



# Training providers: access Policy

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Next Review	January 2025		

## Contents

1. Aims .....	2
2. Statutory requirements.....	2
3. Student entitlement .....	3
4. Management of provider access requests.....	3
5. Previous providers .....	6
6. Pupil destinations .....	6
7. Complaints .....	6
8. Links to other policies .....	6
9. Monitoring arrangements .....	7

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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.

Oakwood Community school aim to comply with the above points by.

- Regular Careers sessions throughout our PSHE curriculum.
- Events held during National Careers Week.
- Local career fairs between September and December for KS3 and KS4.
- Twice yearly careers interviews with an external careers advisor.
- Local apprenticeship fairs between January and May.

## 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.

## 3. Student entitlement

All students in years 8 to 13 at Oakwood Community 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. STEM days, Careers/apprenticeships fairs, online careers events such as WorkTree.
- Understand how to make applications for the full range of academic and technical courses with our Careers Leader.

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Stacey Shephard – Careers Lead & Inclusion Manager:

Telephone: 07840845679

Email: [stacey.shepherd@ocschool.co.uk](mailto:stacey.shepherd@ocschool.co.uk)

Or

Siobhan Long – Curriculum Lead.

Telephone: 07564583182

Email: [Siobhan.long@ocschool.co.uk](mailto:Siobhan.long@ocschool.co.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:

In the table below, we have outlined which providers will be offered for each year group.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Assembly and tutor group opportunities – Careers, employability skills in PSHE	Live online session with WorkTree.	STEM day with Above and Beyond Careers.
YEAR 9	Assembly and tutor group opportunities – Careers, employability skills in PSHE Meeting with careers adviser	Live online session with WorkTree.	No encounters provided in this term as encounters must have taken place by 28 <sup>th</sup> February
YEAR 10	Post-16 technical education options assembly with General Further Education College Life Skills – work experience preparation sessions Assembly and tutor group opportunities - employability skills Careers/apprenticeship fairs.	Networking event with providers and employers  Live online session with WorkTree.	Work experience preparation sessions Work experience Technical/vocational tasters at local college/s, training providers STEM day
YEAR 11	Post-16 provider open evenings Careers interviews. Post-16 apprenticeships assembly Meetings with careers adviser Post-16 applications Careers/apprenticeship fairs.	Post-16 interviews Apprenticeships – support with applications Live online session with WorkTree. Meeting with Careers advisor.	No encounters provided in this term as encounters must have taken place by 28 <sup>th</sup> February. Confirmation of post-16 education and training destinations for all pupils Transitioning

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 12	Higher education (HE) fair Careers Interviews. Post-18 assembly – apprenticeships Careers/apprenticeship fairs	Small group sessions: future education, training and employment options Meetings with careers adviser	Technical/vocational tasters at local college/s, training providers Transitioning STEM day.
YEAR 13	Workshops – HE and higher apprenticeship applications Careers Interviews.	Meetings with careers adviser. Assembly and small group opportunities - employability skills – work experience.	No encounters provided in this term as encounters must have taken place by 28 <sup>th</sup> February. Confirmation of post-18 education and training destinations for all pupils

Please speak to our Careers Leader 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 be granted if:

- This is not during individual careers interviews.
- The company has the relevant safeguarding documents.
- Agree to comply with school rules and regulations.
- Staff bring with them any relevant documentation you have been asked for; ID badges etc.

#### 4.4 Safeguarding

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

As a school we are required to provide a safe environment for students, staff and visitors. You will be required to adhere to our safeguarding and child protection policy, whilst also providing your own safeguarding documents to enter site.

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

#### 4.5 Premises and facilities

Depending on what careers service you are providing, a room/classroom will be provided. This may also be the hall if more space is required. The IT room may also be used with early request for staff to book this facility for you to use.

Prior to your visit to Oakwood Community school, we will meet to discuss your requirements and whether we can meet those requirements.

Employers/companies are always encouraged to hand out prospectus', useful, appropriate posters and leaflets.

Please contact the school prior to your visit if you have tested positive for Covid-19, a member of the senior leadership team will advise the following steps.

## 5. Previous providers

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

- Above and Beyond Careers
- HSBC
- WorkTree

## 6. Pupil destinations

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

- Youth Education Project.
- NWSL colleges – South Wigston and Nuneaton.
- Loughborough College.

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure <https://www.ocschool.co.uk/wp-content/uploads/2023/04/Complaints-Procedure.pdf> or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Links to other policies

Child protection and safeguarding policy:

<https://www.ocschool.co.uk/wp-content/uploads/2023/09/Child-Protection-and-Safeguarding-Policy-September2023.pdf>

Curriculum policy:

<https://www.ocschool.co.uk/wp-content/uploads/2022/10/Curriculum-Policy-2022-2023.pdf>

Data protection policy:

<https://www.ocschool.co.uk/wp-content/uploads/2022/11/Data-Protection-Policy-25.07.22.pdf>

Equality policy:

<https://www.ocschool.co.uk/wp-content/uploads/2023/04/Equality-Policy.pdf>

Health and Safety policy:

<https://www.ocschool.co.uk/wp-content/uploads/2023/04/Health-and-Safety-Policy.pdf>

Risk assessment policy:

<https://www.ocschool.co.uk/wp-content/uploads/2022/11/Risk-Assessment-Policy-Nov-2021.pdf>