

# Provider access policy statement



## Craven PRS

<b>Approved by:</b>	A Haughey	<b>Date:</b> May 2023
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### 1. Aims

This policy statement aims to set out Craven PRS' 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 our school must offer to all pupils in years 8 to 11.

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.

- 2 encounters for pupils during the 'third key phase' (year 12 or 13) (Not applicable at this setting)
  - Pupils can choose to attend.
  - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13.

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

Prior to visiting providers coming in we will gather all of the above information and find links to local courses, or courses nearest to where our current students reside. We shall request that they have case studies available, if possible, to allow information about what learning and training with the provider is like, travel routes, extra-curricular opportunities and opportunities which may be available at the end of the apprenticeship. Students will be asked to write some questions down of areas they wish to find out more about: These will be collated and passed to the visiting speakers in advance of the day.

## 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.

We will start early in Year 8 to introduce the links between subjects and future career paths suitable for each student need.

We will use destination data and information relating to past student experiences to inform our pathway suggestions.

We will use the link between Skills Builder Partnership and Careers to focus on key skills and a personalised approach from starting points to mastery.

We will introduce links with technical and vocational study from 2023 – 24 academic year for all students.

We will introduce the option of T level study from 2023 – 24 academic year and the hybrid option this offers.

We will challenge all misconceptions and preconceptions students may hold head-on.

We will ensure that all students and parent/carers are provided with equity of information and understanding relating to pathways for all.

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

## 3. Student entitlement

All students in years 8 to 11 at Craven PRS 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

A provider wishing to request access should contact Karen A Wright (SLT/Careers/DSL/English/H & S)

Telephone: 01756 630495 (Ext:1007)

Email: [k.wright@cravenprs.org](mailto:k.wright@cravenprs.org)

### 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:**

In the following table, we've provided some examples:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Event for university technical colleges (UTCs): KAW to reach out to providers for next academic year.	Employer event for pupils, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement (working towards for next Spring for all students)	Careers workshops Green Spaces focus for local context: Farm Visit
YEAR 9	Assembly and tutor group/PSCHE opportunities - employability skills Meeting with careers adviser (arrange YES visit)/liaise with Craven network).	Visiting contacts to speak with students.	Work Experience preparation sessions for student who will remain with us in September.
YEAR 10	Post-16 technical education options assembly with General Further Education College: TBC Life Skills – work experience preparation sessions and work experience via YES Careers. Assembly and tutor group opportunities/PSCHE - employability skills	Networking event with providers and employers where available. Technical/vocational tasters at local college/s, training providers. Skills Builder online with employers.	Work experience preparation sessions Work experience Technical/vocational tasters at local college/s, training providers.  Introduction to varied pathways available, including T-Levels for those anticipating 5+

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 11	Post-16 provider open evenings promoted to students and parent/carers. Post-16 apprenticeships assembly: arrange visiting speaker from college. Meetings with careers adviser (YES Careers) Post-16 applications: Completed and supported in house, including interviews. Liaise with p/c's.	Post-16 interviews Apprenticeships – support with applications Supported Internships for EHCP students.	<b>No encounters – encounters must have taken place by 28 February.</b> Confirmation of post-16 education and training destinations for all pupils

Please speak to our Karen Wright to identify the most suitable opportunity for you.

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

### 4.3 Granting and refusing access.

Please contact Karen Wright, or the school office in the first instance. We always welcome those who can advise our young people on their future prospects to allow them to plan their educational routes and consider their life-long learning. We will work with you to provide a suitable time, date and space for you to use. We would only refuse access if there is a safety, or safeguarding concern or if the times and dates suggested fall outside our usual school opening hours and our students could not attend.

### 4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Please see the policy section of our website to read a copy, or contact the school office should you wish a paper copy to be provided: 01756 630495.

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

### 4.5 Premises and facilities

- › We have a spacious facility which can accommodate a range of needs for providers. Please let us know the size of space you may need (indoor, or outdoor), IT requirements and any other requirements.
- › Once you have spoken with Karen Wright, we will work with you to create the rooming and facilities required and a Risk Assessment document for your visit. We will aim to accommodate times and dates you have available.
- › We welcome you providing a range of written resources and prospectus/information, including complimentary products/hospitality bags with branded items if this is something you usually would do.
- › We would ask that you will check if there are any specific health or access/safety needs which could preclude your attending, or access to the visit for some students. Please also confirm close to the date of visit that there are not any restrictions on local or national health grounds.

## 5. Previous providers

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

Hart Farm

Ex/current Army representatives

Visiting artists

Tattoo & piercing artist  
Social Services/Health Services  
North Yorkshire Fire Brigade  
Health and Fitness Instructor  
And many more.

## 6. Pupil destinations

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

- › Craven College
- › Leeds City College
- › Apprenticeships in motor mechanics
- › Bradford College
- › Keighley College
- › Harrogate College

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure <http://www.cravenprs.org.uk/our-school/complaints/> or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## 8. Links to other policies

- › Safeguarding/child protection  
<http://www.cravenprs.org.uk/app/download/5813553216/Child+Protection+Policy+2022-2023-Final-V2-UPDATED+JAN+23.pdf>
- › Careers guidance policy
- › Curriculum policy [8. Links to other policies](#)
- › Complaints policy: See section 7 link above.

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Karen Wright.

This policy will be reviewed by Karen Wright every three years, or sooner should the policy change. Changes will be implemented annually as required.

At every review, the policy will be approved by the governing board/Management Committee.