

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 providers education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement

All pupils 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;
- 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- Explain what career routes those options could lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- Answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

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

- **Herts Regional College (year 11 assembly)**

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Mr Moss Deputy Headteacher

Telephone 01992 410400

Email: mossm@simonballe.herts.sch.uk

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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

KS3	<ul style="list-style-type: none">● KS4 Options Evening for Year 9(February)● KS4 Options Assemblies for Year 9 (January/February)● Slt Option interviews Year 9● PSHCE career lessons (Summer Term)● Guest speakers run by department(s) for example in Science week (Spring Term)● Post 16 technical education options/pathways assembly for Year 9 (February)
KS4	<ul style="list-style-type: none">● Careers Fair (in school) for Years 10-13 (February)● Post 16 provider open evenings: Opportunities to visit sixth form colleges, schools and other training providers regarding A level, Applied General technical and vocation and apprenticeships● Biggest local college in for assembly (autumn term)● PSHEE career lessons● Post-16 interviews/consultations for year 11 students (December)

	<ul style="list-style-type: none"> • Guest speakers run by department(s) • Interview workshop Local employers (July) • Post 16 technical education options/pathways Year 11 assembly (November/December)
KS5	<ul style="list-style-type: none"> • Attend UCAS exhibition fair at the Excel Centre (March) • Trip to University of Essex in June. • Students given permission to attend Uni open days of their choice through leave of absence forms. • CV building in PSHE (various times) • Presentations and engagements with universities and employers • Apprenticeship curriculum (focus on preparation for degree apprenticeships) (summer y12 and Autumn y13) • Attend one university campus visit (University of Essex) • Work Experience Placement week. (July) • During work experience week - Careers Day - guest speakers from local employers. Recruitment firms provide key speaker. • Mock university interviews (for Oxbridge, Medicine, and Veterinary Medicine) - (Summer term) • Careers Day - guest speakers from local employers (June) • Financial education for next steps (PSHE lessons) • 1-1 careers and next steps guidance (all year) • Access to and use in school of Unifrog resources (all year) • National Apprenticeships Week Programme of activities (February) • National Careers Week Programme of Activities (March) • EPQ research training workshop for Year 12 (May)

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

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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature either in the school LRC or Sixth Form Work Room. Both these are available to students at lunch and break times.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk