

## Provider Access Policy

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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, (the Baker Clause) and the DfE (2022) Careers guidance and access for education and training providers -Statutory guidance for schools and guidance for further education colleges and sixth form colleges.

### Pupil entitlement

All pupils in Years 8-11 are entitled:

- to meaningful encounters with two different providers in Years 8, 10-11
- 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

### Management of provider access requests procedure

A provider wishing to request access should contact Mrs J McMaster, Assistant Headteacher, Telephone: 02392 364399  
Email: [j.mcmaster@portchester.hants.sch.uk](mailto:j.mcmaster@portchester.hants.sch.uk)

### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. This supplement work carried out during tutor times, half termly S.M.S.C. (Social, Moral, Cultural and Spiritual) periods and via assemblies.

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

Year Group	Autumn Term	Spring Term	Summer Term
8	Exploring Career Pathways  Meeting with Careers Adviser	National Careers Week work 6-11 <sup>th</sup> March 2023  Exploring local Labour Market Information (LMI)  Meeting with Careers Adviser	Focused trips to local colleges and employers  Local employer workshops held in school  Meeting with Careers Adviser
9	Exploring Career Pathways  Meeting with Careers Adviser	National Careers Week work 6-11 <sup>th</sup> March 2023  KS4 Options Events Get inspired event  Meeting with Careers Adviser	Focused trips to local colleges and employers  Meeting with Careers Adviser

10	Post 16 event  Meeting with Careers Adviser	Apprenticeship focused assembly linked in with National Apprenticeship Week  National Careers Week work 6-11 <sup>th</sup> March 2023  Targeted work with local employers, colleges and apprenticeship providers  Meeting with Careers Adviser	Taster days at local colleges  Targeted work with local employers, colleges and apprenticeship providers  Meeting with Careers Adviser
11	Post 16 event Focused visits to local providers of technical qualifications  Focused assemblies  Meeting with Careers Adviser	National Careers Week work 6-11 <sup>th</sup> March 2023  Targeted work with local employers, colleges and apprenticeship provider  Meeting with Careers Adviser	Meeting with Careers Adviser

### Refusing requests for access

Decisions to grant or refuse access are taken based on such aspects as timing, relevance to key decision-making points and whether information has already been given by another provider. Decisions to remove pupils from timetabled lessons, particularly at KS4, will not be taken lightly.

### 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. 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. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Main Reception. The information will then be disseminated out via tutor times with copies being held in the Learning Resource Centre which is available to all students at lunch and break times, and links to the providers will be made on the Careers part of the school website.

### Raising a complaint

If a provider wishes to raise a complaint, they should follow the school's complaint's procedure which can be found in the Policies section on the school website.

### Safeguarding

A copy of the school's Child Protection and Safeguarding policies can be found in the Policies section on the school website.

### Approval and review

This policy will be reviewed biennially and ratified by Governors at the Progress, Curriculum and Standards Committee

