**Haybrook College Provider Access Policy**

***Access for colleges, training providers, university technical colleges, universities and all other post 16 providers, including technical, vocational and academic routes and apprenticeships Updated January 2023***

**Introducton**

This policy statement sets out the schools arrangements for manageing the access of providers to pupils at the school for the purpose of giving them information about the provider’s education of traning offer. This complies with the schools legal obligations under Section 42B of the Education Act 1997.

**Pupil entitlement at Haybrook College Trust**

All pupils in years 7-13 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, group discussions and taster events;
* to understand how to make applications for a full range of academic and technical courses.

In line with the updated Provider Access Legislation, from January 2023, all schools must provide a minimum of six encounters for all students with post 16 providers, as above.

This is broken down into key phases:

* Year 8 or 9 - Two encounters for students that are mandatory for all to attend.
* Year 10 or 11 - Two encounters for students that are mandatory for all to attend.
* Year 12 and 13 - Two encounters for students that are mandatory for the school to put on but 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 students from the provider).

• answer questions from all students,

Haybrook College defines an encounter as at least 30 minutes during the school day. The school days runs from 9.15pm until 2.15pm.

**Management of provider access requests**

**Procedure**

A provider wishing to request access should contact

**Niki Papali, Careers Leader Telephone: 01628 353102/ 07776 161830**

**Email:** **nikipapali@haybrookcollege.co.uk**

**Opportunities for access**

A number of events, integrated into the school career programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Autumn term  | Spring Term  | Summer Term  |
| Year 7  | Employer encounter – curriculum and industry insight sessions | Life skills assembly and /or tutor group workshops | Life skills assembly and /or tutor group workshops |
| Year 8  | Employer encounter – curriculum and industry insight sessions  | Life skills assembly and /or tutor group workshops | Life skills assembly and /or tutor group workshops |
| Year 9 | Employer encounter – curriculum and industry insight sessions | Local Careers EventsLife skills assembly and /or tutor group workshops | Life skills assembly and /or tutor group workshops |
| Year 10 | Employer encounter – curriculum and industry insight sessions | Local Careers Events Work Experience preparation Opportunities | Life skills assembly and /or tutor group workshops |
| Year 11 | Employer encounter – curriculum and industry insight sessionsYear 11 and Post 16 Information events Work experience Preparation sessions  | Local Careers EventsPost 16 taster sessions and organised college visits Application workshopsApprenticeship workshopGroups sessions further education, training and employment optionsInterview preparation sessionsWork experience preparation sessions | Groups sessions further education, training and employment options Interview preparation sessions  |
| Year 12  | Employer encounter – curriculum and industry insight sessionsYear 11 and Post 16 Information events Work experience Preparation sessions | Local Careers EventsPost 16 taster sessions and organised college visitsApplication workshopsApprenticeship workshopGroups sessions further education, training and employment optionsInterview preparation sessionsWork experience preparation sessions | Groups sessions further education, training and employment optionsInterview preparation sessions |
| Year 13  | Employer encounter – curriculum and industry insight sessionsYear 11 and Post 16 Information eventsWork experience Preparation sessions | Local Careers EventsPost 16 taster sessions and organised college visitsApplication workshopsApprenticeship workshopGroups sessions further education, training and employment optionsInterview preparation sessionsWork experience preparation sessions | Groups sessions further education, training and employment optionsInterview preparation sessions |

Please speak to our Careers Leader to identify the most suitable opportunity for you.

**Premises and facilities**

The school will ensure that rooms are made available for discussions between the provider and the pupils, as appropriate to the activity. The school will also make available specialist equipment to support the provider presentations. This will be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature.

**Related Policies**

* Visiting Speaker Policy
* Prevent Policy

Visiting Speakers will be asked to complete a request form, and provide a biography, which will be kept on file and reviewed annually. Visiting Speakers will be asked to read and agree to uphold the Visiting Speakers guidelines.

**Approval and review**

Approved: April 2018

Last reviewed: January 2023 (due to legislative update)

Date for next Review: April 2024

To be reviewed by the governors annually.