



STANTONBURY  
SCHOOL



# Careers: Provider Access Policy Statement

<b>Approved by:</b>	AIB	<b>Date:</b> June 2023
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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 six encounters with technical education or training providers to all students 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 six encounters schools must offer to all students in years 8 to 13

Schools must offer:

- Two encounters for students during the 'first key phase' (year 8 or year 9)
  - o All students must attend
  - o Encounters can take place during the school's term times for year 8 and year 9
- Two encounters for students during the 'second key phase' (year 10 or year 11)
  - o All students must attend
  - o Encounters can take place any time during the school's term times for year 10, and between 1<sup>st</sup> September and 31<sup>st</sup> March for year 11; (excepting during Pre-Public Examinations for both year groups)

- Two encounters for students during the 'third key phase' (year 12 or year 13)
  - Students can choose to attend
  - Encounters can take place any time during the school's term times for year 12, and between 1<sup>st</sup> September and 31<sup>st</sup> March for year 13; (excepting during Pre-Public Examinations for both year groups).

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 will not 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 students.

The school will complete an event proforma for each provider event to collect the above information. Students and staff will be notified of the event at least two-weeks before it happens, through the weekly staff communications bulletin. Tutors will take responsibility for guiding students to bring appropriate prepared questions to the event to ask providers.

## **2.2 Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all students.

One encounter is defined as one meeting/session between students and provider.

Each student will have one mandatory meaningful encounter per academic year. These events will be a question and answer panel event. They will be called "An Audience With...". Providers will outline their apprenticeships, T-Levels or Higher Technical Qualifications offers using a blended approach of video, PowerPoint and spoken presentation. Students will then ask questions of the Provider to boost their understanding of the opportunities being presented to them. The Careers Lead will host these events. Teaching staff will register students and remain for the event to manage student behaviour.

Meaningful live online engagement is also an option at our school. For example, participation in Amazing Apprenticeships, Big Assembly, February annually.

Students will have opportunities to participate in smaller careers events where local, regional, and national providers will provide advice, information and guidance on their job role opportunities and the education and training pathways available to those job roles.

## **3. Student entitlement**

All students in years 8 to 13 at Stantonbury School are entitled to:

- Find out about academic education qualifications, 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, regional, and national providers about the opportunities they offer, including academic, 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, apprenticeships, and traineeships.

## 4. Management of provider access requests

### 4.1 Procedure

Providers wishing to participate in our Provider Access Legislation careers events, or to participate in other careers events (see our careers programme) should contact:

Mrs Karen Malone, RCDP, Careers and Associate Development Manager, Careers Leader

Email: [karen.malone@stantonbury-tove.org.uk](mailto:karen.malone@stantonbury-tove.org.uk) (email is Karen's preferred contact)

Telephone: 01908 324400

Karen works Monday to Thursday (term-time)

### 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:

In the following table:

- Outline examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers
- Set out the times at which access will be given

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-Careers in the Curriculum Talks</li> <li>-STEM Challenges</li> </ul>	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-Careers in the Curriculum Talks</li> <li>-STEM Challenges</li> <li>- Student progress meetings (families)</li> </ul>	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-An Audience With, Provider Access Legislation Event</li> <li>- Careers in the Curriculum Talks</li> <li>-STEM Challenges</li> <li>-University events</li> <li>- UTC events</li> </ul>
YEAR 9	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-Careers in the Curriculum Talks</li> <li>-STEM Challenges</li> </ul>	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-Careers in the Curriculum Talks</li> <li>-STEM Challenges</li> <li>- Student progress meetings (families), including GCSE Options Evening</li> </ul>	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-An Audience With, Provider Access Legislation Event</li> <li>- Careers in the Curriculum Talks</li> <li>-STEM Challenges</li> <li>-University events</li> <li>- UTC events</li> <li>- Work experience preparations</li> </ul>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-Careers in the Curriculum Talks</li> <li>-STEM Challenges</li> <li>-Provision of work placements (one-week duration)</li> </ul>	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-Careers in the Curriculum Talks</li> <li>-STEM Challenges</li> <li>- Student progress meetings (families)</li> <li>- Apprenticeship events</li> </ul>	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-An Audience With, Provider Access Legislation Event</li> <li>- Careers in the Curriculum Talks</li> <li>-STEM Challenges</li> <li>-University events</li> <li>- Job specific guidance meetings (small group)</li> </ul>
YEAR 11	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>- Job specific guidance meetings (small group)</li> <li>- CV workshops</li> <li>- Apprenticeship workshops</li> <li>- Interview skills workshops</li> <li>- Careers in the curriculum talks</li> <li>- Assembly on further education and training pathways</li> </ul>	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>- Careers in the Curriculum Talks</li> <li>-College/UTC events</li> <li>-Training provider events</li> <li>- Student progress meetings (families)</li> <li>- Apprenticeship events</li> <li>- An Audience With, Provider Access Legislation Event</li> </ul>	<p><b>No encounters –encounters must have taken place by 31<sup>st</sup> March</b></p> <ul style="list-style-type: none"> <li>- Confirmation of post-16 education and training destinations for all students</li> </ul>
YEAR 12	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-CV Workshops</li> <li>-Apprenticeship workshops</li> <li>-Interview skills workshops</li> <li>-Careers in the curriculum talks</li> <li>- An Audience With, Provider Access Legislation Event</li> </ul>	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>- Careers in the Curriculum Talks</li> <li>-University events</li> <li>- Student progress meetings (families)</li> <li>- Apprenticeship events</li> </ul>	<p>Opportunities for Providers to participate in:</p> <ul style="list-style-type: none"> <li>-University events</li> <li>-Apprenticeship events</li> <li>-Gap Year events</li> <li>-UCAS Fair trip</li> <li>-Personal guidance meetings</li> </ul>

