



# Provider Access Policy

**Author:** A. Hollinshead (Careers Lead) **Approved by:** M. Cater (Headteacher)

**Approved by:** The Local Governing Body

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**Next review date:** November 2023

## Wrotham School: Provider Access Policy

### 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 and the Skills and Post-16 Education Act 2022.

### 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 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 either during or after the encounter.

### Meaningful provider encounters:

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:

- Aim Apprenticeships
- BAM Construction (apprenticeships and advice about technical qualifications)
- The British Army, RAF and Royal Navy (Apprenticeships and technical training)
- The Department for Work and Pensions representing the Civil Service (apprenticeships)
- HSBC (Apprenticeships)
- Kent Police (Apprenticeships)
- The NHS (Apprenticeships)
- Runway Training (Independent Training Provider)
- The University for the Creative Arts (Foundation degrees)
- The University of Kent (higher technical qualifications and foundation degrees)

### Destinations of our pupils:

Last year our year 11 pupils moved to a range of providers in the local area after school (% of total year group also included):

- Apprenticeships: **2%**
- Colleges: **33%** (*including Hadlow, Mid Kent, North Kent and North West Kent colleges*)
- Other sixth form: **4%**
- Wrotham Sixth Form: **56%**
- Other destinations: **5%**

Last year our year 13 pupils moved to a range of providers in the local area after school (% of total year group also included):

- Apprenticeships (level 2-3): **9%**
- Apprenticeships (level 4-7): **9%**
- Colleges: **1%** (*Mid Kent college*)
- Employment with some training: **14%**
- Universities (local): **6%** (*includes University of Kent, University of Greenwich, Canterbury Christ Church University*)
- University foundation/Higher Technical Courses (local): **1%** (*Ravensbourne University*)
- Vocational Training (local): **1%** (*Rob Horswell Training at Wrotham School*)

**Management of provider access requests:****Procedure:**


A provider wishing to request access should contact Mrs Angeline Hollinshead, Head of Sixth Form and Careers Leader, email: [ahollinshead@wrotham.kent.sch.uk](mailto:ahollinshead@wrotham.kent.sch.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. Some possible opportunities are contained in the abbreviated programme overleaf.

For the **full range of events and activities in our careers programme**, please check the careers section of our school website at [www.wrothamschool.com](http://www.wrothamschool.com)

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

	<b>Full Programme on the school website. Terms 1 and 2</b>	<b>Terms 3 and 4</b>	<b>Terms 5 and 6</b>
<b>Year 7</b>			'What is an engineer?' STEM challenge and assembly. (2022-23: Please check full Careers Programme on our website for name of provider)
<b>Year 8</b>		<b>What are vocational courses? Presentation. (2022-23: Aylesford School Sports College)</b>	Entrepreneurship challenge (related to vocational qualifications).  Work Shadowing Day/Enterprise Challenge
<b>Year 9</b>	Exploring career sectors sessions.	<b>BBC Bitesize Careers – presentation and talk about apprenticeship programme.</b>  <b>Step in the NHS competition with research into jobs and potential routes and assembly about university and apprenticeship routes.</b> National Apprenticeship Week. Exploring career sectors sessions.	Work Shadowing Day/Enterprise Challenge
<b>Year 10</b>	<b>Employer Challenge with assembly about apprenticeship opportunities. (2022-23: The Civil Service and Department for Work and Pensions)</b>	National Apprenticeship Week.  Careers Fair	Exploration of post-16 options: <b>Local College presentation about T-levels, apprenticeships and vocational qualifications. (2022-23: Please check full Careers Programme on our website for name of provider)</b> Work Shadowing Day/Enterprise Challenge
<b>Year 11</b>	Recap of post-16 options.  Support with Kent Choices applications.	<b>BBC Bitesize Careers – presentation and talk about apprenticeship programme.</b> <b>National Apprenticeship Week – Apprenticeship provider presentations to students (2022-23: Runway Training)</b> Careers Fair	<i>No encounters – legislation requires encounters to take place by 28 February if in year 11</i>  Confirmation of post-16 education and training destinations for all pupils

	Full Programme on the school website. Terms 1 and 2	Terms 3 and 4	Terms 5 and 6
<b>Year 12</b>		<p><b>BBC Bitesize Careers – presentation and talk about apprenticeship programme.</b></p> <p><b>National Apprenticeship Week – Apprenticeship provider presentations to students (2022-23: The Education People with focus on local providers who will speak about their offer)</b></p> <p>LMI focus in Term 4 – employers/apprenticeship provider assembly. Focus on aptitude tests as part of apprenticeship applications – presentation from employer and/or provider. Virtual Work Experience week related to NAW. Careers Fair</p>	<p>UCAS Fair and exhibition</p> <p>University application support sessions</p> <p>Work Experience Week.</p>
<b>Year 13</b>	<p>University application support (including HND/HNC and foundation degrees)</p> <p>Degree apprenticeship application support.</p> <p><b>Local college presentation about Higher Technical Qualifications.</b></p> <p>LinkedIn and networking sessions</p>	<p><b>BBC Bitesize Careers – presentation and talk about apprenticeship programme.</b></p> <p><b>National Apprenticeship Week – Apprenticeship provider presentations to students (2022-23: The Education People with focus on local providers - speakers TBC)</b></p> <p>Virtual Work Experience Week related to NAW. Careers Fair</p>	<p><i>No encounters – legislation requires encounters to take place by 28 February if in year 13</i></p> <p>Confirmation of post-18 education and training destinations for all pupils</p>

## **Premises and facilities**

The school will make the main hall or drama studio, or classrooms 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 with the appropriate Head of Year or Head of Department.

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 in our Careers Library, which is in our school library (called The Book Nook by students) and managed by the Careers Leader. The Careers Library is open to all students:

- Key Stage 3 have twice termly visits through their English lessons.
- Key Stage 4 can request access or it may be recommended for individuals through their weekly careers sessions. Year 11 can access this by request during their Kent Choices post-16 application morning sessions, held 2-3 times a week throughout Terms 2-4.
- Key Stage 5 have their own prospectus library in their study centre, but can also access the careers library by request or during their weekly morning reading session which is staffed by the Careers Leader who is training as a level 6 Careers Advisor.

## **Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via this link:

<https://www.careersandenterprise.co.uk/contact-us/>