Provider Access Policy (NS-13)

Ratified by SLT:	Mr R J King, Headteacher
Signature:	*[signature]*
Date:	22 January 2024

Committee Responsible:	Quality of Education Committee
Author:	Mr I Routledge, Assistant Headteacher – Transitions, Careers and Engagement
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Date to be Reviewed:	Annually – January 2025
Version Number:	07

Version	Date	Comments	Author
02	18.06.18	Amendment to responsibility job title	HCA
03	17.07.19	Minor amendments to activities	HCA
04	6.07.20	No changes	HCA
05	30.11.21	Minor amendments to activities and text. Reference made to the updated DfE Careers Guidance document from July 2021.	HCA
06	10.1.23	Updated to reflect the changes in legislation outlined in the Skills and Post-16 Education Act 2022.	IRO
07	22.1.24	No changes	IRO

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Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

All students 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;
- hear from a range of local providers about the opportunities they offer about approved technical education and apprenticeships [1] ; and
- understand how to make applications for technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11). For students in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students 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 pupils from the provider
• answer questions from students

Meaningful Provider Encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous Providers and Destinations Data

Information regarding our destination data and providers we have worked with recently is available on request.

Management of Provider Access Requests

PROCEDURE

A provider wishing to request access should contact Ian Routledge (Assistant Headteacher-Transitions, Careers and Engagement). Telephone: 01900 898888; Email: routledgei@cockermouthschool.org.

OPPORTUNITIES FOR ACCESS

The school offers the six provider encounters **required by law** and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers.

Please speak to the Assistant Headteacher with responsibility for careers co-ordination, to identify the most suitable opportunity for you.

Year Group	Opportunities
8	Careers assemblies, presentations, workshops, work within the curriculum.
9	Careers assemblies, presentations, workshops, work within the curriculum.
10	Careers assemblies, presentations, workshops, work within the curriculum.
11	Careers assemblies, presentations, workshops, work within the curriculum, World of Work morning.
12	Careers assemblies, tutor period, Employability day, interview practice.
13	Careers assemblies or tutor period, interview practice.

Once an opportunity has been identified and confirmed, the Assistant Headteacher with responsibility for careers co-ordination, or a member of their team, will then brief the person(s) visiting school, about any necessary safeguarding procedures, prior to the visit.

Premises and Facilities

The school will make the main hall, classrooms or other suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available Audio Visual (AV) and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Assistant Headteacher with responsibility for careers co-ordination or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils, as long as students have the opportunity to ask questions within the session.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

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[1] In this section this means a qualification approved under section A2DA of the Apprenticeships, Skills, Children and learning Act 2009. See page 35

Headteacher:
Mr R J King BSc

Chair of Trustees:
Mr A Rankin

Cockermouth School · Castlegate Drive
Cockermouth · Cumbria · CA13 9HF

Tel: 01900 898888

www.cockermouthschool.org
reception@cockermouthschool.org

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