



Provider Access Policy

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Approved by: The Local Governing Body
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Date: January 2024

Next review date: January 2025

Equality

Wrotham School strongly promotes equality of opportunity under all circumstances and in all contexts. We actively seek to ensure that all members of our community and all visitors to the school are treated equally. This includes actively ensuring that discrimination or inequality of any kind does not occur on the basis of the following: - Race - Nationality - Gender (including transgender). - Sexual Orientation - Disability - Age - Mental Health - Marital Status.

Discrimination and in equality can be experienced in the following ways, not exclusively: - Inappropriate or offensive language and terminology. - Cultural misrepresentation - Violence/ physical harm. - Bullying - Online Abuse - Disadvantage in all aspects of progress, care and opportunity.

When inequality or discrimination is seen or reported the school will strongly challenge and will work to resolve the issue. All concerns will be taken seriously and investigated fully and without prejudice.

The school will promote and teach the recognised British values of tolerance and respect throughout our school community. The school will monitor, evaluate and develop strategy in response to all incidents of discrimination or inequality. The school community and its leaders will maintain a current awareness of how discrimination and prejudice is experienced and will adjust its approach appropriately.

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
- ASK Apprenticeships
- BAM Construction (apprenticeships and advice about technical qualifications)
- The British Army, RAF and Royal Navy (Apprenticeships and technical training)
- Canterbury Christ Church University (foundation degrees)
- The Department for Work and Pensions representing the Civil Service (apprenticeships)
- Hadlow College (Vocational courses, T levels, apprenticeships)
- H&MV Engineering (Apprenticeships)
- HSBC (Apprenticeships)
- Kent Police (Apprenticeships)
- MEP Ltd (Apprenticeships)
- The NHS (Apprenticeships)
- North Kent College (Vocational courses, T levels, apprenticeships and HTQs)
- 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:

2022 is the most recent year for which we have full data for maintained destinations. 2023 data will be updated in March 2024 and will be updated when this policy is reviewed, but will be available on request to our Careers Lead after that date.

In 2022, 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: **31%** (*including Hadlow, Mid Kent, North Kent and Reynolds colleges*)
- Other sixth form: **4%**
- Wrotham Sixth Form: **56%**
- Other destinations: **3%**

2023 information is used for Year 13 and 14 students from internal data collection. Checks as to whether these destinations are maintained are made in March 2024. Data will be updated in this policy when it is reviewed, but will be available on request to our Careers Lead after that date. In 2023, our year 13 and 14 pupils moved to a range of providers in the local area after school (% of total year group also included):

- Apprenticeships (level 2-3): **4%**
- Apprenticeships (level 4-7): **4%**
- Colleges: **4%** (*Mid Kent college*)
- Employment with some training: **5%**
- Universities (local): **10%** (*includes University of Kent, University of Greenwich, Canterbury Christ Church University*)

Management of provider access requests:

Procedure:


A provider wishing to request access should contact Mrs Angeline Hollinshead, Careers Lead, email: 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

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

	Full Programme on the school website. Terms 1 and 2	Terms 3 and 4	Terms 5 and 6
Year 7			'What is an engineer?' STEM challenge and assembly with MEP Ltd – Aerospace, Defence, Space and Medical engineering company with apprenticeship programme.
Year 8		The British Army Presentation about apprenticeship and training opportunities relating to subject choices.	MidKent College live KS3 workshop – what is vocational education? Work Shadowing Day/Enterprise Challenge
Year 9	Exploring career sectors sessions.	National Apprenticeship Week. Exploring career sectors sessions. Careers Fair	Work Shadowing Day/Enterprise Challenge <i>No encounters – legislation requires encounters to take place by 28 February if in year 9</i>
Year 10	Civil Service and DWP employer challenge. RBLI presentation about volunteering and work experience	National Apprenticeship Week. Watchfinder & Co – CV writing and presentation about opportunities Careers Fair	Exploration of post-16 options: Local College presentation about T-levels, apprenticeships and vocational qualifications. (2022-23: North Kent College and Hadlow College) Work Shadowing Day/Enterprise Challenge
Year 11	Recap of post-16 options. Support with Kent Choices applications.	National Apprenticeship Week – Apprenticeship provider presentations to students 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
Year 12	<p>University activities with relevant subject areas – UCA portfolio workshops with creative subjects including art, photography, film, IT.</p> <p>Canterbury Christ Church University: What are foundation degrees and foundation years? Link to HTQs</p>	<p>National Apprenticeship Week – Apprenticeship provider presentations to students (2023-24: ASK Apprenticeships presentation from CXK introducing apprenticeships as an alternative to university)</p> <p>Virtual Work Experience week related to National Apprenticeship Week – 60+ live opportunities with employers/providers.</p> <p>Careers Fair</p>	<p>UCAS Fair and exhibition – visit to University.</p> <p>University application support sessions</p> <p>Work Experience Week.</p> <p>Alternative Work Experience Week for students unable to attend a full week placement.</p>
Year 13	<p>University application support (including HND/HNC and foundation degrees)</p> <p>Degree apprenticeship application support.</p> <p>Canterbury Christ Church University: What are foundation degrees and foundation years? Link to HTQs</p>	<p>National Apprenticeship Week – Apprenticeship provider presentations to students (2023-24: ASK Apprenticeships presentation from CXK introducing apprenticeships as an alternative to university)</p> <p>Virtual Work Experience Week related to NAW.</p> <p>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 or 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/>