

## PROVIDER ACCESS POLICY

Policy first adopted: January 2018

**To be reviewed annually**

Reviewed: February 2019

Reviewed: February 2020

Reviewed: February 2021

Reviewed:

Reviewed:

# Ferndown Upper School: Provider Access Policy

## Introduction

This policy statement sets out our school's arrangements for managing the access of education and of training providers to pupils at our school for the purposes 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.

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 policy shows how our school complies with these requirements.

## Student entitlement

Students in years 8-13 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact Lucy Giles, *Careers Lead*

Telephone: 01202 871243 Email: [LucyGiles@fernup.dorset.sch.uk](mailto:LucyGiles@fernup.dorset.sch.uk)

## Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	<b>Careers Programme for years 9-13</b>
8	Careers Education is so important to us that we begin careers input with all our Year 8 students in the local feeder schools. This includes activities on personal finance and the careers market.
9	Students have the opportunity to take part in the following:  Assembly – led by Lucy Giles  Careers off Timetable Events: <ul style="list-style-type: none"><li>• Exploring skills</li><li>• Make informed decisions about KS4 Options/Transitions</li><li>• Attend Year 9 Options Evening</li><li>• What do I need to do and who do I ask?</li><li>• Community Day – July When requested Year 9 are entitled to a 1:1 interview with Lucy Giles</li></ul>
10	Students have the opportunity to take part in the following:  Assembly- led by Lucy Giles  Careers off Timetable events: <ul style="list-style-type: none"><li>• Maximising potential grades day</li><li>• Careers and Finance drop down event</li><li>• Developing personal profile</li><li>• Employability skills workshop</li><li>• Careers Day – July</li><li>• What do I need to do and who do I ask?</li><li>• When requested Year 10 are entitled to a 1:1 interview with Lucy Giles</li></ul>
11	Students have the opportunity to take part in the following:  Assembly- led by Lucy Giles  Careers off Timetable events: <ul style="list-style-type: none"><li>• Decision making – what is available post 16?</li><li>• Entry requirements</li><li>• My Plan A and Plan B</li><li>• Personal Statement writing</li><li>• Interview Skills practice and preparation</li><li>• Making a good Application</li><li>• Application deadline dates</li><li>• What do I need to do and who do I ask?</li></ul>

	<ul style="list-style-type: none"> <li>• 6<sup>th</sup> form lesson shadowing</li> <li>• Information on college Open Days</li> <li>• All Year 11 will receive a 1:1 interview with Lucy Giles</li> </ul>
12	<p>Students have the opportunity to take part in the following:</p> <p>Assembly- led by Lucy Giles</p> <p>Careers off Timetable events</p> <ul style="list-style-type: none"> <li>• 1 week of Work Experience</li> <li>• UCAS launch</li> <li>• Personal finance presentation</li> <li>• Apprenticeship launch</li> <li>• Bournemouth University HE fair</li> <li>• Progression Day</li> <li>• When requested Year 12 are entitled to a 1:1 interview with Lucy Giles</li> </ul>
13	<p>Students have the opportunity to take part in the following:</p> <p>Assembly- led by Lucy Giles</p> <p>Careers off Timetable events</p> <ul style="list-style-type: none"> <li>• Support with applications to UCAS</li> <li>• Support with applications for apprenticeships</li> <li>• Support with applications for employment</li> <li>• All Year 13 will receive a 1:1 interview with Lucy Giles</li> </ul>

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

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. This can be found on our website.

Education and training providers will be expected to adhere to this policy.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, 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 their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the School Library. The Library is available to all students at lunch and break times.

### **Approval and review**

The school's arrangements for managing the access of education and training providers to students is monitored by Jo Taylor, Deputy Headteacher.

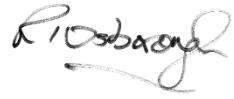
Approved 04.02.2021 by Governors at Full Governors' Meeting

Next review: 02.2022

Signed:

Chair of Governors

*Phil Jones* Head teacher

A handwritten signature in black ink, appearing to read 'Phil Jones', with a stylized flourish underneath.