



Have faith...believe you can!

Provider Access Policy Statement

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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 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 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

Providers will be invited to join a telephone call or online meeting with our Careers Lead, Richard Czepukojc, in advance of their school visit to brief and discuss the outline and objectives of their Encounter.

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.**

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

3. Student entitlement

All students in years 8 to 13 at Saint John the Baptist 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, through activities and events such as PSHE events, year assemblies, careers mornings, drop in lunch-and-learn events and career taster workshops
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

Any provider wishing to request access should contact our **Head of Careers, Richard Czepukojc** on 01483 729 343 or via email on r.czepukojc@sjb.surrey.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.

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to students and/or their parents.

Preferred time – Thursday mornings – 9am to 11am

Our annual schedule of events is as follows:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	<p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>Meet the Employer Workshops</p> <p>“Lunch and Learn” Careers</p> <p>Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p>	<p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>Meet the Employer Workshops</p> <p>“Lunch and Learn” Careers</p> <p>Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p>	<p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>Meet the Employer Workshops</p> <p>“Lunch and Learn” Careers</p> <p>Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p>
YEAR 8	<p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Meet the Employer Workshops</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers</p> <p>Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meeting with careers adviser</p>	<p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Meet the Employer Workshops</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers</p> <p>Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meeting with careers adviser</p>	<p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Meet the Employer Workshops</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers</p> <p>Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meeting with careers adviser</p>
YEAR 9	<p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Meet the Employer Workshops</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers</p> <p>Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meeting with careers adviser</p>	<p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Meet the Employer Workshops</p> <p>“What’s My Line” – Year 9 Careers Morning – New Careers Discovery Morning</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers</p> <p>Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meeting with careers adviser</p>	<p>No encounters –encounters must have taken place by 28 February</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Meet the Employer Workshops Morning and Afternoon</p> <p>Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meeting with careers adviser</p>	<p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Year 10 Work Experience Shadowing Day</p> <p>Meet the Employer Workshops Morning and Afternoon</p> <p>Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meeting with careers adviser</p> <p>Networking event with providers and employers</p>	<p>Year 10 Careers Morning – “A Day in the Life of...” – Careers Discovery</p> <p>Year Assemblies</p> <p>PSHE Lessons</p> <p>Meet the Employer Workshops</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meeting with careers adviser</p> <p>“Lunch and Learn” Careers Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p>
YEAR 11	<p>Year Assemblies</p> <p>Post-16 academic provider assembly</p> <p>Post-16 apprenticeships assembly</p> <p>Post-16 vocational provider assembly</p> <p>Post-16 applications workshops</p> <p>PSHE Lessons</p> <p>Meet the Employer Workshops Morning and Afternoon</p> <p>Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meeting with careers adviser</p>	<p>Year Assemblies</p> <p>Post-16 academic provider assembly</p> <p>Post-16 apprenticeships assembly</p> <p>Post-16 vocational provider assembly</p> <p>Post-16 applications workshops</p> <p>PSHE Lessons</p> <p>Meet the Employer Workshops Morning and Afternoon</p> <p>Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Breakfast Briefings</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meeting with careers adviser</p>	<p>No encounters –encounters must have taken place by 28 February</p> <p>Confirmation of post-16 education and training destinations for all pupils</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 12	<p>Year Assemblies</p> <p>Post-18 academic and vocational providers assembly</p> <p>Post-18 assembly – apprenticeships</p> <p>PSHE Lessons</p> <p>1-to-1 support with personal statements/CVs/Apprenticeship applications</p> <p>Meet the Employer talks during Key Skills sessions</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Higher education (HE) college visits and fairs</p> <p>Meetings with careers adviser</p>	<p>Year Assemblies</p> <p>Post-18 academic and vocational providers assembly</p> <p>Post-18 assembly – apprenticeships</p> <p>PSHE Lessons</p> <p>1-to-1 support with personal statements/CVs/Apprenticeship applications</p> <p>Meet the Employer talks during Key Skills sessions</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Higher education (HE) college visits and fairs</p> <p>Meetings with careers adviser</p>	<p>Year 12 Work Experience – one week</p> <p>Year Assemblies</p> <p>Post-18 academic and vocational providers assembly</p> <p>Post-18 assembly – apprenticeships</p> <p>PSHE Lessons</p> <p>1-to-1 support with personal statements/CVs/Apprenticeship applications</p> <p>Meet the Employer talks during Key Skills sessions</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>Technical/vocational tasters at local college/s, training providers</p> <p>Meetings with careers adviser</p>
YEAR 13	<p>Mock Panel Interview Evenings with Employers</p> <p>Post-18 assembly – with higher and degree apprenticeship providers</p> <p>Workshops – HE and higher apprenticeship applications</p> <p>Year Assemblies</p> <p>Post-18 academic and vocational providers assembly</p> <p>Post-18 assembly – apprenticeships</p> <p>PSHE Lessons</p> <p>Meet the Employer talks during Key Skills sessions</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p>	<p>Year Assemblies</p> <p>Post-18 academic and vocational providers assembly</p> <p>Post-18 assembly – apprenticeships</p> <p>PSHE Lessons</p> <p>1-to-1 support with personal statements/CVs/Apprenticeship applications</p> <p>Meet the Employer talks during Key Skills sessions</p> <p>Morning and Afternoon Careers workshops - all routes explored and discussed</p> <p>“Lunch and Learn” Careers Lunchtime Drop-ins – informal Q&A sessions for all students</p> <p>Higher education (HE) college visits and fairs</p> <p>Meetings with careers adviser</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 speak to our **Careers Lead, Richard Czepukojc** on 01483 729 343 or via email on r.czepukojc@sjb.surrey.sch.uk, to discuss possible attendance at relevant events.

Our Child Protection and Safeguarding Policy must be adhered to by all visitors to the school including speakers 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

We will grant access requests that meet the following criteria:

- They are relevant to the cohort and will add value to the existing programme.
- The timing is suitable.

We will refuse any access request that:

- Does not add value to the existing programme.
- Do not meet child protection and safeguarding requirements.

4.4 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.

4.5 Premises and facilities

Once we have approved a provider, we will work with them to identify the best method for providing access to our students.

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and students. We will also make presentation equipment, such as projectors, available to providers as necessary.

Arrangements will be discussed in advance between our Careers Lead and a nominated member of the provider's team.

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the Careers Lead.

5. Previous providers

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

- BBC Careers Teams
- Local technical colleges
- Local apprenticeship providers from businesses and enterprises
- Small and Medium-sized local businesses offering work placements
- Armed Forces
- Local charities and volunteering groups

6. Pupil destinations

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

- St John the Baptist Sixth Form College
- Farnborough Sixth Form College
- Guilford College
- Woking College

- Farnborough Technical College
- Merrist Wood College

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

- University of Surrey
- Royal Holloway University
- University of Reading
- St. Mary's University
- UCA Farnham Arts
- Kingston University Arts
- Police – Degree Apprenticeship
- PWC – Tax Accountancy Apprenticeship
- Network Rail – Degree Apprenticeship

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure available on the school's website.

8. Links to other policies

- Child Protection and Safeguarding Policy
- Careers Policy
- Careers Student Entitlement Policy
- Curriculum Policy
- SJB Student Charter

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Richard Czepukojc, Careers Lead, Saint John the Baptist School.

This policy will be reviewed annually by Richard Czepukojc, Careers Lead, during May each year. The updated policy will be made available on the school's Careers website pages.

At every review, the policy will be approved by the Governing Body.

