

Provider access policy statement

Redhill School



Approved by:	Local Governing Body	Date: September 2023
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Contents

1. Aims.....	2
2. Statutory requirements	2
3. Student entitlement.....	3
4. Management of provider access requests.....	3
5. Previous providers	9
6. Pupil destinations.....	10
7. Complaints	10
8. Links to other policies	10
9. Monitoring arrangements.....	11

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 provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

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](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend.
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9.
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend.
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11.

***Whilst the legislation governing this policy relates to Years 8 – 11, we are also keen to offer opportunities to pupils in Year 7 so that they have early access to the most relevant, engaging and up-to-date information and opportunities. These can take place at any point throughout the academic year for pupils in Year 7.**

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer.
- Information about what careers those qualifications and apprenticeships can lead to.
- What learning or training with the provider is like.
- Answers to any questions from pupils.

We will build opportunities into our assembly program, tutor programme and through our PSHE curriculum in the first instance for all year groups to ensure that encounters are meaningful and allow pupils to have access to providers for an appropriate amount of time to allow for information to be shared and follow-up questions. We will also work with subject areas across the school to ensure that, where possible, careers can be linked to subject learning and provide opportunities which allow external visitors to support delivery of the wider school curriculum.

All providers will be given an overview of what content is essential for the visit and presentations will need to be sent to Mrs V Baggott in advance of session delivery to ensure that these points are included and that content meets our Safeguarding expectations.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

3. Student entitlement

All students in years 8 to 11 at Redhill 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

In order to request access to Redhill School, providers should contact our Careers Leader in school directly to discuss the request and look at appropriate dates, year groups and formats for delivery (whether in person or live online). We will respond to all contact and consider all requests carefully.

A provider wishing to request access should contact Mrs V Baggott (Careers Leader).

Telephone: 01384 816355

Email: vbaggott@redhill.dudley.sch.uk

We will maintain a database of providers who work with Redhill and routinely contact them to plan visits and talks (both within school and outside of school) as part of our ongoing commitment to a broad careers experience for all.

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 Encounters must take place before 28 th Feb to be counted
YEAR 7	Assembly: <i>I Discover</i> a) Welcome to Y7 careers b) Your career learning journey at Redhill. c) Understanding personal strengths d) LMI e) Being aspirational f) Challenging Stereotypes within different career sectors. g) Guest Speaker - TBC March 4th – Careers Week Life in retail – Merry Hill Shopping Centre		
		Assembly follow-up activities through tutor programme.	
	Careers-focus through the PSHE curriculum- 5 Lessons – Skills and Qualities.		
	Pupils will access the ‘A-Z of careers’ through the tutor programme. Within these session pupils will explore: <ul style="list-style-type: none"> • Soft and hard skills relating to the identified career. • Qualifications and subject routes to follow. • Salaries and working hours. • Labour Market Information • Gender stereo types and career misconceptions. They will also find out interesting facts associated with each career, as well as where to go to find out more information.		
		National Careers Week 4th 9th March – a) Assembly activities b) Careers focussed lessons c) Meet the employer – M’Hill	
	Future skills questionnaire 1 – Starting Secondary		

	AUTUMN TERM	SPRING TERM	SUMMER TERM Encounters must take place before 28 th Feb to be counted.
YEAR 8	Assembly: I Explore <ul style="list-style-type: none"> a) Welcome to Y8 Careers. b) Understanding different career routes c) What's my job? - Challenging Stereotypes within different career sectors. d) LMI e) Being aspirational. f) Employer Encounter g) Post 16 Choices <p>March 4th – Careers Week TBC Guest Speaker</p>		
		Assembly follow-up activities through tutor programme	
	Careers-focus through the PSHE curriculum – 5 Lessons – Career pathways and their associated skills		
	Pupils will access the 'A-Z of careers' through the tutor programme. Within these session pupils will explore: <ul style="list-style-type: none"> • Soft and hard skills relating to the identified career. • Qualifications and subject routes to follow. • Salaries and working hours. • Labour Market Information • Gender stereo types and career misconceptions. They will also find out interesting facts associated with each career, as well as where to go to find out more information.		
		National Careers Week 4th 9th March – <ul style="list-style-type: none"> a) Assembly activities b) Careers focussed lessons c) Meet the employer – TBC 	

