



Provider Access Policy



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Education Trust

Document Control and Version Control

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VERSION CONTROL			
VERSION	AUTHOR	DATE	CHANGES
1.1	Phillipa Harris and Stuart Coggins	September 2024	Amended 2.1 to provide detail of how providers will be given information in advance of encounter Amended 2.2 to reflect definition of ‘meaningful encounter’ Updates to section 4.2 to reflect current access opportunities Update to section 6 on current student destinations

Wombourne High School
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Our Mission, Vision and Values



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

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

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- Answers to any questions from pupils

Where a provider is delivering a presentation to students, these guidelines will be communicated to the provider in advance of the presentation with a request to include this information within the presentation. Where a provider is attending a group setting event such as a careers fair or convention providers will be advised that students will be asked to seek this information and will be provided with the means to do so during the event.

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.

Our encounters are guided through use of the careers and enterprise company 'making it meaningful checklist' and take into account factors such as monitoring destinations data to identify gaps and make improvements to future encounters along with using destinations data and LMI to plan for appropriate encounters

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

3. Student entitlement

All students in Years 8 to 13 at Wombourne 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

To request access to provide an encounter for students contact should be made to Stuart Coggins, Assistant Headteacher for Personal Development via the following methods:

Email: scoggins@wombournehighschool.co.uk

Telephone: 01902 504980

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	Assembly with Halesowen and tutor group lesson opportunities – CDI – grow throughout life CDI Explore possibilities	tutor group lesson opportunities – CDI – Manage Career CDI – create opportunities	Summer careers Fair tutor group lesson opportunities – CDI – balance life and work CDI – see the big picture

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	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 9	Assembly with Dudley and tutor group lesson opportunities – CDI – grow throughout life CDI Explore possibilities	Key Stage 4 options event with employer event for pupils and parents and tutor group lesson opportunities – CDI – Manage Career CDI – create opportunities	No encounters – encounters must have taken place by 28 February
YEAR 10	South staffs Networking event with providers and employers for all students tutor group lesson opportunities – CDI – grow throughout life CDI Explore possibilities	tutor group lesson opportunities – CDI – Manage Career CDI – create opportunities	Summer Careers Fair Work experience preparation sessions Work experience tutor group lesson opportunities – CDI – balance life and work CDI – see the big picture
YEAR 11	Post-16/18 provider fair at year 11 success evening Post-18 apprenticeships/employers and FE fair at W6 open evening Meetings with careers adviser tutor group lesson opportunities – CDI – grow throughout life CDI Explore possibilities	National apprenticeship show visit tutor group lesson opportunities – CDI – Manage Career CDI – create opportunities Apprenticeships – support with applications student and parent workshop Meeting with careers adviser	No encounters – encounters must have taken place by 28 February Confirmation of post-16 education and training destinations for all pupils
YEAR 12	Apprenticeships tutor session	Meetings with careers adviser	University/ Apprenticeship research World of Work – professional networking WEX preparations/ University/careers research
YEAR 13	UCAS – Firm and Insurance choices Year 13 – UCAS/Apprenticeship workshop	Meetings with careers adviser Interview skills and Mock Interviews	No encounters – encounters must have taken place by 28 February Confirmation of post-18 education and training destinations for all pupils

Please speak to our Assistant Headteacher to identify the most suitable opportunity for you.

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

4.3 Granting and refusing access

Access can be granted at any times of the year and our heads of year are actively looking for speakers to deliver whole school assemblies.

Access will only be refused if timings of the school day do not allow the encounter to have a meaningful impact, or if it is not manageable on a procedural level or would put the efficient running of the school day, or health, safety and wellbeing of our students in jeopardy.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

This policy can be accessed [here](#) for your reference.

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

4.5 Premises and facilities

The school will make the main hall, 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 Stuart Coggins or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in Reception, which is managed by the school admin team. All resources will be displayed in The Resource Centre in the school library which is available to all students at lunch and break times.

5. Previous providers

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

- Dudley 6th
- Halesowen College
- The RAF
- The Royal Navy
- Nova Training Wolverhampton

6. Pupil destinations

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

- Wolverhampton College
- Rodbaston College
- Sandwell College
- Halesowen College
- Dudley 6th

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

Apprenticeship - National Highways
Apprenticeship - Scania
Apprenticeship - Severn Trent Water
Apprenticeship - West Midlands Police Force
Odessa College, USA Golf
Royal Air Force Engineer
Royal Air Force Cyber Security
Royal Air Force Physical Trainer
Royal Navy Engineering Technician

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure found [here](#), or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- [Safeguarding/child protection policy](#)
- [Careers guidance policy](#)
- [Complaint's policy](#)

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Stuart Coggins, Assistant Headteacher for Personal Development.

This policy will be reviewed by the Deputy CEO, P. Harris annually.

At every review, the policy will be approved at Executive level by the Trust Board