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Committee: Curriculum
Approved by Governors: Summer 2023
Review frequency – Annual
Committee Review Date: Summer 2024
Statutory Policy

Birchwood High School 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 purposes 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.

Student entitlement

Students 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 evenings, 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 year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in 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

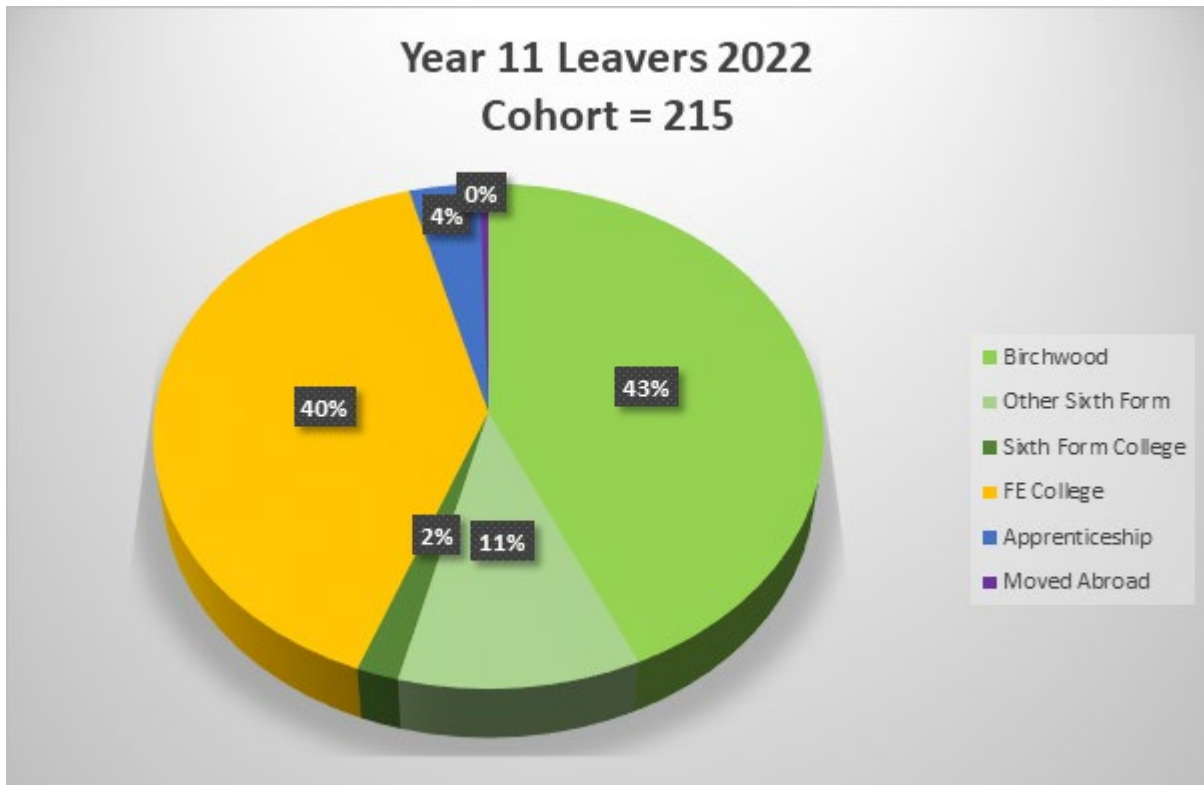
One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Previous providers

