



Provider Access Policy

September 2024

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LEAD: Bec Gayden

GOVERNOR RESPONSIBLE: Shirley Webb

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1. Aims

This Policy Statement aims to set out Chadsgrove's arrangements for managing the access of education and training providers to pupils 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 pupils 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
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period 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

Chadsgrove School will ask each provider to consider and prepare this information prior to meeting with pupils. The SEND needs of the pupil groups will also be clearly communicated and discussed with providers before any encounters take place. Providers may leave literature or website addresses to inform any follow-up activities.

2.2 Meaningful Provider Encounters

Chadsgrove School is committed to providing meaningful encounters to all pupils. These encounters are bespoke to meet the needs of pupils in different pathways at Chadsgrove School. Encounters are embedded into an ongoing Careers and Transition Programme, also taking into account the four Preparing for Adulthood outcomes.

The advice within [Making it Meaningful checklist](#) from the Careers & Enterprise Company is used to support all of our encounters. In short:

- Providers are fully briefed about their role and the needs of Chadsgrove School pupils
- Chadsgrove School staff prepare pupils prior to each event, supporting pupils in formulating their own questions for each provider. Pupils engage with providers directly, using their preferred methods of communication and supported by class staff.
- Parent Carers are informed via the newsletter and emails about any careers activity taking place, including open events at local providers. They are invited to The Life Beyond School event and supported, where required, to engage with providers. As part of the EHCP annual review process, from year 9 onwards, staff discuss moving on from school and transition planning
- Meaningful live online engagement is also an option at our school.

3. Pupil Entitlement

All pupils, in years 8 to 13, at Chadsgrove School are entitled to:

- Find out about technical education qualifications, apprenticeship and internship 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, apprenticeships and internships
- Understand how to make applications for the full range of specialist, academic and technical courses

All pupils at Chadsgrove School have an ECHP of Special Educational Needs. Their needs and aspirations will be considered when organising provider access. We are committed to providing relevant, meaningful, and aspirational encounters for all our pupils.

4. Management of Provider Access Requests

4.1 Procedure

Any provider wishing to request access should contact Bec Gayden, Deputy Headteacher
Telephone: 01527 871511 Email: rg188@chadsgrove.worcs.sch.uk

4.2 Opportunities For Access

A number of yearly events, are integrated into our Careers and Transition Programme. These are enhanced by numerous visits and encounters arranged by teachers to meet the needs and aspirations of the pupils in their classes. Providers are welcome to contact us at any time over the year to request access to one of our planned events or to arrange a bespoke visit.

Our yearly Life Beyond School event is attended by a range of FE colleges, training providers, social care providers, and advice and advocacy services. Pupils are well-prepared for the event and supported by school staff to engage with all or selected providers on a meaningful 1:1 basis. Pupils first attend the event in year 7 or 8 and this continues yearly. At each event, as pupils make their way through their school life, they are able to ask further enquiring questions building on their past experiences and gaining the knowledge to make informed decisions about their future.

4.3 Granting and Refusing Access

All requests from providers will be welcomed and facilitated where possible. The following will be considered when granting access:

- level of course/provision offered
- relevance and accessibility to Chadsgrove School pupils
- locality of provider
- safeguarding

Bespoke opportunities can be planned, although the school calendar and timetables must be taken into consideration.

4.4 Safeguarding

Our Safeguarding Policy is available to view on Chadsgrove School website. The school's procedure for welcoming visitors into school is outlined in our Visitors Policy.

Education and training providers will be expected to adhere to Chadsgrove School policies.

4.5 Premises and Facilities

Appropriate rooms will be allocated. Classroom interactive whiteboards are available for provider's use. Any specialist furniture, equipment and audio/visual devices can be discussed beforehand. Any measures related to public health incidents will be communicated by all parties.

5. Complaints

Any complaints related to provider access can be raised following the school complaints procedure (Complaints Policy available on Chadsgrove School website) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

6. Links to other policies

The following relevant information can be found on the Chadsgrove School website:

- Safeguarding Policy (including Child Protection)
- Post 16 Policy
- Careers Strategy
- Code of Conduct
- Complaints Policy

9. Monitoring Arrangements

The school's arrangements for managing the access of education and training providers to Pupils are monitored by Bec Gayden, Deputy Headteacher.

This Policy will be reviewed annually by Bec Gayden, Deputy Headteacher.

It will be ratified annually by the Governing Board.