



Special Partnership Trust



# CAREERS PROVIDER ACCESS POLICY

Date Last Reviewed: December 2022

Review Date: December 2024



## **Introduction:**

This policy statement sets out our school's arrangements for managing the access of providers to students at our schools 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.

### **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 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](#).

This policy shows how our school complies with these requirements.

## **Pupil entitlement:**

In accordance to the DfE guidance we recognise all students in years 8-13 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;
- 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;
- understand how to make applications for the full range of academic and technical courses

To secure such aims, the careers education coordinator will work with the Head Teacher to ensure all speakers provide appropriate information, advice and guidance in relation to post

school opportunities when addressing our students, parents/ carers. Any literature shared in relation to such visits will be scrutinised to secure relevance in the information contained.

The school will ensure through its web-site that all information shared will be published for future information/ access.

### Management of provider access requests

#### Procedure:

Name	Job Title	Contact - Tel/email
XXX	XXX	XXX

#### Organisation for access:

#### EHCP:

Our schools will fully consider/acknowledge the aspirations outlined within students 'My Views' document used to inform the EHCP process; using such aspirations teachers within each key stage will identify opportunities which enable students to find out further information/make visits to work based providers from Key Stage 4 (where these provide meaning) to provide our students and their families with further information, advice and guidance.

From Year 11/ 13\* (*delete as appropriate*) the Careers advisor will attend all EHCP reviews offering students and their families' information in regards to future options – e.g. – colleges of further education – college prospectus/course information. In Year 11/ 14\* (*delete as appropriate*) colleges of FE will attend all student annual reviews arranging visits/interviews with students based upon the student choice made.

Additionally, a number of events, integrated into our schools' careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers: With the LGB approval the following planned events will take place over each academic year; evaluation of such events will be obtained via:

- Parent/carer views (*where applicable*) **APPENDIX A**
- Student views **APPENDIX B**

The following table is an example of the type of offer that schools provide – individual school offers are available from each of the schools.



Year group	Autumn Term	Spring Term	Summer Term
Key Stage 3 (each year group)	<ul style="list-style-type: none"> <li>• Celebrations day – ex-student(s)</li> <li>• College themed assembly / visit</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Careers Fair</li> <li>• ‘Your child’s future’ event</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Skills South West</li> <li>• Employer encounter(s)</li> </ul>
Key Stage 4 (Yr 10)	<ul style="list-style-type: none"> <li>• Celebrations day – ex-student(s)</li> <li>• College themed assembly / visit</li> <li>• Preparing for college - Choices</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Careers Fair</li> <li>• ‘Your child’s future’ event</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Let’s meet our careers advisor – CSW class visit</li> <li>• Skills South West</li> <li>• Employer encounter(s)</li> </ul>
Key Stage 4 (Yr 11)	<ul style="list-style-type: none"> <li>• Celebrations day – ex-student(s)</li> <li>• College themed assembly / visit</li> <li>• Preparing for college – Transitions</li> <li>• Game-changer</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Careers Fair</li> <li>• ‘Your child’s future’ event</li> <li>• Game-changer</li> <li>• Work experience</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Let’s meet our careers advisor – CSW class visit</li> <li>• Skills South West</li> <li>• Game-changer</li> <li>• Employer encounter(s)</li> </ul>
Key Stage 5 (Yr 12)*	<ul style="list-style-type: none"> <li>• Celebrations day – ex-student(s)</li> <li>• College themed assembly / visit</li> <li>• Preparing for college – Choices</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Careers Fair</li> <li>• ‘Your child’s future’ event</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Let’s meet our careers advisor – CSW class visit</li> </ul>



