** Provider Access Policy**

**Policy**  **Introduction**

This policy statement sets out the school’s arrangements for managing the access of providers to 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.

## For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

* share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
* explain what career routes those options could lead to
* provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
* answer questions from pupils.

## Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making](https://resources.careersandenterprise.co.uk/resources/making-it-meaningful-benchmark-7) [it meaningful checklist](https://resources.careersandenterprise.co.uk/resources/making-it-meaningful-benchmark-7).

## Management of provider access requests Procedure

A provider wishing to request access should contact *Mr M Pearson* – Careers Leader

**Email:** mpearson@batchwood.herts.sch.uk

## Opportunities for access

The school offers the four provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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

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| --- | --- | --- | --- |
|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| Year 8 | STEM Trips to technical skills providers  | Apprenticeship workshops sessions exploring technical apprenticeships and traineeships | Technical/vocational tasters at local college/s, training providers |
| Year 9 | Meeting with careers adviser | Apprenticeship workshop sessions exploring technical apprenticeships and traineeships | *No encounters – legislation requires encounters to take place by 28 February if in year 9* |
| Year 10 | KS4 Careers Fair AND College applications Post 16 technical education options  | Technical/vocational tasters at local college/s, training providersApprenticeship workshop sessions exploring technical apprenticeships and traineeships | Technical/vocational tasters at local college/s, training providers |
| Year 11 | Post 16 provider open evenings.Post 16 apprenticeships lessonsMeetings with careers adviser Post 16 applications | Post-16 interviewsApprenticeship workshop sessions exploring technical apprenticeships and traineeshipsWork experience placements | *No encounters – legislation requires encounters to take place by 28 February if in year 11*Confirmation of post-16 education and training destinations for all pupils |

## Premises and facilities

The school will make the main hall, classrooms or conference rooms available for discussions between the provider and pupils, 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

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 Head of English Mrs McCabe.

## Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via jacquie.gascoigne@hertfordshire.gov.uk

## Approval and review

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

Signed: Chair of Governor

*Jonathan Kemp -* Head teacher