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 13	Opportunities for Providers to participate in: -CV Workshops -Apprenticeship workshops -Interview skills workshops -Careers in the curriculum talks - An Audience With, Provider Access Legislation Event	Opportunities for Providers to participate in: - Careers in the Curriculum Talks - Student progress meetings (families) - Apprenticeship events	<b>No encounters –encounters must have taken place by 31<sup>st</sup> March</b> Confirmation of post-18 education and training destinations for all students

Please speak to our Mrs Karen Malone 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

The school will be unable to grant access to Providers during:

- School examination periods for any year group, including Pre-Public Examinations (mocks)
- School holidays
- Dates where there are already other provider events booked.

### 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

The school can offer:

- Access to ground floor classrooms for groups of up to 30 students
- The use of the Stantonbury Theatre, suitable for around 250 students, with three-months' notice and where there are no other planned events to take place in the theatre
- Use of sports halls and other sporting facilities, with three-months' notice and where other prior events are not planned for use of these facilities
- Providers are able to use school IT hardware, for example laptops, projection equipment for presentations. Providers must send in presentations to the school at least two-school weeks before the event. Providers will not be able to use their own laptops or USB sticks
- Providers will be asked to follow any Covid restrictions in place at the time of the event.

## 5. Previous providers

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

Anglian Water	Ben Everitt, MP	Judge Sheridan
Harvey Church, Broadcast Engineer	The Probation Service	MK City Council
David Locke Associates	Niftylift	Network Rail
The Foreign Commonwealth and Development Office Services	MK College	Northampton University
Nuffield Research Centre	BAE Systems	Royal Navy
Soccer Assist	Moulton College	MK Christian Foundation
MK Dons SET	Morgan Sindall	EKFB
Amazing Apprenticeships	Galliford Tye	Pearsons
The Department for Work and Pensions	The Treasury	Price Waterhouse Cooper (PwC)
FlexLink Systems	Aldi	Bedford University
MK University Hospital and local doctors	Nuffield Research Centre	British Army
Santander	Proactive People	National Citizen Service
SEMLEP	Ride High	WorkPays
Trinity College, Oxford University	Thames Valley Police	Education and Employers.org
Unifrog	Rainbow Pharmacy	Wilmott Dixon Construction Ltd

## 6. Pupil destinations

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

Sixth Form	21.1%
College	69.9%
Apprenticeships	2.6%
Full-time training	2.6%
Employment, plus training	2.2%
Employment	0.4%
Temporary Break	1.2%
Not in Education, Employment or Training	0.0%

Last year, our year 13 students moved to a range of providers after

school:

Universities
Higher Education in College
Employment
Apprenticeships

## 7. Complaints

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

## 8. Links to other policies

- CEIAG policy
- Curriculum policy
- Complaints policy

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs Karen Malone, Careers and Associated Development Manager, Careers Leader.

This policy will be reviewed by Miss Amy Theed, Assistant Principal, Personal Development and Mrs Karen Malone, Careers and Associated Development Manager, Careers Leader, annually.

At every review, the policy will be approved by the AIB