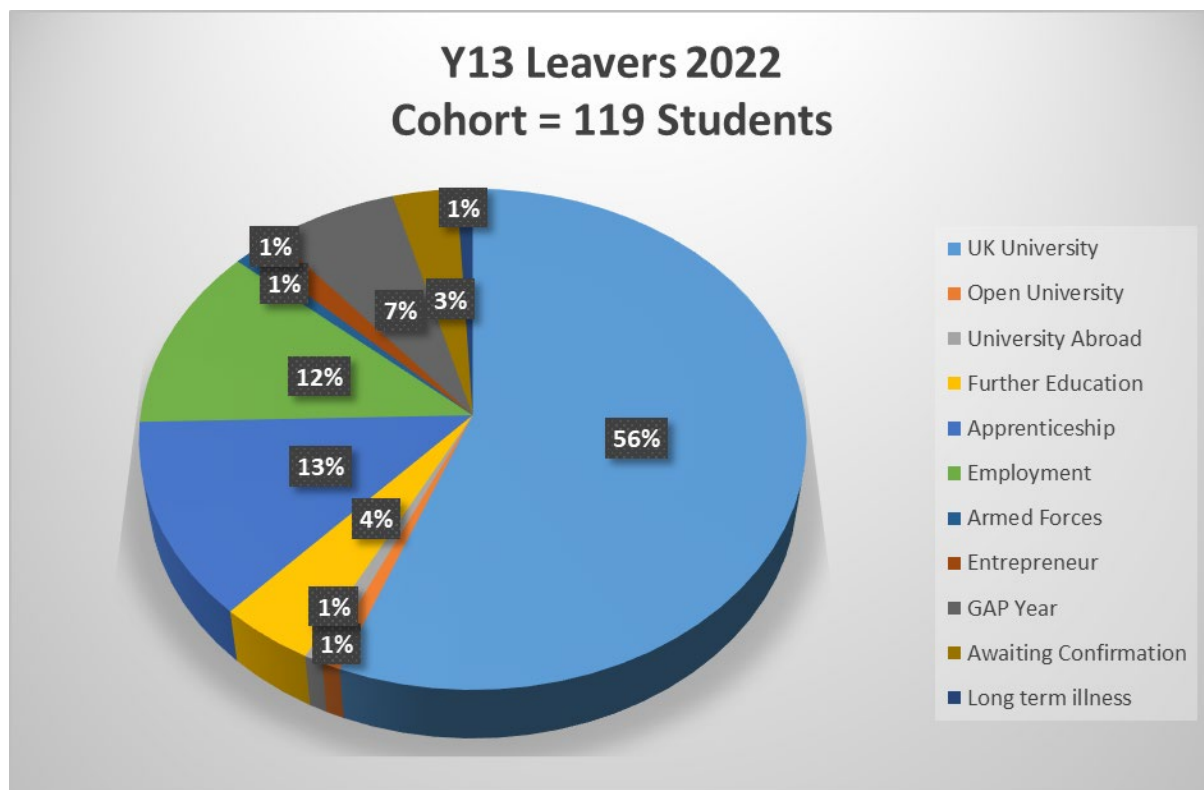
In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Clarion Futures, Weston Homes
- Stansted Airport College, Harlow College, Cambridge Regional College, Hertford Regional College
- ASK Apprenticeships

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



Last year our year 13 pupils moved to range of destinations after school:



Management of provider access requests Procedure

A provider wishing to request access should contact Judith Crimes, CEIAG Leader

Telephone: 01279 756482 Email: crimesj@birchwoodhigh.org.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.

	Autumn Term	Spring Term	Summer Term
Year 8		assembly and tutor group opportunities KS4 options event	assembly and tutor group Opportunities What is an Apprenticeship?
Year 9	Assembly by Local FE College – Introduction to technical qualifications	assembly and tutor group opportunities KS4	<i>No encounters – legislation requires encounters to take place by 28 February if in year 9</i>
Year 10	Careers, FE and HE Fair	Meetings with careers adviser	Assembly by Local FE College – T Levels and Technical Pathways. assembly and tutor group opportunities Meetings with careers adviser
Year 11	Careers, FE and HE Fair Post 16 Apprenticeships assembly Apprenticeship presentation for parents Meetings with careers adviser		<i>No encounters – legislation requires encounters to take place by 28 February if in year 11</i>
Year 12	Careers, FE and HE Fair Post 18 assembly – apprenticeships, HE	Visit to the UCAS Discovery Exhibition, Excel London – All students	Small group sessions: future education, training and employment options
Year 13	Higher and Degree Apprenticeship assembly Careers, FE and HE Fair Workshops – HE and higher apprenticeship applications		<i>No encounters – legislation requires encounters to take place by 28 February if in year 13</i>

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

The school [policy on safeguarding](#) sets out the school's approach to allowing providers into school as visitors to talk to our students.

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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all 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 gareth.dace@hertfordshirelep.co.uk.