

PROVIDER ACCESS POLICY STATEMENT

Last Reviewed – January 2024

Next Review – January 2025

Review Information – Annually or following a change in legislation

Read and signed by Paul Spencer Ellis

Richard White, Chair of Managing Council

Date:

REVIEW JOURNAL

Version	Approved By	Approved ManCo By	Revision Date	Description of change	Author
V1	HM		November 2023	Development of policy	HM/LTE

DOCUMENTS & GUIDANCE USED IN REVIEW PROCESS

Document/Guidance	Date
Careers guidance and access for education and training providers, Statutory guidance for schools and guidance for further education colleges and sixth form colleges, January 2023	November 2023
Making it Meaningful checklist, Careers & Enterprise Company	November 2023
Career Development Framework – Career Development Institute	November 2023
Life Skills Curriculum	November 2023
The Good Careers Guide: Gatsby Benchmarks	November 2023
Career Development Institute - Developing a careers policy: A briefing for schools, special schools and colleges	November 2023

TO BE READ IN CONJUNCTION WITH:

Document/Guidance
Careers Guidance
Life Skills Policy & Curriculum
Child Protection Policy & Procedures
Curriculum Policy

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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.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

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
 - 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

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.

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

3. STUDENT ENTITLEMENTS

All students in years 8 to 9 at Polwhele House 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 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 the Head.

Telephone: 01372 271132

Email: head@polwhelehouse.co.uk

4.2 Opportunities for access

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

PHASE		MICHAELMAS TERM	LENT TERM	SUMMER TERM
PRE-KEY PHRASE 1	YEAR 7		<p>Life Skills Curriculum – Living in the Wider World</p> <p>Visting speaker for National Careers Week (March)</p> <p>Apprenticeship visit for National Apprenticeship Week (February)</p>	
	YEAR 8	<p>Trip to local company linking to areas of the curriculum</p> <p>Local Careers Fair attendance</p>	<p>Life Skills Curriculum – Living in the Wider World</p> <p>Visting speaker for National Careers Week (March)</p> <p>Apprenticeship visit for National Apprenticeship Week (February)</p>	Enterprise Project – visit from or to a local company
KEY PHASE 1	YEAR 9	<p>Assemblies and class opportunities - employability skills, personal profile creation</p> <p>Meeting with careers adviser</p> <p>College Careers Fair attendance</p> <p>Key Stage 4 options event</p>	<p>Life Skills Curriculum – Living in the Wider World</p> <p>Visting speaker for National Careers Week (February)</p> <p>Apprenticeship visit for National Apprenticeship Week (February)</p>	<p>N/A</p> <p>Encounters must have taken place by 28 February</p>

PHASE		MICHAELMAS TERM	LENT TERM	SUMMER TERM
KEY PHASE 2	YEAR 10	Post-16 technical education options assembly with General Further Education College Life Skills - preparation sessions Assembly and tutor group opportunities - employability skills	Networking event with providers and employers Technical/vocational tasters at local college/s, training providers	Technical/vocational tasters at local college/s, training providers Interview workshop
	YEAR 11	Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications Skills Fair in Wadebridge Careers interviews – individual	Post-16 interviews Apprenticeships – support with applications Careers interviews – individual	N/A Encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils

4.3 Granting and refusing access


Providers may visit during timetabled Careers lessons, assemblies and careers events dependent on other school events and learning opportunities in the calendar in agreement with the Head.

4.4 Safeguarding

Our Child Protection Policy and Procedures outlines the school's procedure for checking the identity and suitability of visitors. Staff are expected to complete a Visiting Speakers Form which is reviewed by SLT/the Head.

Education and training providers will be expected to adhere to this policy and the Acceptable Use Policy for visitors.

4.5 Premises and facilities



Premises, facilities and resources requests should be discussed with the Head. Following an agreement, providers will be provided with a classroom/hall space, audio and visual devices as requested.

Providers will be expected to share any prospectuses or other materials for pupils to read before a visit has taken place to allow the SLT to review the content to ensure the content is in-line with our school ethos, including the Fundamental British Values.

5. PROVIDERS

Providers we facilitate:

- Truro College
- Parents of past and present pupils

6. PUPIL DESTINATIONS

SUMMER 2023:

- Penair School
- Richard Lander School
- Sandroyd School
- Truro High School for Girls
- Truro School

In previous years, destinations have included:

- St Joseph's School, Launceston
- St Petroc's School
- Treviglas Academy
- Blundell's School
- Bodmin College
- Millfield
- Mount Kelly
- Camborne Science College
- Duke of York's
- Roseland

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 WITH OTHER POLICIES

- Child Protection Policy and Procedures
- Careers guidance policy
- Curriculum policy
- Complaints policy



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