

# Presdales School



***‘Achievement for All’***

<b>Title</b>	Provider Access Policy
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<b>Committee Responsible</b>	Students
<b>Trustee Link</b>	Alison Hobson
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## **Enquiries & comments**

**Any enquiries and comments about this publication may be made to:**

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**Address:** Hoe Lane, Ware, Hertfordshire SG12 9NX

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## **1.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

## **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 pupils.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Education 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 schools must offer to all pupils in years 8 to 13**

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)
  - 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

## **2.2 Meaningful provider encounters**

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the [Making it meaningful checklist](#). Meaningful live online engagement is also an option at our school.

## **3. Pupil entitlement**

All pupils in years 8 to 13 at Presdales School 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: Julie Stephenson or Dom Gray

Telephone: [01920 462210](tel:01920462210)

Email: [jstephenson@presdales.herts.sch.uk](mailto:jstephenson@presdales.herts.sch.uk) or [careers@presdales.herts.sch.uk](mailto:careers@presdales.herts.sch.uk)

#### 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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	STEAM Fortnight assembly Engineering challenge with AIRBUS	Assembly on Apprenticeships during NAW 9th to 13th February  Unifrog careers session on "Is a UK Apprenticeship right for me"	
YEAR 9	STEAM Fortnight workshop with many art and design companies  "Why go to University Assembly" with Hertfordshire University	Assembly on Apprenticeships during NAW 9th to 13th February  Unifrog careers session on "Is a UK Apprenticeship right for me"	<b>No encounters – encounters must have taken place by 28 February</b>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>STEAM Fortnight assembly</p> <p>Generation Hertford Careers Fair on 7th October</p>	<p>Assembly on Apprenticeships during NAW 9th to 13th February</p> <p>Unifrog careers session on “Is a UK Apprenticeship right for me”</p>	<p>Assembly from HRC about post 16 pathways including Apprenticeships, T Levels and all level 3 qualifications</p> <p>Hertfordshire University ‘Making Choices at Level 3’ talk</p>
YEAR 11	<p>Meetings with CEIAG careers adviser outlining all level 3 qualifications</p> <p>Post 16 applications 1-1 meetings with SLT</p> <p>22nd October Day visit to Hertford Regional College (HRC) with tour and taster sessions for selection of students</p>	<p>Unifrog careers session on “Is a UK Apprenticeships right for me”</p> <p>Assembly on Apprenticeships during NAW 9th to 13th February</p> <p>Assembly from Herts University about Degree Apprenticeships</p>	<p><b>No encounters – encounters must have taken place by 28 February</b></p> <p>Confirmation of post-16 education and training destinations for all pupils</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 12	STEAM Fortnight Assembly	<p>24th March Higher Education fair for a variety of HE providers</p> <p>25th March Career workshops including a variety of providers</p> <p>Assembly on Apprenticeships during NAW 9th to 13th February</p>	Workshops - HE personal statement writing sessions
YEAR 13	<p>STEAM Fortnight Assembly</p> <p>Apprenticeship Support Programme begins with Sarah from Navigating Careers.</p> <p>Generation Hertford Careers Fair on 7th October</p>	<p>Meetings with careers adviser if required</p> <p>Assembly on Apprenticeships during NAW 9th to 13th February</p>	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-18 education and training destinations for all pupils</p>

Please email [careers@presdales.herts.sch.uk](mailto:careers@presdales.herts.sch.uk) to identify the most suitable opportunity for you.

#### **4.3 Safeguarding**

Our safeguarding/child protection 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.

#### **4.4 Premises and facilities**

The school will make the main hall, Drama Studio 2 , The Reading Room, 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.

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the reception desk, which is managed by the careers administrator.

## **5. Previous providers**

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

- GSK
- PPMA (Processing and Packaging Machinery Association)
- British Army
- Hertford Regional College FE Provider
- Volker Wessel
- MBDA
- TESLA
- RAF
- SKY
- Hanbury Manor
- Air Ambulance
- University of Hertfordshire
- AIRBUS

## **6. Pupil destinations**

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

- FE College 34
- Sixth form 143

Last year our year 13 students moved to range of providers in the local area after school:

- HE College 107
- Apprenticeship 6
- Seeking Employment/Apprenticeship 11
- Art Foundation 0
- Employment 5



- Gap Year 11
- College Course 0
- Year 14 at Presdales School 1

## **7. Complaints**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [chris.dowton@hertfordshirefutures.co.uk](mailto:chris.dowton@hertfordshirefutures.co.uk)

## **8. Links to other policies**

Safeguarding/child protection policy [here](#)

Careers guidance policy [here](#)

Curriculum policy [here](#)

Careers plan [here](#)

## **9. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to pupils are monitored by Julie Stephenson, DHT and Careers Lead.

This policy will be reviewed by Julie Stephenson, DHT and Careers Lead annually. At every review, the policy will be approved by the trust board.