

Simon Balle All-through School

Creating tomorrow's citizens today



PROVIDER ACCESS POLICY

First Issue:	December 2023
Current Version:	December 2023
Next Review:	December 2025
Committee Responsible:	SPC Committee

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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
- 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 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.

We are committed to providing meaningful encounters to all students using the [Making it Meaningful checklist](#).

3. Student entitlement

All students in years 8 to 13 at Simon Balle All-through School 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 Mr C Prendergast (Assistant Headteacher)

Telephone: 01992 410400

Email: prendergastc@simonballe.herts.sch.uk

4.2 Opportunities for access

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

	Autumn term	Spring Term	Summer Term
Year 7	<p>The Big Bang Competition</p> <p>PSHRE: Unifrog. Job Profiles. Routes into careers.</p>	<p>National Apprenticeship Week</p> <p>Careers Week</p>	
Year 8	<p>New Scientist LIVE</p> <p>RAF Youth and STEM event</p> <p>PSHRE: Skills and attributes for careers and enterprise. Options after KS3. Exploring career types and pathways. Unifrog</p>	<p>National Apprenticeship Week</p> <p>Careers Week</p> <p>The Big Bang Competition</p> <p>Science talk: If you were an engineer</p>	<p>Computacenters presentation</p> <p>Morgan Sindell presentation</p> <p>McMullans Visit - Apprenticeships</p>
Year 9	<p>PSHRE: 'Employment' - Rights, laws, types. 'Post 16 Pathways' - University, apprenticeships, college. 'Preparation for Jobs' - Searching, Applications, interviews, self belief, emotional links. Realistically competing against others. 'Health B4 Wealth'. Inspirational careers. The World of Work.</p>	<p>Royal Navy Leadership and Team Building activity day</p> <p>The Big Bang Competition</p> <p>National Apprenticeship Week</p> <p>Careers Week</p> <p>KS4 Options Evening for Year 9</p> <p>KS4 Options Assemblies for Year 9</p> <p>Careers presentation from GSK</p>	<p>No encounters -encounters must have taken place by 28 February</p>
Year 10	<p>PSHRE: Labour market information.</p>	<p>National Apprenticeship Week</p>	<p>Thinking Scientifically Challenge</p>

	<p>Employment rights. Financial management.</p>	<p>Careers Week</p> <p>The Big Bang Competition</p> <p>Computacenters presentation</p> <p>Sky Studios presentation</p> <p>ELSA Next Generation - Get Work Ready Day</p>	
Year 11	<p>HRC talk - T Levels, apprenticeships and College.</p> <p>PSHRE: Online reputation. digital footprint and personal branding. Exploring payslips. Employment rights and responsibilities. Taxes. What is debt? CV and cover letter. Sixth form offers, apprenticeships and college</p>	<p>National Apprenticeship Week</p> <p>Careers Week</p> <p>The Big Bang Competition</p> <p>Sixth Form applications 1-1 meetings</p>	<p>No encounters –encounters must have taken place by 28 February</p> <p>Confirmation of post-16 education and training destinations for all pupils</p>
Year 12	<p>NHS volunteering talk</p> <p>Sky Studios Employer Session</p> <p>Year 12 mock interviews</p> <p>Routes to Law employer session.</p> <p>PSHRE: getting a job, salary deductions. Understanding payslips, creating a cv, Unifrog used in form time.</p>	<p>Computacenter employer session</p> <p>Next Steps launch session (all Year 12 students)</p> <p>Why University presentation delivered by the University of Hertfordshire</p> <p>British Army employer session</p> <p>Ernst Young employer session</p> <p>UCAS Discovery</p>	<p>Work Experience</p> <p>Personal statement workshop</p> <p>University visits</p>

		Exhibition National Apprenticeship Week Careers Week The Big Bang Competition	
Year 13	UCAS support sessions Mock university interviews (for Oxbridge, Medicine, and Veterinary Medicine) Next steps support Apprenticeship Support Programme PSHRE: Enterprising workshop (your rights as a worker and preparing for interviews), Positive social media profiles (promoting yourself online / LinkedIn / employers), Financial education for next steps	1-1 meetings with SfYP National Apprenticeship Week Careers Week The Big Bang Competition	

Please speak to our careers lead to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

Access to students will depend on:

- Timings of lessons and assemblies
- Safeguarding – if the school deems it is not safe or appropriate

- Health & Safety – the provider must adhere to the school’s H&S requirements

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school’s procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

4.5 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.

5. Previous providers

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

- McMullans
- SKy Studios
- Computacentre
- Morgan Sidnall
- Volkerfitzpatrick
- Herts Regional College

6. Pupil destinations

Last year, our year 11 pupils moved to a range of providers in the local area after school:

FE:

Sixth Form:

Last year, our year 13 pupils moved to a range of providers in the local area after school:

University: 82

Apprenticeship: 11

Employment: 3

Gap year: 9

College: 1

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure [click here](#) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

[Safeguarding/child protection policy](#)

[Curriculum policy](#)

[Complaints policy](#)

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Ciaran Prendergast (Assistant Headteacher).

This policy will be reviewed annually..

At every review, the policy will be approved by the governing board.