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Provider Access Policy

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

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.

Publication and scope

This policy applies to every secondary school in Anthem and will be posted on each secondary school website. It can be made available in hard copy and in large print on request.

Pupil entitlement

All students in years 8 to 11 at Oakbank 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 – through options events, assemblies and group discussions and taster events
- 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 pupils during the ‘first key phase’ (year 8 to 9) and two encounters for pupils during the ‘second key phase’ (year 10 to 11). For pupils 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 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.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [making-it-meaningful-benchmark-7](#)

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

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

- Hewlett Packard
- Amazing Apprenticeships
- Barclays
- The Army
- Oxford Brooks University
- Reading College
- Henley College
- The Holt School
- Forest School
- John Majeski Academy
- The Willink School
- BCA
- Waingels College
- Reading FC

Destinations of our pupils

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

Cohort: 91

Further Education (College) – 60%

Further Education (Sixth Form) – 21%

Employment with Apprenticeship – 8%

Moved out of the area – 2%

Management of provider access requests

Procedure

A provider wishing to request access should contact: Abbie Carwana; Careers Lead
[acarwana@oakbank.anthemtrust.uk].

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text below) 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.

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

	Autumn Term	Spring Term	Summer Term
Year 8		Oxford University Assembly outlining the variety of courses that their institution offers and the different Career pathways students can follow.	Taster session of a STEM course delivered by Oxford University.
Year 9		KS4 Options Event. Careers stall including a representative of an Apprenticeship provider (HP) HP Apprenticeship representative to deliver a	<i>Specialised SEN Provision:</i> EHCP LAC students will have 1:1 sessions with our Higher Education Liaison Officer to discuss GCSE options and their Next Steps after Oakbank.

		<p>Presentation to Year 9 parents on HPs technical routes and qualifications.</p> <p>March – Assembly delivered by HP to all Year 9 about Apprenticeships at HP and their growth opportunities within their technical qualifications.</p>	<p>1:1 Adviza Careers guidance meetings for targeted SEN students and possible NEET students to discuss Career pathways after Oakbank.</p>
Year 10	<p>Assembly delivered by HP on Apprenticeships and the technical routes that they offer.</p>	<p>Specialised SEN Provision:</p> <p>EHCP and targeted SEN students will have 1:1 or group sessions with our Higher Education Liaison Officer to discuss their Next Steps after Oakbank and will be provided with useful website links to other providers.</p> <p><u>Work Experience:</u></p> <p>Selected SEN and possible NEET students to have induction / taster days with placement employers.</p> <p>1:1 Adviza Careers guidance meetings for targeted SEN students and possible NEET students to discuss Career pathways after Oakbank.</p>	<p>Assembly delivered by Reading College and BCA on vocational routes and the variety of courses they offer Post-16.</p> <p>Assembly on A-Level routes delivered by a local Sixth Form.</p> <p>Work Experience focussed tutor time / PSHE sessions July - Students will visit a workplace and will work with staff from a variety of departments.</p>
Year 11	<p>Local Colleges / Sixth Forms deliver assemblies on their Options to our students – both vocational and A-Level.</p>	<p>SEN + NEET Provision:</p> <p>Taster / induction days with local Colleges / Sixth Forms to prepare for transition after Oakbank.</p>	N/A

	<p>Apprenticeship assembly delivered by HP.</p> <p>Grouped Adviza Careers guidance meetings running from October – January.</p>	<p>March – Local employer from WSP to deliver a session on interview tips and Career paths within Environmental Management to the Higher Attainer students.</p> <p>Post-16 Application Support.</p>	
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Granting and refusing access to providers

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable and letting commitments.
- Staff are available to attend, taking account of participant numbers and teaching timetables, to ensure DBS regulations are complied with.
- Students are available to attend, depending on the dates requested and curriculum considerations.
- Providers are able to present impartial, unbiased and high-quality, age-appropriate content, meeting equal opportunity requirements.
- Providers are GDPR compliant.

Premises and facilities

- Providers will have access to the hall, gym, classrooms, the Learning Hub and computer rooms as appropriate to the activity and availability. The school will also provide specialist equipment to support the providers and careers activities.
- The process for organising and agreeing which facilities can be used is communicated and established in advance of the provider arriving to allow for effective set-up and resources to be booked with the Careers Lead.
- Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.
- Whether providers can leave prospectuses or other material for students to read.

Safeguarding

The school and Anthem are committed to keeping children safe and our Child Protection and Safeguarding 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, which can be found on our school website.

Complaints

Complaints about services from providers who use school premises or facilities should be directed to the provider concerned.

Additional Careers Programme Information

For further details relating to the school's careers programme, including how the impact is assessed and measured, please view the information on the school's website:

<https://www.oakbank.anthemtrust.uk/642/careers>

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Abbie Carwana (Careers Lead) This policy will be reviewed every two years or earlier if the guidance or legislation changes.