



Careers - Provider Access Policy

Reviewed by:	C Barlow
Reviewed on:	January 2023
Ratified by:	Education Committee
Ratified on:	
Next review:	January 2024

Signed

Richard Karn, Chair of Governors

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.

Pupil entitlement

All pupils 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 pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in 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 checklist.

Previous providers

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

- Plumpton College
- East Sussex College Group
- Wealden Works
- CXK (Amazing Apprenticeships)
- Sussex Police/ British Army/ RAF

Destinations of our pupils:

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

- FE Colleges: 104
- Sixth Form Colleges: 11
- Apprenticeship provider 10
- Sixth form: 96

Last year our year 13 pupils moved to range of providers after Sixth Form and FE:

- University: 96

GAP Year: 8

Art Foundation (FE): 5

FE College (including Art Foundation): 12

Apprenticeship: 24

Employment: 39

Premises and facilities

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

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils. Providers are welcome to leave a copy of their prospectus or other relevant course. Literature at the Careers Library, which is managed by the careers' adviser. The Careers Library is available to all pupils at lunch and break times.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via:

<https://www.careersandenterprise.co.uk/contact-us/>

Approval and review

Approved 3 January 2023 by



Caroline Barlow (Head teacher):

Management of provider access requests

Procedure: A provider wishing to request access should contact Jo Taylor, Careers Lead: jtaylor@heathfieldcc.co.uk Opportunities:

Year groups	Term 1 & 2	Term 3 & 4	Term 5 & 6
Year 8		Wider Curriculum Day: Experience of a work place and encounter with employers: Potter World	Alumni Day: with y7 all students meet a number of former HCC students and training providers to quiz them about their career offers (employer encounter)
Year 9		Wider Curriculum Day: Employability (employer and training provider encounter)	No encounters: legislation requires these are completed by 28 Feb in y9
Year 10		Wider Curriculum Day: Big Futures Careers Fair & carousel of: vocational FE courses, employer encounters, mock interviews, HE presentation from local university (employer & training provider encounter)	Work Experience as an option in Enrichment Week Targeted careers interviews Employer Mentoring for targeted students
Year 11	Wider Curriculum Day: H.E visit to Sussex University or Plumpton College Y11 Futures Evening: Local F.E providers, CXK present on apprenticeships, NCS Targeted careers interviews Employer mentoring continues	CXK: Apprenticeships Assembly and signing up and applying workshop (training provider encounter) Targeted careers interviews Careers Adviser appointments for families as part of virtual parents' evening Employer mentoring continues	Careers Interviews offered for all
Year 12	Careers interviews available All of y12 visit University of Sussex	Careers interviews available Wider Curriculum Day: GAP years, HE, Degree and Higher Apprenticeships and traineeships (employer encounter) UCAS Convention, Brighton	Careers interviews available Alumni Event (employer encounter) Work Experience for all (experience of a workplace)
Year 13	Careers Interviews available Wider Curriculum Day: interview Day (employer encounter). Assessment centre workshop from CXK (training provider encounter)	Targeted PSHEe lessons for those with no progression planned	No encounters: legislation requires encounters take place by 28 February in y13

The school offers the **six provider encounters required by law** and a number of additional events, integrated into the school careers programme. We can 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.