SJFCC Provider Access Policy

Approved : July 2024
Review Date: June 2025
Adopted: September 2024

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.

Learner entitlement
All learners 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 learners of compulsory school age, these encounters are mandatory and there will be a minimum of two encounters for learners during the 'first key phase' (year 8 to 9) and two encounters for learners during the 'second key phase' (year 10 to 11).

For learners 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 learners 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 learners.

Meaningful provider encounters

One encounter is defined as one meeting/session between learners and one provider. We are committed to providing meaningful encounters to all learners 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 learners.

Previous providers

In previous years we have invited the following providers from the local area to speak to our learners:

- KMF
- NSCG
- Stoke College
- Stoke 6th Form
- Equality
- Martec
- ASK programme
- Training and Business Solutions

Destinations of our learners

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

- Saint John Fisher Catholic College 6th form and the wider Trinity 6th Form.
- NSCG
- Stoke College
- Stoke 6th Form College
- Reaseheath College
- South Cheshire College
- Martec

Last year our year 13 learners moved to range of providers after school:

- Universities
- Apprenticeships
- Workplace

Management of provider access requests

Procedure

A provider wishing to request access should contact Mr Christopher Hawthorne, Assistant Headteacher and Careers Leader, via email at chawthorne@ctkcc.co.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 learners or their parents/carers.

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

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Assembly and tutor group opportunities - employability skills and employer competency framework.	**National Apprenticeships week (February) – online webinars from local providers.**	**Year 8 World of Work Event with variety of employers and training providers (May)** PSHE lessons – goal setting, job market and labour market information.
YEAR 9	Assembly and tutor group opportunities - employability skills and employer competency framework	**National Apprenticeships week (February) – online webinars from local providers.** **Key Stage 4 options event (February) – NSCG and other apprenticeship providers in attendance.** Barclays lifeskills programme.	No encounters – legislation requires encounters to take place by 28 February if in Year 9 Barclays lifeskills programme including mock interviews. PSHE lessons – economic wellbeing and careers.
YEAR 10	Work experience preparation sessions and assembly/tutor group sessions on employability skills and employer	Work experience **Post 16 apprenticeships sessions from Training and Business Solutions and ASK programme.**	**Careers Fair – a range of universities, colleges and apprenticeship providers.** Mock interviews with local providers and employers.

	competency framework	**National Apprenticeships week (February) – online webinars from local providers.**	PSHE lessons – qualities and skills
YEAR 11	**Sessions from local providers: Trinity 6th Form, NSCG, Stoke Sixth Form College and Stoke on Trent College** Meetings with careers adviser	Apprenticeships and Training placements – support with applications from mentors. **National Apprenticeships week (February) – online webinars from local providers.** Meetings with careers adviser	*No encounters – legislation requires encounters to take place by 28th February if in Year 11.* Confirmation of Post-16 destinations.
YEAR 12	**Higher education (HE) fair** Work experience preparation sessions and assembly/tutor group sessions on employability skills and employer competency framework	**Higher education (HE) fair** **Post 18 apprenticeships sessions from Training and Business Solutions and ASK programme.** **National Apprenticeships week (February) – online webinars from local providers.**	**Careers Fair – a range of universities, colleges and apprenticeship providers**
YEAR 13	HE and higher apprenticeship applications	Small group sessions: future education, training and employment options (Meeting with careers adviser)	No encounters – legislation requires encounters to take place by 28th February if in Year 13. Confirmation of Post-18 destinations.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and learners, 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 the team. Meaningful online engagement is also an option and we are open to providers that are able to

provide live online engagement with our learners. Providers are welcome to leave a copy of their prospectus or other relevant course literature and we will ensure that this is available to all learners.

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

Approval and review
Approved [date] by Governors at the Standards and Provision Committee
Next review: July 2025
Signed: Matthew Amison, Chair of Governors; Garrett Murray, Head Teacher