

## Information for Providers

### Note to Employers and Education Providers

As part of Bournville School's commitment to informing our students of the full range of learning and training routes on offer to them, Bournville 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 organising key careers events throughout the school year.

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 our main career's events throughout the school year:

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 be made to Bournville School careers leaders using this e-mail address: [post@bournville.fmat.co.uk](mailto:post@bournville.fmat.co.uk) or telephone [0121 475 3881](tel:01214753881)

We also have a number of whole year group assembly slots which offer providers a short opportunity to quickly spread the word about their offer. These are 20-minute slots to a whole year group of around 140 students in our main assembly hall which has a whiteboard projector and speakers for sound. If you are a provider and would like to enquire on the availability of assembly slots please email our careers leaders using the address [post@bournville.fmat.co.uk](mailto:post@bournville.fmat.co.uk) to request a careers visitor booking form and complete the assembly request section.

If a provider is unable to attend these events or feels that their presentation requires different circumstances or that they are hosting an event they wish to promote, in the first instance they should contact our careers leaders.

The careers visitor booking form asks for the role of the training, vocational or apprenticeship provider you represent, the aim of the presentation, if the request is for an assembly slot, the number of students the presentation or session is designed for, the length of the talk or presentation, the target year group for the session or presentation, what display or other facilities the session would require, how many provider staff (and names of staff) that will be visiting and what support from school staff you would require on the day.

All requests should be emailed at least 6 weeks (a school half term) in advance an expected date for the planned session. All requests will be given due consideration by Bournville School's careers leaders and the Senior Leadership Team and requests will be refused 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, parents' 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 careers leaders. For requests that are approved, Bournville School will provide clear instructions before the event on visitor parking, visitor registration, a contact member of staff and their contact details, the teaching room or school hall to be used at the session and the presentation facilities this space offers.

As part of Bournville School's wider careers policy, the range of careers provision for students is reported every academic year to the school governing body and Principal.

Any queries regarding our careers provision, please e-mail us:  
[post@bournville.fmat.co.uk](mailto:post@bournville.fmat.co.uk)