	<ul style="list-style-type: none"> <li>• Game Changer</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Visit the job centre</li> <li>• Game Changer</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Skills South West</li> <li>• Game Changer</li> <li>• Employer encounter(s)</li> </ul>
Key Stage 5 (Yr 13)*	<ul style="list-style-type: none"> <li>• Celebrations day – ex-student(s)</li> <li>• College themed assembly / visit</li> <li>• CSW support</li> <li>• Preparing for college – Transitions</li> <li>• Game Changer</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Careers Fair</li> <li>• CSW support</li> <li>• ‘Your child’s future’ event</li> <li>• Visit the job centre</li> <li>• Game Changer</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• CSW support</li> <li>• Skills South West</li> <li>• Game Changer</li> <li>• Employer encounter(s)</li> </ul>
Key Stage 5 (Yr 14)*	<ul style="list-style-type: none"> <li>• Celebrations day – ex-student(s)</li> <li>• College themed assembly / visit</li> <li>• CSW support</li> <li>• Preparing for college – Transitions</li> <li>• Game Changer</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Careers Fair</li> <li>• CSW support</li> <li>• ‘Your child’s future’ event</li> <li>• Visit the job centre</li> <li>• Game Changer</li> <li>• Employer encounter(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Careers and Aspirations assembly</li> <li>• Skills South West</li> <li>• Game Changer</li> <li>• Employer encounter(s)</li> </ul>

\*Work experience and college links are planned specifically for individual pupils within the context of individual need and the school curriculum offer.



## **PARENT LIAISON WORKER/ FACE TEAM\*:**

The Parent Liaison worker/ FACE Team\* will attend all career conventions/ events where parents attend and will be responsible for examining questionnaire outcomes (data); this process is supported by the agreed aims of the Parent Liaison worker/ FACE Team which enables effectiveness in communicating with parents/students and facilitating information gathering/ sharing of information by the school.

## **Equality of opportunity:**

We recognise that all students and their families have the same entitlement to opportunities to access training providers; using information obtained from students EHCPs and the views of families the school will share provider access information which is deemed appropriate.

## **Safeguarding:**

The SPT Prevent policy outlines the following information to ensure any visitors to the school are aware of measures the school will take to safeguard our pupils/ students:

Visitors to the school are required to sign in/ out; all visitors are provided with information relating to safeguarding and child protection policies and procedures on arrival at the school, this information provides guidance on what to do if they are concerned about any aspect of child welfare.

Visitors who are invited to speak to pupils will be informed about our Prevent policy and relevant vetting checks are undertaken. We undertake due diligence to ensure that visiting speakers are appropriate. Speakers will be supervised at all times and will not be allowed to speak to children without a member of staff being present.

Each school 'Access to training providers' policy outlines the following information; all schools will adhere to the information contained:

- The careers education coordinator will work with the Head Teacher to ensure all speakers provide appropriate information, advice and guidance in relation to post school opportunities when addressing our students, parents/ carers. Any literature shared in relation to such visits will be scrutinised to secure relevance in the information contained.

Any requests from speakers who wish to attend the school to share information outside of the school offer must be made in writing to the Head Teacher; requests must outline purpose/ content of information which will be shared. It will be the role of the Head Teacher and SLT to manage and respond to such requests outlining reasons if a request has been declined. If the HT/ SLT wants further clarification they will contact the ED of the SPT; if the SLT consider any such requests may impact upon safeguarding they will contact the LADO for immediate further advice/ guidance.



**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
- 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 coordinator
- Publish all information received upon the school’s web site

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the school; these will be stored in the school’s library which is available to students at lunch times/structured teaching and learning sessions.







**APPENDIX A:**

<b><u>Parent/Carer View</u> – Provider Access evening XXXX School</b>		
<b>Date:</b>	<b>Careers programme focus/speaker:</b>	
<b>Venue:</b>		
<b>Please tick the appropriate statement:</b>		
We/I found the information <b>useful</b>	We/I found the information <b>fairly useful</b>	We/I <b>did not find the information</b> useful at all
Is there any further information you would like (Please state):		

Signed:

**APPENDIX B:**

<b>Student View – Provider Access evening XXXX School</b>		
<b>Date:</b>	<b>Topic:</b>	
<b>Please tick the appropriate statement:</b>		
I am <b>very interested</b> 	I am <b>quite interested</b> but want to find our more 	I am <b>not interested at all</b> 
Is there any more information you would like (Please state): 		
Signed:		