers lead and independent advisor Assemblies and workshops by employers and staff Subject related career sessions Employer led projects (ELP's) Careers Fair internal/external. Employer, University targeted Site visits and engagement DWP in Schools Y12 L2 programme learners Opportunities with outside programmes (CYT, L&Q, ASK, Fledgeling) Work experience Y12 - Job shadowing Y10 Speed Networking Y 9 and 10 Industry and UEL mentoring year group appropriate Community and enterprise programmes Newham Workplace/college/New Direction/Scope Skills Builder			Communication listening and speaking Problem Solving and Creativity Staying positive and Aiming High Leadership and Teamwork Attention to detail Resilience Adaptability			Focus groups following larger scale and 'all college' events Learner surveys via Outlook Forms Employer/organisation surveys via Outlook forms Companies own feedback sheets Learner and employer comments posted on website Student Voice Alumni destinations tracking and display on website. Learners receiving awards/certificates for building their skills Compass + to track activities UTC Hub				

