



Have faith...believe you can!

Provider Access Policy Statement

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Policy Updated: Oct 2024

Date of Next Review: Oct 2025

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, Beth Paling 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 **Careers Lead, Beth Paling** on 01483 729 343 or via email on b.paling@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 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.

4.3 Granting and refusing access

Once your request has been submitted, the Careers Leader will respond to you within 10 working days.

All requests will be given due consideration by the Careers Leader and Senior Leadership Team.

Once the request has been granted, we will ask you for a range of information to share with our students and parents before the session. This may be a prospectus, letter, presentation to share with students and parents in advance of your session. This should include:

- Details of the opportunities you offer including technical education, courses and entry requirements.
- What is learning like with your institution?
- How do you prepare students for their best next step on successful completion of your course/training?
- Provide examples of linking courses with careers relating to the labour market and recent positive destinations of students who have completed their learning with you.

Requests will be considered against:

- Clashes with other planned activities or visits.
- Interruption to preparation for public or internal examinations.
- Availability of school staff, space and resources to host the session.
- All requests will also be considered in line with the school's Safeguarding policy. For questions on this policy statement or the wider careers programme at SJB, please do not hesitate to contact us.

SJB will keep a log of all provider requests for access and the outcomes and record on Compass+ to support the delivery and evaluation of the careers programme.

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
- 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. Monitoring arrangements

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

This policy will be reviewed annually by the Careers Lead. The updated policy will be made available on the school's Careers website pages.

Appendix 1 – Careers Programme

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Year Assemblies	Year Assemblies PSHE Lessons BBC/NHS Encounter – Careers Discovery	Year Assemblies
YEAR 8	Year Assemblies PSHE Lessons	Year Assemblies BBC/NHS Encounter – Careers Discovery Samsung – Careers Discovery	Year Assemblies
YEAR 9	Year Assemblies PSHE Lessons	Year Assemblies “What’s My Line” – Year 9 Careers Morning – New Careers Discovery Morning Samsung – Careers Discovery Meeting with careers adviser (disadvantaged/SEND) Options Choices & Next Steps Evening	Year Assemblies
YEAR 10	Year Assemblies Medical Careers Experience – Careers Discovery Army Careers and Apprenticeships Morning Festival of Skills	Year Assemblies Year 10 Work Experience Shadowing Day Meeting with careers adviser Technical/vocational tasters at local college/s, training providers BBC/NHS Encounter – Careers Discovery	Year 10 Careers Morning – “A Day in the Life of...” – Careers Discovery Year Assemblies PSHE Lessons Technical/vocational tasters at local college/s, training providers Meeting with careers adviser (disadvantaged/SEND)
	AUTUMN TERM	SPRING TERM	SUMMER TERM

<p>YEAR 11</p>	<p>Year Assemblies Post-16 academic provider assembly Post-16 apprenticeships assembly Post-16 vocational provider assembly PSHE Lessons Meeting with careers adviser</p>	<p>Meeting with careers adviser Year 11 into 12 taster day Brooklands College visit (vocational) SLT Interviews discussing next steps</p>	<p>Work Experience Confirmation of post-16 education and training destinations for all pupils</p>
<p>YEAR 12</p>	<p>Year Assemblies PSHE Lessons Spiritual Development Guest Speakers Meetings with careers adviser EPQ Support and guidance Next Steps Blog</p>	<p>Year Assemblies Post-18 assembly – apprenticeships Spiritual Development Guest Speakers Next Steps Event Meetings with careers adviser Medical & Oxbridge Route Support and guidance Oxbridge & Medical University Visit EPQ Support and guidance Next Steps Blog</p>	<p>Year 12 Work Experience Year Assemblies 1-to-1 support with personal statements/CVs/Apprenticeship applications University visit Meet the Employer talks during Key Skills sessions Medical & Oxbridge Route Support and guidance Meetings with careers adviser Next Steps Blog</p>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	<p>Mock Panel Interview Evenings with Employers</p> <p>UCAS Personal Statement Workshop</p> <p>PSHE Lessons</p> <p>UCAS and other applications support and guidance (1-2-1)</p> <p>Year Assemblies</p> <p>Meet the Employer talks during Key Skills sessions</p> <p>Apprenticeships Uncovered Event</p> <p>Next Steps Blog</p> <p>CV Writing Workshop (delivered by employer)</p>	<p>Year Assemblies</p> <p>Meet the Employer talks during Key Skills sessions</p> <p>Meetings with careers adviser</p> <p>Next Steps Blog</p> <p>UCAS and other applications support and guidance (1-2-1)</p>	<p>Confirmation of post-18 education and training destinations for all pupils</p> <p>Post-results support and guidance</p>