	AUTUMN TERM	SPRING TERM	SUMMER TERM Encounters must take place before 28 th Feb to be counted
YEAR 9	Assembly: 30th Nov: - I Focus a) Nova Training	Assembly: - I Focus a) Y9 Options what it means for you and your career. b) Careers, employability skills and future career pathways, what's right for you. c) Post 16 Options, A Levels, T Levels and Apprenticeships. d) Understanding LMI e) Work Experience preparation. f) Key Skills development, problem solving, communications (Written and Verbal) March 4th – Careers Week Service based Careers	
	Assembly follow-up activities through tutor programme	Assembly follow-up activities through tutor programme	
	Careers-focus through the PSHE curriculum – 6 Lessons L1 – What are Y9 Options L 2-6 – Preparing for work experience		
	Pupils will access the 'A-Z of careers' via the tutor programme. Within these session pupils will explore: <ul style="list-style-type: none"> • Soft and hard skills relating to the identified career. • Qualifications and subject routes to follow. • Salaries and working hours. • Labour Market Information • Gender stereo types and career misconceptions. They will also find out interesting facts associated with each career, as well as where to go to find out more information.		
		National Careers Week 4th 9th March – a) Assembly activities b) Careers focussed lessons c) Meet the employer – TBC	
			Future skills questionnaire 2 – Transition

	AUTUMN TERM	SPRING TERM	SUMMER TERM Encounters must take place before 28 th Feb to be counted
YEAR 10	<p>Assembly 1: 23rd Nov – Dudley College Post 16 options</p> <p>Assembly 2: 30th Nov Employer Encounter – Nova Training</p>	<p>Assembly: - I Plan</p> <p>a) Careers and Higher Education Evening. b) Securing knowledge and understanding of post 16 provisions c) Work Experience ready. d) LMI e) Qualifications and Destinations f) Planning for the future. g) Careers guidance.</p> <p>March 4th – Guest Speak TBC</p>	
	Assembly follow-up activities through tutor programme	Assembly follow-up activities through tutor programme	
	Careers-focus through the PSHE curriculum – L1 – WEX placement ready L2-L6 – Post 16 provisions.		
	<p>Pupils will access the 'A-Z of careers' via the tutor programme. Within these session pupils will explore:</p> <ul style="list-style-type: none"> • Soft and hard skills relating to the identified career. • Qualifications and subject routes to follow. • Salaries and working hours. • Labour Market Information • Gender stereo types and career misconceptions. <p>They will also find out interesting facts associated with each career, as well as where to go to find out more information.</p>		
	Post 16 SEND visit.	<p>National Careers Week 4th 9th March –</p> <p>a) Assembly activities b) Careers focussed lessons c) Meet the employer – Halesowen College</p>	
		<p>Work Experience 20th – 24th May</p> <p>Future Skills Questionnaire</p>	Post 16 Careers evening – An opportunity to meet with local post 16 providers and find out more about them and the courses they offer,

