



**POLICY TITLE: Provider Access Policy**

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<b>STATUS:</b>	Non-Statutory
<b>REVIEWED BY:</b>	Local governing body/ Principal
<b>DATE OF APPROVAL:</b>	October 23
<b>FREQUENCY OF REVIEW:</b>	Annually
<b>DATE OF REVIEW:</b>	September 24
<b>AUTHOR</b>	Head of 6th Form

## **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to 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.

## **Pupil entitlement**

All pupils in years 8 to 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 using the Making it meaningful checklist.

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:

- North Hertfordshire college
- Sisk construction

## **Destinations of our pupils**

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

- Bedford Sixth Form College
- Cambridge Regional College
- Etonbury Academy Sixth Form
- Hills Road College
- Hitchin Boys School
- Hitchin Girls School
- John Henry Newman
- The Knights Templar School
- London Screen Academy
- Long Road Sixth Form College
- North Herts College
- Samuel Whitbread Academy
- Shuttleworth College
- St Christopher School
- The Priory School
- Welwyn Oaklands College

## **Management of provider access requests**

### **Procedure**

A provider wishing to request access should contact Chloe Dowden, Careers Lead  
[cdowden@bestacademies.org.uk](mailto:cdowden@bestacademies.org.uk)

### **Opportunities for access**

The school offers the six provider encounters required by law 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.

Year 7	<ul style="list-style-type: none"> <li>● Weekly timetabled careers programme in tutor time using Unifrog</li> <li>● Careers Fair</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>● Weekly timetabled careers programme in tutor time using Unifrog</li> <li>● Careers Fair</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>● Weekly timetabled careers programme in tutor time using Unifrog</li> <li>● Year 9 options information evening</li> <li>● Talk by University of Hertfordshire</li> <li>● Careers Fair</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>● Weekly timetabled careers programme in tutor time using Unifrog</li> <li>● 4YP impartial careers interviews</li> <li>● Talk by University of Hertfordshire</li> <li>● Careers Fair</li> </ul>
Year 11	<ul style="list-style-type: none"> <li>● Weekly timetabled careers programme in tutor time using Unifrog</li> <li>● 4YP impartial careers interviews</li> <li>● Talk about apprenticeships from North Herts college</li> <li>● Sixth Form open evening</li> <li>● Sixth Form taster week</li> <li>● 1:1 meeting with careers lead</li> <li>● Careers Fair</li> </ul>
Year 12	<ul style="list-style-type: none"> <li>● Weekly timetabled careers programme in tutor time using Unifrog</li> <li>● Talk by University of Hertfordshire about post 18 options</li> <li>● UCAS fair</li> <li>● Work experience</li> <li>● Access to 4YP impartial careers interviews</li> <li>● Careers Fair</li> </ul>
Year 13	<ul style="list-style-type: none"> <li>● Weekly timetabled careers programme in tutor time using Unifrog</li> <li>● Talk by University of Hertfordshire about degree apprenticeships</li> <li>● Talk by University of Hertfordshire about the university application process</li> <li>● Careers Fair</li> </ul>

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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 at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils 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](mailto:provideraccess@careersandenterprise.co.uk)