



Provider access policy statement

Hele's School

Approved by: Christine McNamara **Date:** 11/01/23

Last reviewed on: 11/01/23

Next review due by: January 2024

Contents

1. Aims	3
2. Statutory requirements	3
3. Student entitlement.....	3
4. Management of provider access requests.....	3
5. Links to other policies	Error! Bookmark not defined.
6. Monitoring arrangements.....	5

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 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](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 13 at Hele's 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 Veronica Yeomans, Careers Support Manager

Telephone: 01752 337193

Email: yeomans@heles.plymouth.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 8	Assembly and tutor group opportunities	Careers Fair	1 hour Training Provider workshop
YEAR 9	Assembly and tutor group opportunities - employability skills	Careers Fair Key Stage 4 options event Careers in the Curriculum Focus Week	1 hour Training Provider workshop
YEAR 10	Assembly and tutor group opportunities	Careers Fair Careers in the Curriculum Focus Week	Work experience preparation sessions 1 hour Training Provider workshop
YEAR 11	Assembly on opportunities at 16	Careers Fair Mock Interviews 1 hour Training Provider workshop Careers in the Curriculum Focus Week	Assembly and tutor group opportunities Apprenticeships – support with applications
YEAR 12	Post-18 assembly – apprenticeships	Careers Fair 1 hour Training Provider workshop Careers in the Curriculum Focus Week	Small group sessions: future education, training and employment options Assembly and tutor group opportunities
YEAR 13	HE and higher apprenticeship applications assembly	Careers Fair Careers in the Curriculum Focus Week 1 hour Training Provider workshop	Assembly and tutor group opportunities

Please speak to our Careers Support Manager 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 or refused in line with the school Safeguarding Policy.

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

- A suitable space for the activity delivered will be made available, eg, for small group sizes a classroom with interactive whiteboard will be provided, including access to our Guest internet connection. For larger groups, such as a Year Group assembly a suitable space will be provided.
- Please discuss requirements when booking the activity with the Careers Support Manager.
- Prospectuses can be left in our Careers Library for students to access.
- These events will run in line with any measures related to public health incidents, including COVID-19.

5. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Veronica Yeomans, Careers Support Manager

This policy will be reviewed by Christine McNamara, SLT Link for Careers annually.

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