	AUTUMN TERM	SPRING TERM	SUMMER TERM Encounters must take place before 28 th Feb to be counted
YEAR 11	Assembly 1: Assembly 1: 23rd Nov – Dudley College Post 16 options. Assembly 2: 28th Nov – Haybridge High School	Assembly: - / Apply a) Personal Statement and CV writing workshop. b) Meet the Post 16 providers. c) Post 16 support and guidance. d) Destination data sheet. e) Planning for the future. W/C 4th Mar - Careers Week – guest Speak to be confirmed	
	Assembly follow-up activities through tutor programme.	Assembly follow-up activities through tutor programme.	
	Careers-focus through the PSHE curriculum – L1 – Post 16 routes and application process. L2-L5 – Recognising achievements, employability skills, being aspirational and being interview ready.		
	Pupils will access the ‘A-Z of careers’ via the fortnightly tutor programme. Within these session pupils will explore: <ul style="list-style-type: none"> • Soft and hard skills relating to the identified career. • Qualifications and subject routes to follow. • Salaries and working hours. • Labour Market Information • Gender stereo types and career misconceptions. They will also find out interesting facts associated with each career, as well as where to go to find out more information. Targeted intervention as required (based on Post-16 questionnaire responses).		
	Provider visit for key groups.	National Careers Week 4 th 9 th March – a) Assembly activities b) Careers focussed lessons c) Meet the employer	
	Future skills questionnaire	Post 16 interview 20 th – 24 th May	

Please speak to Mrs. V Baggott (our Careers Leader) to identify the most suitable opportunity for your organisation.

These events will run in line with any measures related to public health incidents, including COVID-19.

Whilst events are planned in advance of the commencement of each academic year, we welcome contact from providers at any point and will endeavor to build them into pre-planned opportunities should they support and enrich the pupils' understanding and experiences.

4.3 Granting and refusing access

At Redhill School, we will always try to accommodate external providers who would like to talk to our students. We encourage external providers who are interested to contact Mrs. V Baggott (Careers Leader) and, following a discussion with Mr. J Bacciochi (AHT – Designated Safeguarding Lead, Careers and LAC coordinator) we will endeavour to identify an appropriate time, venue and group of pupils to allow this to happen.

We may decide to refuse access to pupils if:

- The visit raises any safeguarding concerns.
- The content of the visit is not applicable to pupils at Redhill at that time.
- External factors prevent visitors from being on school site (examinations, etc.)

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.

Prior to any visitors presenting or working with students, we would expect to see materials being delivered to ensure that they were appropriate for the needs and age of the pupils involved.

A full copy of our Safeguarding and child Protection Policy can be found [here](#).

4.5 Premises and facilities

At Redhill School, we will:

- Ensure that an appropriate venue (such as the main school hall or classroom) is available for the duration of the visit.
- Ensure that presenters have access to ICT equipment to support their visit (including audio and visual presenting equipment).
- Ensure that any required physical resources (pens, paper, etc.) are made available to support their visit.
- Liaise with presenters prior to their visit to ensure that venues, resources, etc. still meet the requirements of the visit.
- Request to view presentations and session content prior to the visit to ensure that it is appropriate for the identified group.
- Distribute any appropriate resources, handouts or prospectuses following a visit.

5. Previous providers

The following providers have been invited in to speak to our pupils:

- The Apprenticeships Works
- Juniper Training
- NOVA training
- Dudley College & 6th Form
- Halesowen College
- Kidderminster College
- King Edward VI College Stourbridge
- Haybridge School and Sixth Form
- Oldswinford Hospital
- Invictus

We will regularly contact a wide range of providers (including those not referenced above) and invite them in to meet and work with our pupils.

6. Pupil destinations

In our latest published leaver's data (2022 Leavers), our year 11 pupils moved to a range of providers in the local area after school:

- › BIMM Birmingham
- › Birmingham Ormiston Academy
- › Dudley College
- › Halesowen College
- › Haybridge High School and Sixth Form
- › Invictus
- › Juniper Training
- › Kidderminster College
- › King Edward VI College Stourbridge
- › Military Prep College
- › Oldswinford Hospital
- › Royal Grammar School (Worcester)
- › Skills Training
- › Solihull College
- › South & City College Birmingham
- › Windsor High School

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure [here](#) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- › Safeguarding/child protection policy

- › Redhill Careers Plan
- › Redhill Careers Program
- › Complaints policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs. V Baggott (Careers Lead) and Mr. J Bacciochi (Assistant Headteacher).

This policy will be reviewed by Mr. J Bacciochi (Assistant Headteacher) annually.

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