

Provider access policy statement

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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the Education Act 1997, the Skills and Post-16 Act 2022 and on page 43 of guidance from the Department for Education (DfE) on careers guidance and access for education and training providers.

This policy shows how our school complies with these requirements.

Note that Gillotts is an 11-16 school.

2.1 The 4 encounters schools must offer to all pupils in years 8 to 11

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend

- o Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

For the majority of these encounters, providers will deliver this information through year group assemblies (or similar). If opportunities arise for further workshops and tutor time activities, these will also be taken into consideration.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

These can take the form of a range of encounters such as:

Learner Experiences

Alumni Experiences

Immersive Experiences

CV/Interview feedback from providers

Employer/Provider Q&A

Meaningful live online engagement is also an option at our school.

3. Student entitlement

All students in years 8 to 11 at Gillotts are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies, careers fairs and taster events
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Chloe Tristem, CEIAG Leader:

Telephone: 01491 574315

Email: ctristem@gillotts.org.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	<p>Technical/vocational assemblies from local college/s, training providers</p> <p>Careers Fair and 'Speed Networking' event with providers and employers</p>	<p>Stereotypes in the workplace - PSHE Curriculum</p> <p>ASK Apprenticeships Assembly - recorded</p>	<p>Careers workshop – PSHE curriculum</p> <p>Technical/vocational assemblies from local college/s, training providers</p>
YEAR 9	<p>Technical/vocational assemblies from local college/s, training providers</p> <p>Meeting with careers adviser- Adviza</p> <p>Careers Fair and 'Speed Networking' event with providers and employers</p>	<p>Key Stage 4 options event</p> <p>Meeting with careers adviser- Adviza</p> <p>ASK Apprenticeships Assembly - recorded</p>	<p>No encounters –encounters must have taken place by 28 February</p>
YEAR 10	<p>Post-16 technical education options assembly with General Further Education College</p> <p>Life Skills – work experience preparation sessions</p> <p>Assembly and tutor group opportunities - employability skills</p> <p>Careers Fair and 'Speed Networking' event with providers and employers</p> <p>Meeting with careers adviser- Adviza</p>	<p>Technical/vocational assemblies from local college/s, training providers</p> <p>Interview Day - PSHE Curriculum</p> <p>Trinity College (Oxford) online virtual workshop</p> <p>Meeting with careers adviser- Adviza</p> <p>ASK Apprenticeships Assembly - recorded</p>	<p>Work experience preparation sessions</p> <p>Work experience</p> <p>Technical/vocational assemblies from local college/s, training providers</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser - Adviza Post-16 applications Henley College Taster Day	Post-16 interviews Apprenticeships – support with applications Assembly opportunities for summer work experience: National Citizen Service Trinity College (Oxford) online virtual workshop ASK Apprenticeships Assembly - recorded	No encounters –encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

Please speak to our Advice and Guidance Leader to identify the most suitable opportunity for you. These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

Providers will generally be granted access to students at the following times:

- Timetabled careers lessons within the PSHE programme
- Assemblies
- Career events

Providers will not generally be granted access during lesson times for other curriculum subjects.

4.4 Safeguarding

Our visits procedures set out the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

We will provide appropriate rooms and facilities to enable providers to access students, including access to IT facilities such as microphones, projectors, sound and the internet. When the date and time of providers' visits are agreed, they will be asked to specify what they require. Providers may leave prospectuses or other material for students to read.

5. Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

The Henley College

BCA

Sir William Borlase's Grammar School

The Piggott School

Trinity College, Oxford

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school. You can find this information on the [Careers Information](#) page of our website.

7. Complaints

Any complaints related to provider access can be raised following the [school complaints procedure](#) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

This statement should be read in conjunction with:

- Safeguarding/child protection policy
- Curriculum policy
- Complaints policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Assistant Headteacher (Student progress).

This policy will be reviewed by the Curriculum & Student Progress committee every three years.

Approved by:	C&SP Committee	Date: 23 May 2023
Last reviewed on:	23 May 2023	
Next review due by:	May 2026	