

Annex A: Example of a policy statement on provider access

This policy statement could be integrated into a wider careers plan or strategy for your school or college.

[School Name]: Provider Access Policy

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.

Pupil entitlement

All pupils in years 8 to 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 *[Name]*, *[Job title]*, *[Contact method]*

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 or their parents or carers:

	Autumn Term	Spring Term	Summer Term
Year 8	<p>Overview of post 16 options for students and parents, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships</p> <p>Event for University Technical Colleges</p>	<p>Employer event for students, parents – market stall event giving overview of local, regional and national opportunities and skills requirement</p> <p>Meetings with careers adviser</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Meetings with careers adviser</p>
Year 9	<p>Event for providers of technical education/ apprenticeships to include Further Education colleges, UTCs or Studio schools and training providers</p> <p>Meetings with careers adviser</p>	<p>Meetings with careers adviser</p> <p>KS4 options event</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Meetings with careers adviser</p>
Year 10	<p>Life Skills – work experience preparation sessions</p> <p>Meetings with careers adviser</p>	<p>Technical/vocational tasters at local college/s, training providers</p> <p>Meetings with careers adviser</p>	<p>Life skills – assembly and tutor group opportunities</p> <p>Meetings with careers adviser</p>

Year 11	<p>Post 16 provider open evenings: opportunities to visit local Further Education and sixth form colleges, other school UTCs, Studio schools and other training providers regarding A level, Applied General, technical and vocational and apprenticeships.</p> <p>Meetings with careers adviser</p> <p>Post 16 applications</p>	Post-16 interviews	Confirmation of post 16 education destinations for all students
Year 12	<p>Higher Education Fair for a variety of HE providers including local Further Education colleges</p> <p>Post-18 assembly – higher and degree apprenticeships</p>	<p>Small group sessions: future education, training and employment options</p> <p>Meetings with careers adviser</p>	<p>Small group sessions: future education, training and employment options</p> <p>Meetings with careers adviser</p>
Year 13	Workshops – HE and higher apprenticeship applications	Meetings with careers adviser	Confirmation of post 18 education destinations for all students

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, 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, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved *[date]* by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors

[name] Head teacher